

*Hope - Page  
Elementary School*



*Student | Parent  
Handbook  
2016-17*

**Hope-Page Cooperative School Districts**  
Hope-Page Elementary School  
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### SIGNATURE FORMS---MUST RETURN

- Behavior and Procedures Acknowledgment
- Health Screening Consent
- Field Trip Permission
- Computer Use Agreement
- Media Consent Form
- Handbook

## **INTRODUCTION**

**We, the School Boards, Superintendent, Principal, and Faculty of the Hope-Page Elementary School, have compiled and published this elementary student-parent handbook in the hope that it will answer the many questions that arise during the course of the school year. This handbook contains information concerning our schools and their policies. It is published to serve as a guide and it is subject to change. We hope you will keep this booklet and refer to it often. If you have any questions regarding the contents, please contact the school office at 668-2520.**

### **Vision Statement**

The vision at Hope-Page Schools is to create well-rounded, self-directed, lifelong learners.

### **Mission Statement**

At Hope-Page Schools, we believe that student learning is the chief priority and all students can learn to their fullest potential. Students will develop their individual talents, critical thinking and technology skills by being actively engaged in the learning process. Continuous commitment to improvement ensures that our students are well-rounded, self-directed, lifelong learners. By maintaining a safe and optimum learning environment, we provide the opportunity for students to be successful. Promoting high standards and expectations, students, teachers, administrators, parents, and the community share the responsibility for academic success.

## **PARENTAL INVOLVEMENT**

When parents are involved in the education process, children do better in school. Parents and school personnel are effective partners when:

- Parents meet their basic obligations (ensuring children's health and safety, feeding and clothing them, providing supervision and guidance)
- School personnel meet their basic obligations (schools must share with parents information about expectations, programs, and curricula, and provide updates on students' progress)
- Parents participate in activities and events at school (attend school events, visit the school and their child's classroom and teacher)
- Parents engage in learning activities at home with their children (with assistance from the teachers, parents need to reinforce and expand on what children learn in school)
- Parents are involved in decision-making, governance, and advocacy (parents should be active participants in the school decision-making councils and be willing to contact administration and teachers with your opinions)
- Parents and school collaborate with the community (learning is not confined to just the school, the entire community should be a part of the learning process)

## **HOPE/PAGE COOPERATIVE SCHOOL DISTRICT TITLE VI, TITLE IX, ADA AND SECTION 504 NONDISCRIMINATION POLICY STATEMENT**

The Boards of Education of the Hope/Page School supports the provisions of Title IX of Educational amendments of 1972, the Rehabilitation Act of 1973, which commit all schools to elimination of discrimination on the basis of race, color, national origin, sex or handicap to those programs and activities offered to its students. It is the expressed intent of the Hope/Page School District to provide equal opportunity for all students, free from limitations of race, color, national origin or handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, and Administration and staff in making decisions relating to the employment and regulations affecting students and employees.

You are further notified that inquiries concerning the application of Title VI, Title IX, ADA, and Section 504 and this part may be referred to Angie Zerface, High School Principal, who has been the person responsible for coordinating the efforts of Hope/Page Public School to comply with carrying out its responsibilities under Title VI, Title IX, ADA, and Section 504 and this part, including any investigation of complaints alleging noncompliance. The office address and telephone number of our coordinator are as follows: P.O. Box 100, Hope ND, 58046. 701-945-2473.

### **SCHOOL DAY**

The classes at Hope-Page Elementary School begin at 8:30 a.m. and dismiss at 3:30 p.m. Students should go outside to the playground after they have arrived at the school and placed their belongings in their locker/coat area. No student should stay inside before or after school without the supervision of a faculty member. Daily announcements will be distributed during morning classes. If you have an announcement to put in the daily bulletin contact Mrs. Kingston, school principal.

### **ATTENDANCE**

The administration and faculty of Hope/Page Schools believe that regular attendance is a significant and valuable component of a student's education. Regular attendance is important to successful academic achievement. Consistent school attendance is one means of developing responsibility and self-discipline. For these reasons, student absence from school should be limited to those instances where it is genuinely unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance.

The standard rule for makeup work is *the number of days absent is the number of days you have to get work in*. So if a student was absent on Thursday and Friday, they would have Monday and Tuesday to do makeup work, and it would be due Wednesday. Assignments or tests that were due the first day the student was absent are due the day the student returns.

A student will be considered absent when the student is missing from school for any day or part of a day. To avoid being counted absent for a half day, students must be in school by **10:00 a.m.** and not leave school before **2:00 p.m.** Before 10:00 a.m. on the morning of a student's absence, the parent or guardian is requested to call 668-2520 to inform the school or e-mail [Heidi.kingston@k12.nd.us](mailto:Heidi.kingston@k12.nd.us) or [nichole.kleven@k12.nd.us](mailto:nichole.kleven@k12.nd.us). When a phone call is not possible, a note of explanation should be sent with the student when they return to school. The school may call to check on the student if they are gone

more than one day. All participants in co-curricular activities must be in attendance for one-half day (PM), to be eligible for participation or practice that day. Exceptions may be made for medical appointments or other emergencies. These must be cleared through the building principal.

## **TARDINESS**

Students are responsible for being on time to all classes of the day. If a student is not in class by 8:30 a.m. this is deemed as tardy in the elementary building. Students must also return to their classroom within 3 minutes of the recess bell signaling the end of recess. Tardies will be listed on a student's report card. Excessive tardiness will result in a conference with the student, parents, teacher, and principal to determine a remedy to the problem.

## **LOCKERS**

Each student in grades four, five, and six will be assigned a hall locker. Lockers will not have any locking mechanisms placed on them. If a student brings a valuable item to school, he/she should have the teacher keep the item at her desk or bring it to the office for safekeeping. Lockers are to be used for storage of textbooks, supplies, coats, boots, extra shoes, etc. The school retains the right to periodically inspect lockers for damage or whenever there is a reason to suspect that they may contain materials detrimental to the educational purposes of the school. No tape or adhesive should be used on the lockers, students may use magnets to decorate or personalize their lockers. Lockers should be clean and orderly. They will be inspected the last day of school.

## **BEHAVIOR AND DISCIPLINE**

For students to receive the best learning experience in each class they attend, proper discipline is necessary at all times. It is the responsibility of all students to conduct themselves properly. The basic concepts that are consistently enforced with our students are:

### **Safety**

Behave in a safe manner for you, others around you, and school property.

### **Thoughtfulness**

Think of other's needs along with your own. Being willing to stand up for others and think about their needs, as well as your own, will create an environment of great citizens.

### **Accountability**

Understand the consequences of your choices, both positive and negative, when you make them. Take responsibility for those consequences.

### **Respect and Responsibility**

Treat others and their property as you would want to have them treat you. Be reliable in and out of the classroom.

The classroom teacher will handle minor behavior infractions. More severe conduct will be brought to the attention of the Principal who will take measures necessary to correct the problem. Disciplinary action that may be taken by school staff when a student misbehaves is outlined at the back of this handbook.

**Suspension-** In-school or out-of-school suspension may be given to a student for a student's abusive behavior or by the authority of the administration. A student may be suspended by the principal for the willful violation of any school board regulation, willful misconduct which materially and substantially disrupts the rights of others to an education, willful misconduct which endangers the pupil or other pupils or the school's property, or the willful violation of the North Dakota statute relating to the use or possession of tobacco, narcotics, or alcohol on school property. Any or all work missed as a result of suspension must be completed within two days after the student has returned to class.

**Expulsion-** Expulsion from school may be imposed by the school board upon recommendation by an administrator. Expulsion may be for the remainder of the school term or less and may occur after the school board has held a hearing in accordance with the law. Expulsion may be recommended if the student persistently violates any of the reasons under suspension.

## **DRUGS, ALCOHOL, AND TOBACCO**

Use or possession of narcotics, tobacco, or alcohol by students is strictly prohibited in the school, on the school grounds, on the parking lot, or at any school-sponsored activity. Any student using or possessing these items will be suspended from school and a conference with the parents shall be held. Further, any co-curricular participant who indulges in the use or possession of tobacco, narcotics, alcohol, or other harmful substances or the illegal use or possession of narcotics, or habit forming drugs or illegal acts, will be suspended from all participation or public appearances from the date of the infraction for a period of six consecutive school weeks for the first infraction, and for a period of eighteen consecutive school weeks for any subsequent offenses or the duration of the activity, whichever is longer.

## **SPECIAL SCHOOL SERVICES**

### **Response to Intervention (RTI Team):**

The primary goal of the RTI team is to assist classroom teachers or support staff with advice, suggestions, and support to stabilize or remediate a presented concern. A second purpose is to provide an appropriate forum for the decision whether to recommend testing or to consider placement in special education. A student, in most cases, will be referred to the RTI team before any testing of, or consideration for placement of a student in special education. The following includes many of the observations or impressions which merit referral to the RTI Team: 1.) Suspected hearing impairment; 2.) Suspected vision impairment; 3.) Noticeable speech, voice, or language impairment; 4.) Failing classes; 5.) Chronic behavioral or emotional pattern which significantly interferes with classroom performance; 6.) Suspected abuse or neglect; 7.) Suspected alcohol or drug abuse; 8.) Need further information or ideas regarding ability, educational achievement, or learning difficulties and 9.) Others as deemed necessary. The RTI team will not be responsible for placement decisions, IEP development for students referred to special education, or for formal evaluations.

## **Title 1 Services**

This is a federally funded program that enables our school to provide additional teachers who work with students either individually or in small groups to improve their basic academic skills. Title I is designed to complement the educational reading/math programs, study skills, and other curriculum of the classroom teachers. The program helps children do better in school and feel better about themselves. This does not take the place of the reading and math classes in the regular classroom setting. Title I teachers and regular classroom teachers work closely together to make sure that the students do not miss out on their regular education classes. Students for Title I are selected by analyzing their school data from testing, report card grades, and referrals by classroom teachers.

## **Section 504**

This is a regular education accommodation plan. A student may be recommended for a 504 plan if he/she has a long-term disability or disabling situation that impacts one of their major life activities, but does not qualify for the Learning Disability Program. The 504 team is typically composed of the child's classroom teacher, parent(s), and principal. It is the 504 team's responsibility to determine whether the student has a disabling condition and if so, what type of accommodations the child may need in order to be successful in school. The principal is the 504 coordinator for the elementary school and is responsible for the development and 504 record keeping.

## **Learning Disability Program**

The services for this program are provided by the Sheyenne Valley Multidistrict Special Education Unit of which the Hope-Page Schools are a member. To be eligible for a learning disability placement, a student must be diagnosed as having an identified learning disability and a team procedure must establish that the student requires specially designed instruction due to the specific learning disability. A student who qualifies for the LD program would have a significant discrepancy existing between their achievement and intellectual ability in one or more of the following areas: oral expression, listening comprehension, written expression, basic reading skills, reading comprehension, mathematics calculation and mathematics reasoning. Testing to determine qualification for the LD program, is conducted by the LD instructor with the assistance of a school psychologist if needed. Other things taken into consideration are the student's present level of performance in the classroom and their speech-language development as assessed by the speech-language pathologist. If the student has a severe discrepancy between ability and achievement, the evaluation team must determine whether the discrepancy is due primarily to a specific learning disability or to a circumstance or handicap other than a specific learning disability.

## **ELL English Language Learner Program**

A student who qualifies for ELL Services must meet one of the following conditions:

- 1) Must be at least five years of age but must not have reached the age of 22
- 2) Must be enrolled in a school district in this state
- 3) Must have a primary language other than English or come from an environment in which language other than English significantly impacts the individual's level of English language proficiency
- 4) Must have difficulty speaking, reading, writing and understanding English, as evidenced by a language proficiency test approved by the superintendent of public instruction and aligned to the state English language proficiency standards NDCC 15.1-27-12

## **ACCIDENTS**

Our school has the safety of our students as a primary objective. Accident insurance is no longer provided to students. In case of injury during school or at any school-sponsored event, the student should immediately notify the teacher in charge, who will in turn notify the office, so that proper first aid and other action can be taken. Minor accidents will be treated in school without parent contact. More serious accidents will result in a call to a parent to assist with decisions that may need to be made about further treatment of the injury. For this and other reasons, it is important that the office has up-to-date information on how to contact a parent in such an emergency.

## **PERSONAL APPEARANCE**

The dress code is concerned with general social acceptance, cleanliness, disease prevention, and good grooming within the realm of accepted styles and fads. While dress is determined by the student and their parents, school personnel will react to dress and appearance only when the student's type of dress constitutes a health or safety hazard, by being so suggestive or obscene, that it disrupts the educational progress of the school, or if it violates the following dress and grooming code.

## **DRESS AND GROOMING CODE**

The Boards of Education of the Hope-Page Cooperative School District has adopted the following policy with respect to the dress and grooming of students. The board recognizes that a neat, clean and well-groomed student body is essential to a good school learning environment. The primary responsibility for proper dress and grooming lies with the student and parent; however, the school needs to ensure compliance. We encourage proper dress and grooming of students at all times. We require such from all students during our school day and from those students who represent our school at co-curricular activities.

**FROM AN EDUCATIONAL STANDPOINT, THE BELOW ARE UNACCEPTABLE:**

- A. Dress or grooming that are such that they detract from the learning process.
- B. Dress or grooming that creates a potential for health, safety, or sanitation concerns.
- C. Dress or grooming that is detrimental to the image of a public school.

**BELOW ARE SPECIFIC EXAMPLES OF UNACCEPTABLE DRESS AND GROOMING:**

1. Wearing of caps, hats, or bandanas during the instructional day.
2. Wearing of clothes that visually display references to tobacco, alcohol, drugs, or have sexually suggestive inferences.
3. Shorts or shirts that are too short. A recommended guideline is no shorter than mid-thigh.
4. Outfits that expose the bare midriff.
5. Tank tops and spaghetti straps when worn without a cover garment.
6. Clothing that is provocative or unnecessarily revealing, particularly with neckline or clothing that is extremely tight fitting.
7. Pants which are worn so as to expose undergarments or skin.
8. Sandals, flip flops, and open toed shoes when the season and weather dictate a need for greater protection.
9. **Jackets, gloves, boots, and caps** must be worn or in possession during winter travel.

If it becomes necessary to take formal action in regard to compliance, the first action will be taken by the teacher. She/he will warn the student and discuss the dress policy. If the violation warrants immediate action, the student may be requested to put on some covering clothing, turn a shirt inside out, etc. If a student continues to violate the dress policy, the principal will be informed and the student's parent will be contacted. Further violations will result in detention or suspension as outlined in the school's discipline policy.

**STUDENT RECORDS**

Student records are open to the parents of students. If a parent would like to examine their child's file, they should contact the principal. The student records contain the following information: basic information about the student, his/her family, attendance records, grades and progress reports, health information, results of standardized testing, aptitude and interest tests, and special individual test results on special needs. The student's records cannot be transferred in writing or given orally to any other person or place without prior written consent from his/her parents. If a child transfers to another school, their records must be requested from the school they will be attending. Grading information can be accessed on Powerschool via the school website. Contact the office if you need your login and password.

**CARE OF SCHOOL PROPERTY**

The school building and its contents are provided and are supported by the taxpayers of the district. We should all take pride in our school and its facilities. Please do not mar or deface any part of it. Damaging it willfully will result in disciplinary action. Costs of repair for willful destruction will be assessed against the student and his/her parents.

## **SAFETY AND SECURITY**

The school is equipped with security doors. Visitors or students arriving during school hours may go to the front door and be admitted by ringing the bell. We ask that you check in at the office when you arrive to sign in/out your students or obtain a visitor's pass.

## **FIRE DRILLS / EMERGENCY PROCEDURES**

Emergency drills will be held throughout the school year. Teachers will instruct their students ahead of time, about the procedures to be followed in case of a fire or other emergency. It is everyone's responsibility to become familiar with all of these procedures so that we all know where to go and what to do in case of any type of emergency. Written emergency procedures are available in each classroom. These written procedures are guides for staff to use in an emergency.

## **LIBRARY BOOKS**

All books will be checked out of the library during regular class periods. All books should be returned when you have completed reading them or after two weeks. If you are unable to find a book, notify the Librarian immediately. Notices will be sent out with quarterly report cards. Any lost books or overdue fines will have to be paid if it is not found and returned by the end of the school year.

## **TEXTBOOKS**

Textbooks are owned by the school. Proper care is expected of each student. Students will be issued textbooks and all books will be identified by the book number and the student's name written on the inside cover. It is the responsibility of the student to return the assigned book in good condition with allowances made for general wear of the book. Established fees for book repair and damage or loss will be used if necessary.

## **WINTER WEATHER**

Students are to dress appropriately for the winter weather. Caps, gloves, winter boots, snow-pants, and winter jackets are to be worn. Having the proper winter weather clothing allows students to be able to go out to recess all winter, except in the most severe weather. Students that do not have proper winter gear will not be allowed to ride on a bus. Snowballs and throwing of snow and ice is prohibited on school grounds. Radio stations KFGO 790 AM and WDAY 970 AM announce postponements or cancellations of school or school related events due to inclement weather. It may be occasionally necessary to send children home early. This cannot always be announced, so please remain alert to weather conditions throughout the school year.

## **PARENT TEACHER CONFERENCES**

Two formal parent teacher conferences will be scheduled for the school year. These conferences will be for parents with students in all grades. Conference signup sheets will be available at our Open House. You will receive a reminder in the mail regarding the dates, times, and location closer to conference time. Parents are encouraged to schedule additional conferences with their child's teacher throughout the school year if there is a need.

### **Student**

are encouraged to attend as they are the most important member of their educational team.

## **LOST AND FOUND**

Any articles found on school property are to be turned into the office. Parents are urged to have children claim lost articles promptly. Please label coats, tennis shoes, boots, gloves, etc. This will aid us in returning lost or misplaced property to the owner. Items in the lost and found are discarded at the end of the school year if they are not claimed.

## **STUDENT BUS RIDING REGULATIONS**

The school board and school administration has established specific rules for children riding a school bus. If you are not going to ride on the bus to and from school, you are to inform the bus driver or contact the school so the bus driver does not wait for you. You are under the supervision of the bus driver when on the bus and are expected to comply with the driver's instruction at all times. The bus drivers have been informed to notify the school of any disciplinary problems. Continued problems may cause you to lose the privilege of riding the school bus.

## **PETS AT SCHOOL**

Parent or student requests to bring an animal to school need to be approved by the principal in advance.

## **IMMUNIZATION LAW:**

NDCC 23-07-17.1 The parents or guardians of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of a State Department of Health that the child has received or is the process of receiving those immunizations required by law except as exempted by law. Please bring updated immunizations to the school office at the beginning of the school year so any changes can be added to your students file.

## **GAME ATTENDANCE**

All students have the right to attend sporting events and other co-curricular activities. A student will be admitted free to regularly scheduled athletic events if they **have paid their activity fees**. If not, a student is expected to pay regular admission or they will not be let into the building. When at a game or event students are asked to sit and watch the game or event while it is in progress. If a student violates this rule they will be asked to leave the building. Students are not to be dropped off at the school for an event without adult supervision.

## **WEAPONS POLICY**

The Hope/Page School Boards have determined that the possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Such weapons include, but are not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, gun (including pellet or paintball) slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. If the student has an individual education plan an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and/or placement. Other students may receive alternate placement at the discretion of the Superintendent. All students' due process rights and the school administrations authority to modify an expulsion or consider mitigating circumstances as stated in NDCC 15-49-13 shall pertain. Other violations of this policy will require those proceedings for the suspension and/or expulsion until the end of the current school term be initiated by the Principal.

## **BULLYING and HARASSMENT**

Bullying of any type has no place in the school setting. The Hope-Page District will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, or written interactions. Bullying can cause undo anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

Examples of bullying include but are not exclusive to:

1. Intimidation – either physical or mental.
2. Threats of any kind.
3. Assault – verbal, physical, mental or toward property.

The School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination for employees.

Harassment of any type has no place in the school setting. The Hope/Page School Boards will endeavor to maintain a learning and working environment that is free of harassment. The school board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students.

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of physical condition or disability. It may include but is not limited to hostile, demeaning or intimidating behavior or conversation.

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

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

1. "Bullying" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(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 school bus 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.

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

**HEALTH**

School staff are not permitted to treat illness or injury other than to give basic first aid. If your child requires medication during school hours, the medicine must be brought in to the office by a parent/guardian with a note stating the medication to be taken, the amount to be taken, the duration it is to be taken, and the time of day it is to be given. This applies to both prescription and over the counter medications. The school will not be able to provide over the counter medications to the students. It is the responsibility for coming to the office for the medication rests with the child. A North Dakota state law allows students with asthma or certain allergies to have needed medication in their possession during the school day, but it is necessary to complete a form at the office before a student is given a medical pass to carry their own.

## **HEAD LICE PROCEDURE**

This is not a problem which limits itself to unclean homes and children. The head louse is not choosy; it finds its way into the cleanest homes. In order to control its spread in school, the following steps will be taken:

- If signs of nits are discovered parents will be notified and expected to treat the nits before the next school day.
- If the parent believes the school is incorrect in its diagnosis, the student may return to school with a note from a medical professional stating there are no lice or nits.
- If a live louse is found students will be sent home, they will be checked upon their return and regularly after to ensure there are no further signs.

The school will make periodic checks of the student for identification of head lice as deemed necessary. This check will be done by the Cass County Public Health nurse or by other school staff trained in the identification of head lice. **If parents find or suspect their child has head lice please call and notify the school immediately.**

## **NETWORK ACCESS POLICY**

### **Network Use Agreement and Acceptable Use Policy**

A local area network and Internet access is available to students and teachers in the Hope/Page Public School Districts. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation and communication. The purpose of technology is to drive instruction in the classroom.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to many resources including but not limited to:

- Electronic mail communication with people all over the world.
- Information and news from thousands of commercial, public, and educational sites around the world.
- Public domain software and shareware of all types and discussion groups on a plethora of topics ranging from Chinese culture to the environment to music and politics.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of a school setting. The school districts have taken precautions to restrict access to controversial materials. However on a global network, it is impossible to control all information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through an association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you have while using this resource. In general this requires efficient, ethical and legal utilization of the network resources. If a school district user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

## **INTERNET AND SCHOOL NETWORK: TERMS AND CONDITIONS**

**1. Acceptable Use:** A primary purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

**2. Privileges:** the use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who uses the computers will receive information from the district technology coordinator or other faculty member pertaining to the proper use of the network.) The building principals will deem what is inappropriate use and their decision is final. Also, the technology coordinator, faculty, and staff of the district may request the building principals to deny, revoke, or suspend use of the system.

**3. Network Etiquette:** You are expected to abide by generally accepted rules for network etiquette. These include (but are not limited to) the following:

- ✓ Be polite. Do not be abusive in your messages to others.
- ✓ Use appropriate language.
- ✓ Do not reveal your personal address or phone numbers of students or colleagues.
- ✓ Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- ✓ Do not use the network in such a way that you would disrupt the use of the network by other users.
- ✓ The network and its Internet access are to be used for educational purposes. Any intentional misuse of the system, including accessing inappropriate materials, could result in removal from the network.
- ✓ All communications and information accessible via the network should be assumed to be private property.

**4. Disclaimer:** The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mid-deliveries, or service interruptions caused by its own negligence or your own errors or omission. Use of any information obtained via the internet is at your own risk. Hope/Page Public School Districts specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**5. Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a teacher, building principal, or the District Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the school network and/or the internet.

**6. Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any of the above listed agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses.

## **PLACEMENT, PROMOTION, RETENTION AND ACCELERATION OF STUDENTS**

Placement, promotion, retention, and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. The educational program shall provide for the continuous progress of students from grade to grade. A student's achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he/she is assigned to the higher grade.

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. Whenever retention is being considered, the teacher shall confer with the principal and other staff members involved with the child well before the end of the school year. The parents shall be invited to a meeting with the teacher, principal, and other staff members if retention is being considered. Discussion shall consist of an explanation to the parents of their child/children's current academic standing and individual ability. The final decision whether or not to retain a student shall be made by the principal after consultation with the parents.

Similarly, acceleration or double promotion will be used only after consultation with all staff members involved with the student and with the parents. The principal shall make the final decision.

Every effort shall be made to identify special needs and talents of students early in their school careers so appropriate placements can be made.

## **CHILD ABUSE / NEGLECT REPORTING LAW**

In order to comply with the Child Abuse/Neglect Law (Section 50-25.1 NDCC), it is the policy of the Hope - Page Schools that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse, neglect and/or sexual molestation, shall report or cause reports to be made in accordance with the District's adopted procedures. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports should be made. School employees are immune from any civil and/or criminal liability when reporting, in good faith, suspected child abuse and/or neglect. Failure on the part of any legally mandated school employee to report is a Class B misdemeanor. School District disciplinary action may be brought against any employee who fails to report suspected child abuse and/or neglect.

## **Employee/Program Complaint Procedure**

If there are issues that involve the school contact the classroom teacher first. If they are occurring during a specials class (music, physical education, computers, etc.) contact that person or if it is on the bus talk to the bus driver. If you have contacted them and feel the issue has not been resolved contact the school principal. Once you have followed the appropriate chain of command, you may pick up a complaint form at the office to begin the official process.

# School Procedures

Our school is a place of pride and ownership. No matter where we are on school property we need to treat it with safety, thoughtfulness, accountability, respect and responsibility in mind.

## Hallway

- It is important to be respectful of others when we are in the hallway for that reason the following procedures will be followed:
- Walk in a quiet line on the right side of the hallway
- Go directly to you destination
- Keep your hands to yourself-not on the walls, door frames or student work

## Playground

- Slides are to be slid down not climbed up.
- Swings are to be used to go back and forth **not side to side or twisting.**
- If you are playing a game good sportsmanship must be displayed-if you are not being kind to everyone you will not play.
- Everyone is allowed to play unless they are not using good sportsmanship!
- Snow, dirt and rocks need to stay on the ground. Do not throw them at others.
- The 2 finger touch rule will be used when playing tag, football, or any other games where it is necessary.
- Students will use playground equipment as it is intended.

## Cafeteria

- Enter quietly and stay in a line in the lunchroom and hallway. Once you are through the line sit in the designated spot, and use appropriate voices while eating.
- Say please and thank you.
- Be willing to try new things, but don't take food you don't plan on eating.
- Use polite table manners at the table
- Sit appropriately at your table
- Use napkins
- Make sure to leave your area as clean as you found it!
- All food must stay in the lunchroom-it cannot be saved for snack or milk break.
- Clean trays appropriately

## Office

- When entering the office go to the desk and stop.
- Phone calls are for emergencies only. The office phone is not to be used to plan social engagements-these need to be made in advance. Any calls made need to be done so before 2 p.m.
- If you have an emergency and there is no one in the office; look for the closest adult

## Gym

- Be aware of others
- Put things back
- Follow indoor recess procedures (stay off bleachers and stage)
- **Assemblies and Lyceums**
- When guests come in we will treat them with respect and positive attitudes.
- Sit respectfully in your designated area

## Bathroom/Locker Rooms

- Be respectful of others by using the bathroom quietly.
- Return to class promptly after using the bathroom.
- Before you leave make sure you :
  - Flush the toilet
  - Wash your hands
  - Dispose of trash properly-including paper towels and soap spills.

## Computer Lab

- Enter the room quietly.
- Your workstation should look as clean as it did when you came in.
- Push chairs in and clean up your area.
- Put headphones and tools back in the appropriate spot.

## Science Lab

- Be safe!!
- Return all materials to where they belong.

## Bus

- Students need to be on time for the bus.
- When waiting for the bus wait patiently in a line a safe distance from the curb or road.
- Be quiet when crossing railroad tracks.
- Students need to remain seated on the bus.
- Keep hands and feet in your seat, and to yourself.
- Keep your voices at a reasonable level.
- Respect others on the bus and your driver.
- Students **MUST** have a bus pass to ride on any other bus.
- Students must be dressed appropriately for the weather. When riding in the winter ALL students must have clothing suitable for winter weather.
- These procedures are to keep you safe while going to and from school.

## Electronics

- The school will not be responsible for electronic devices/cell phones that are lost at school or on the bus.
- Any electronics should not be in the classroom unless a student has specific permission from a teacher.
- If a student is using electronics/cell phones during the school day, those devices may be turned in to the office, and a parent will need to come and retrieve them.

Behaviors and procedures will be taught, modeled and practiced on a regular basis.

## **Hope-Page Elementary School Behavioral Management Plan**

At Hope-Page Elementary our goal is to create a safe learning environment for all of our students. It is the responsibility of the staff and students at Hope-Page Elementary to behave in a manner that allows everyone to learn; therefore, the following behavior management plan will be followed for all students.

It is the expectation of the school community that everyone is involved in the success of our students, especially family. Please take the time to discuss the behavior plan with your child. Teachers will communicate student behaviors with families and it may be necessary to meet as a team to develop a specific plan for student success.

### **Expectation for Students**

At Hope-Page Elementary everyone is expected to follow the following concepts:

#### **Safety**

Behave in a safe manner for you, others around you and school property.

#### **Thoughtfulness**

Think of other's needs along with your own. Being willing to stand up for others and think about their needs, as well as your own, will create an environment of great citizens.

#### **Accountability**

Understand the consequences of your choices, both positive and negative, when you make them. Take responsibility for those consequences.

#### **Respect and Responsibility**

Treat others and their property as you would want to have them treat you. Be reliable in and out of the classroom.

### **Positive Behavior Support**

Hope-Page Elementary has the following incentives in place for students who practice positive behaviors.

Spartan STAR cards

Spartan All-STAR

Traveling Trophies

Spartan Compliment Calls

Notes home for Spartan Super Star

Awards assembly

Spartan Lunch

## Behavior Plan

Each classroom has a specific set of rules and procedures which will be determined by the teacher and students. These rules/procedures will be posted in the classroom and students will be aware of the consequences for their actions. Consequences could include: redirection, warning, time out, walking ticket during recess or a variety of other things determined by the teacher. The teachers will create their plan and leave a copy in the office with the principal.

Elements of a classroom plan should include the following steps:

Step 1- Warning/redirection-students need to be able to recognize and change their behavior

Step 2 Counseling/conferring-Students need to identify how to solve the problem. This is a good time to have students demonstrate/practice procedures if students are not sure how to follow them.

Step 3-Time Out/Loss of Privileges

Step 4-Parent Contact

Step 5-Principal Referral

In the case of harmful or violent behavior a student will go right to Step 5 and parents will be contacted.



# Student in Need of Support

**Name:** \_\_\_\_\_

**Location**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Playground  Library

**Teacher:** \_\_\_\_\_

Cafeteria  Bathroom

**Grade:** K 1 2 3 4 5 6

Hallway  Arrival/Dismissal

**Referring Staff:** \_\_\_\_\_

Classroom  Other \_\_\_\_\_

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting/ Physical aggression <input type="checkbox"/> Overt Defiance <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Dress Code <input type="checkbox"/> Tardy <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Skipping class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____
Consequence		
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other _____	

**Others involved in incident:**  None  Peers  Staff  Teacher  Substitute

Unknown  Other

**Comments:**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All minor actions are filed with classroom teacher. Three minor actions equal a major referral.

All majors require administrator consequence, parent contact, and signature.

**SIGNATURE**

**FORMS**

**PARENTS MUST SIGN EACH FORM AND  
RETURN THEM TO THE CLASSROOM  
TEACHER**

## Behavior and Procedures Acknowledgment

I have read and understand the procedures and behavior expectation at Hope-Page Elementary. I will do my best to behave in a manner that abides by these rules and understand the consequences for the choices I make.

\_\_\_\_\_  
Student Signature

I have read and understand the procedures and behavior expectation at Hope-Page Elementary. I will do my best to support my student to behave in a manner that abides by these rules and understand the consequences for the choices they make.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature

## PARENTAL CONSENT FOR SCHOOL HEALTH SCREENING PROCEDURES

I hereby give consent for my child (ren) to participate in the health screenings conducted by the County Public Health Nurse. The screening procedures may include:  
Scoliosis, Vision, Hearing, Height, Weight, Blood Pressure and more.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

## Hope-Page Elementary Field Trip Permission

\_\_\_\_\_ has permission to attend all supervised school functions away from the school. It is understood that all pupils will be under adult supervision. If you do not want your child to go on a certain field trip please contact the school.

As these trips come about, you will receive notice providing details such as transportation and food concerns.

\_\_\_\_\_  
Parent/Guardian

## Hope-Page Elementary Media Release Form

Throughout the school year students attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior. With the Principal's approval, occasionally, staff, parents and local media cover these events by taking photographs or video. This may include newspaper, television, websites or other media production. This also includes our school's website and classroom and club web pages. By signing below, you agree that you have been notified of the possibility that your son /daughter may be included in photographs or video and authorize the use for public print, display or broadcast.

\_\_\_\_\_ I give permission for my child's name or photograph to be used for school-related public media and the school's website.

\_\_\_\_\_ I do not give permission for my child's name or photograph to be used for school-related public media or the school's website. (Student will still be allowed to attend the activity or program.)

\_\_\_\_\_  
Student Name (s)

\_\_\_\_\_  
Grade (s)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Hope-Page School District Student Computer, Internet, and Local Area Network Acceptable Use/User Agreement

Name \_\_\_\_\_ Date \_\_\_\_\_  
(student(s) name)

I have read the Hope - Page School District Acceptable Use Policy and agree to abide by its rules and guidelines.

Signed \_\_\_\_\_  
(student name)

Signed \_\_\_\_\_  
(student name)

Signed \_\_\_\_\_  
(parent name)

**Note:** All students and employees of Hope-Page District who use a school computer, school inter/LAN connection, or who connect to their EduTech email account authenticated through the Hope-Page District are required to have submitted a User Agreement to the building business office.  
Any student violating rules set in Acceptable Use Policy may receive temporary or permanent loss of computer privileges to be determined by building principal.  
Failure to sign User Agreement deems immediate and permanent loss of privileges.

## Elementary Student/Parent Handbook Acknowledgment Form

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
(student name)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
(student name)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
(student name)

I have read the Hope - Page School District Student/Parent Handbook and agree to abide by its rules and guidelines.

Signed \_\_\_\_\_  
(student name)

Signed \_\_\_\_\_  
(parent name)

**Note:** Handbooks have been distributed to the oldest child in the family. There are places for multiple students to sign the handbook, for families with more than one student in the school.