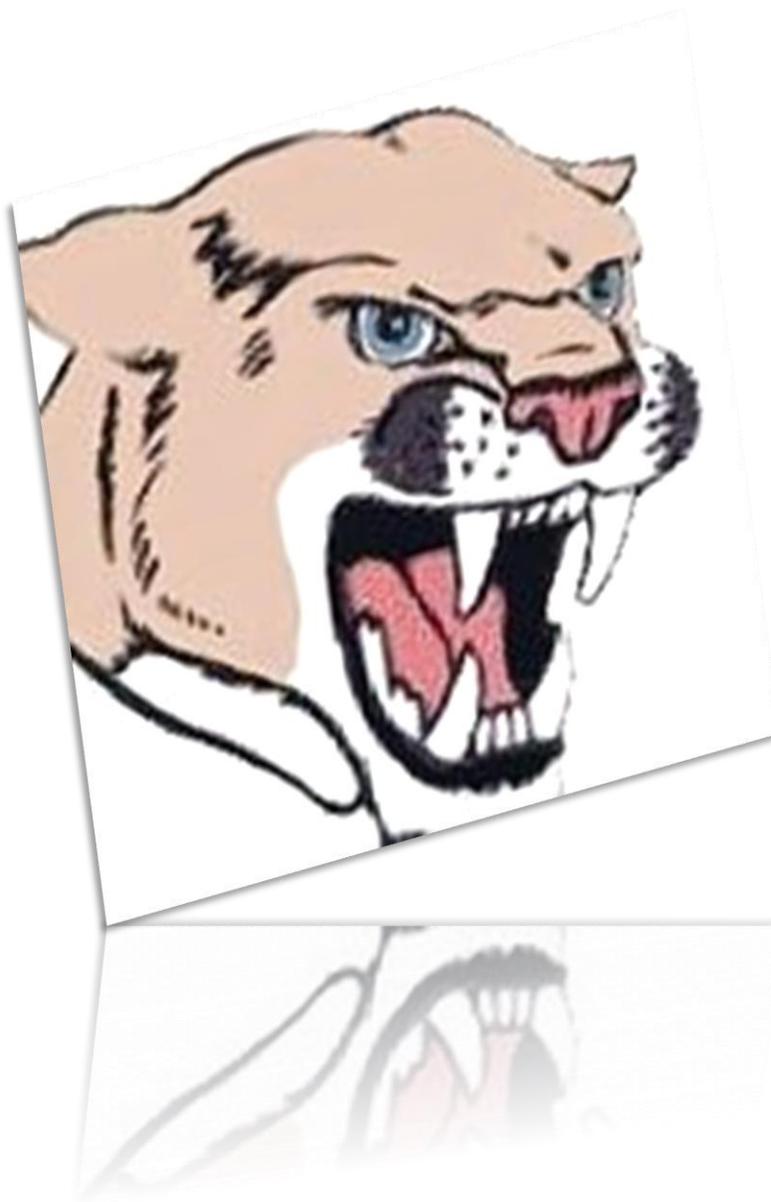


Billings County School District
Student & Parent Handbook
2021-2022



Billings County School District

AUGUST '21 6 days

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER '21 18 days

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER '21 15 days

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER '21 16 days

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER '21 10 days

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2021-22 Calendar

2021

Aug 23-----In-Service
 Aug 24-----First Day of School
 Sep 6-----Labor Day - No School
 Sep 17-----Discovery Day (optional)
 Oct 8-----Teacher Professional Dev.
 Oct 20-----End of Quarter 1
 Oct 21-22-----Teacher's Convention- No School
 Oct 26 & 28 Parent/Teacher Conferences (3:30 - 6:30)
 Oct 29-----Discovery Day (optional)
 Nov 11-----Veteran's Day - No School
 Nov 19-----Discovery Day (optional)
 Nov 24-----In-Service - No School
 Nov 25-----Thanksgiving - No School
 Dec 3-----Discovery Day (optional)
 Dec 20 - Dec 31-----Holiday Break-No School

2022

Jan 3-----School reconvenes after Holidays
 Jan 13-----End of Quarter 2
 Jan 7-----Discovery Day (optional)
 Jan 17-----In-Service - MLK Day - No School
 Feb 11-----Discovery Day (optional)
 Feb 21-----President's Day - No School
 Feb 22 & 24-----P/T Conferences (3:30 - 6:30)
 March 11-----Teacher Professional Dev.
 March 12-----Teacher Professional Dev
 Mar 17-----End Quarter 3
 March 25-----Discovery Day (optional)
 April 8-----No School (Storm Make-up Day)
 April 15-----No School (Good Friday)
 April 18-----No School (Easter Monday)
 April 29-----Discovery Day (optional)
 May 13-----No School (Storm Make-up Day)
 May 28-----End of Quarter 4
 May 28-----Last Day of School

Quarter 1 (Aug 24 - Oct 20)..... 35 days
 Quarter 2 (Oct 25 - Jan 13)..... 38 days
 Quarter 3 (Jan 18 - March 17)..... 38 days
 Quarter 4 (March 22 - May 28)..... 41 days

Storm Make-Up Days Apr 8 & May 13

Days of Classroom instruction..... 150 days
 P/T Conferences Compensatory Days..... 2 days
 Feb 14, April 4
 Holidays Counted..... 3 days
 Sept 6, Nov 11, Nov 25
 Professional Development (In-Service)..... 5 days
 Aug 23, Oct 8, Nov 24, Jan 17, March 11)
 Total 160 days

COLOR CODE

YELLOW--School in Session
 GRAY--Discovery Day
 RED--Professional Development
 GREEN--No School Teacher In-Service
 BLUE--No School/Holidays-Holiday Breaks
 ORANGE--Storm Make-Up

**Heart River
Cougars**

JANUARY '22 17 days

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '22 16 days

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH '22 19 days

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '22 16 days

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '22 17 days

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

An important goal of the school district is to promote communications between the home and school. The purpose of this handbook is to provide parents and students with information on practices and procedures in our elementary schools. It is our hope that this handbook will assist both parents and teachers in working together to provide the best possible learning opportunities for your children. If you have any questions or suggestions, please contact the District Superintendent. We enjoy building our programs on your suggestions.

Board of Education

The board of education consists of 5 members elected from 2 specific geographic areas of the District for four-year terms (currently some terms are shorter to transition to coinciding with the county elections in even-numbered years). The school board generally meets the second Tuesday of the month at 5:00 PM in the board room at DeMores School. Dates, times, and locations of meetings are occasionally changed to accommodate the business of the board. A schedule of upcoming School Board meetings can be obtained by calling the office in Medora at 701-623-4363 or notices of any changes in normal meeting dates, times, and locations will be posted in the Billings County Pioneer and on our website at www.billingscounty.k12.nd.us.

The leadership in our district is provided by Superintendent/Principal, Shae Peplinski and Assistant Superintendent/Principal, Danielle O'Brien.

BCSD has met the state requirements to receive a Certificate of Approval for accreditation through DPI to provide instruction for the students attending DeMores and Prairie Schools.

Non-Discrimination & Anti-Harassment Policy

ACC & Reg. AAC-R, Section 504 Policy GDA

Billings County School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and employment practices. Billings County School District seeks to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore Billings County Schools District policy AAC assures that the district and its employees will not retaliate against any persons who file a complaint regarding these or any other OCR enforced statutes regarding discrimination and/or treatment. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 coordinator, Shae Peplinski, at 701-623-4363. For information regarding Title IX compliance call, Tammy Simnioniw at 701-623-4363.

Mission Statement "Excellence Starts With Me"

Goals

1. To help young people develop positive behaviors, such as self-discipline, responsibility, good judgment, good citizenship, and the ability to get along with others.
2. To provide a stable learning/growing environment, but maintain the ability to be flexible when the need arises.
3. To encourage instruction in the use and understanding of computers and new technology necessary to be a part of today's and tomorrow's world.
4. To encourage parental involvement and community involvement to improve their understanding of the education process.

Accessibility Policy

The Billings County School District is committed to ensuring accessibility of its website for students with disabilities, parents with disabilities, and members of the public with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the American's Disability Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the District or third-party vendors and open sources.

Asbestos

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials however can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. **The Billings County School District developed a management plan which resulted in the removal of all ACBM materials in all its facilities.** Architects for Prairie Elementary, DeMores Elementary and Billings County Resource Center provided assurance that no ACBM were used in their construction.

The law further requires an asbestos management plan to be in place by July 1989. The Billings County School District developed a plan as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified

or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Prairie Elementary, Prairie Library Building, DeMores School and Billings County Resource Center. Documentation that none of our buildings have asbestos containing building materials is on file in the District office in Medora.

It is the intention of the Billings Co. School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure student and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office of the school during regular business hours. **Tammy Simnioniw, Business Manager**, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos related issues should be directed to her at 701-623-4363.

Assessment

The testing of student achievement is a continuous process handled primarily by classroom teachers. However, in order to (1) evaluate the effectiveness of our teaching and curriculum materials, (2) determine whether each individual is doing as well as he/she is capable, and (3) determine how well our students are meeting the District standards for learning, we feel that a systematic assessment program is essential. Parents will receive a report showing how well a student is achieving in each subject listed.

Attendance

See Policy FFB

Students are expected to attend all classes and school functions unless there are legitimate reasons for absence. The faculty and administration strongly believe that good attendance at school is essential for academic progress and is the responsibility of both the students and parents. A student's contribution to and achievement in class are directly related to attendance.

We do not encourage vacations outside the allotted times as scheduled in the school calendar. Doctor, dental, or other appointments during the school day should be avoided, whenever possible. If an appointment is unavoidable, the time should be scheduled when a minimum of classes will be missed.

When children are to be absent, please call the school office as soon as possible. When a child is absent and the reason for the absence is not known, the school secretary will contact the parents as soon as possible to ascertain the child's whereabouts.

Tardiness creates a problem for both students and teachers. Patterns of late arrival are disruptive to the entire educational process. Children must be in school by 8:20 AM at DeMores and 8:30 AM at Prairie. Students arriving after 10:00 AM at DeMores and 10:00 AM at Prairie will be marked absent for the AM. Students leaving before 1:45 PM at DeMores and 1:45 PM at Prairie will be

counted absent for the PM. Students riding the bus will not be considered tardy when the bus arrives late. Dismissal time is 3:20 PM at DeMores and 3:30 PM at Prairie.

Students are responsible for the mastery of the content covered in class during their absence.

Absences/Tardies Defined: Although all absences and tardies, excused and unexcused, will be marked as "absent" or "tardy", the unexcused absences are subject to disciplinary action.

A. Excused absences:

1. Personal illness/medical/hospital/homebound
2. Death or illness in the family
3. Weddings of relatives
4. Participation in wedding ceremonies
5. Family emergencies
6. School sponsored activities/field trips
7. Trips requested by parents and approved by school administrator
8. Funerals of family, relatives or friends
9. Required court appearances
10. Medical and dental appointments

B. Unexcused absences:

1. Truancy (also known as cutting or skipping) is defined as being absent from one or more classes without the consent of parents/guardians and or school officials. Truancy is also defined by behaviors such as failure to report to the office after being sent there, leaving class without a teacher's permission, abuse of pass usage, failure to leave after checking out and failure to go to class upon return to school.
2. Unexplained absences.

When a student has had five tardies and/or absences, parents will be notified. A conference with the principal or counselor, a home visit or an educational neglect report to Golden Valley County Social Services may be needed if further absences occur.

Bullying and Violent & Threatening Behavior

See policy ACEA & ACE

Bullying, by an individual or a group, is prohibited. Allowing or supporting bullying, even though not directly involved in the bullying, is also prohibited. Bullying is any act that knowingly causes harm or fear of harm to a student or student's property; this includes written comments (including internet, texting, and email), verbal comments, and physical actions. Anyone who feels they have been a victim of bullying or knows of specific conduct that appears to be bullying, needs to report the event to a school official.

Child Abuse or Neglect

North Dakota State Law mandates that school teachers, administrators, counselors, and nurses having knowledge of or reasonable cause to suspect that a child coming before them in their official

or professional capacity is abused or neglected, will report the circumstances to Stark County Social Services, Belfield, North Dakota.

Child abuse or neglect may be:

Emotional - Failure to provide warmth, attention, supervision of normal living experiences.

Physical - Shaking, beating, burning, failure to provide the necessities of life.

Verbal - Excessive yelling, belittling or teasing.

Sexual - Incest or other inappropriate sexual activity involving a child.

Child Find

Every North Dakota child is unique in his or her abilities, family heritage, and potential to grow. But some infants and children face special challenges in getting a good start in life.

Child find was established through the Individual with Disabilities Education Act and Section 504 of the Rehabilitation Act to help identify infants and children with delays in growth and development who need special services.

It is important that all parents keep track of their children's growth and development. Not all children do the same things at the same ages, but there are some general guidelines. Does the child's progress seem typical? Are there signs for concern? Sometimes parents are too close to their own children to notice delays. A friendly comment from a neighbor or relative may help them take the first steps toward getting help.

If you are concerned that your child isn't developing as quickly or doing the same things as others of his or her age, contact Shae Peplinski at 701-623-4363. You may also call West River Student Services at 701-483-1257. A selective screening may be scheduled to help determine whether a delay is present. If so, special activities or services may be offered to help your child to grow, develop, and learn. The sooner a child is identified, the sooner he or she can be helped.

Complaints About Personnel

In order to provide an effective procedure for responding to complaints about school district personnel in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Filing Procedure

The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.

3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within sixty (60) days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Board President for final resolution.

Complaints about the Superintendent shall be directed to the Board President, who shall follow the same procedure.

Deadlines

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

Prohibition: Retaliation

The District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he, in good faith, files a complaint against the District (or a district employee, contractor, or agent) under this policy. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he participates in an investigation, hearing, or inquiry related to this policy.

Prohibition of False Claims

The District may take appropriate disciplinary action against a district employee, contractor, student, and/or other district agent and/or may take legal action against anyone who knowingly files a false complaint under this policy or a false claim of reprisal, retaliation, or discrimination under this policy.

Complementary Documents

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure
- DI, Personnel Records
- KACB-E, Personnel Complaint Form

End of Billings County School District Policy KACB.....Adopted 04/13; Revised 12/14

Curriculum Development

See Policy GAAA

An effective educational program is contingent upon continuity and coordination of instruction and curriculum. Curriculum development and improvement are based on several factors: the philosophy of education and goals established by the Board of Education, the needs and interests of children, the needs of the community and of society, current research concerning human development and the ways individuals learn.

Responsibility for courses of study, textbooks, supplementary instructional materials, teaching methods and other items relating to the instructional program must be shared by a variety of individuals including teachers, administrators, and members of the Board of Education.

Teachers and administrators, through the appropriate curriculum study committees, will preview and select basic instructional classroom materials. Selected materials will support the district's philosophy statements and curricular standards and benchmarks.

Selected materials will be an extension of best practice educational research. The study committees will follow the district approved curriculum review cycle to study and evaluate proposed instructional materials for district adoption.

Curriculum Development for Preschool

Preschool shall meet Monday, Tuesday, Wednesday and Thursday at DeMores and Prairie. They will be following the ND Preschool Standards to ensure that your child is ready for Kindergarten. Handwriting Without Tears will be utilized in the handwriting, language arts and math areas. Building a foundation for lifelong learning through play is our goal. Our curriculum will allow children to investigate and build self-confidence while growing socially, emotionally, physically and developing their cultural diverse needs. It is through these activities that children will achieve readiness skills needed for Kindergarten. Written assessment and periodic phone calls will be made to keep parents informed as to their child's progress throughout the year.

Cumulative Records

See Policy FGA

Cumulative records are maintained on every student in the Billings County School District. The information in a cumulative record file includes: basic demographic information about the student and their family, attendance records, grades and/or progress reports, immunization information, and special education information (if applicable). Other information provided by the parents including medical information, custody arrangements etc. may be included. Parents are welcome to see or have a copy of the material in this file upon request. Should a student transfer to another school system, parents will be contacted for release of the records to the new school. Official records will be sent to the new school by Billings County School District. No individual or agency outside the school system will be permitted to inspect a child's record without the written consent of parents or a court order.

Discipline Program

In order for a student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly and consistently.

The "school family" is the core of the program. Billings County School District will implement a classroom climate that models the Seven Essential Life Values and teaches children Seven Basic Social Skills.

Seven Essential Life Values

1. Integrity
2. Interdependence
3. Respect
4. Empowerment
5. Diversity
6. Compassion
7. Responsibility

Seven Basic Social Skills

1. Anger Management
2. Helpfulness (kindness, sharing)
3. Assertiveness
4. Impulse Control
5. Cooperation
6. Empathy
7. Problem Solving

Investigation & Disciplinary Procedures

Minor conduct violations: Minor conduct violations shall be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the misconduct, s/he will investigate to determine if the student was in violation of conduct standards. In addition, teachers/school officials with disciplinary authority are authorized to respond to violations by invoking one or more of the following options, such as, but not limited to:

- Teach/Reteach the appropriate behavior
- Contact the student's parents
- Develop a behavior adjustment plan (i.e., fix-it plan, apology plan, and restitution plan)
- Hold a conference with the student's parent/guardian
- Restrict or withdraw student privileges

Major violations: Such offenses shall be reported to the building principal. A teacher or school official referring a student to the building principal as a result of a potential conduct violation shall complete a misconduct report for the principal to review. The principal shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. If a violation is substantiated, the principal is authorized to respond by invoking one or more of the following options:

- Parent contact
- Withdraw student privileges
- Refer the student to a school counselor
- Create a behavioral adjustment plan
- Hold a conference with the student's parent/guardian and classroom teacher
- Require the student to attend detention
- Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the District's suspension and expulsion policy
- Explore alternative placement within the current school setting; (e.g., alternative schedule, change of setting within the building)
- Explore alternative placement outside the current school setting

This recommendation shall be submitted to the School Board for approval or denial.

- Expulsion in accordance with district policy

- Referral to outside agency (e.g., police, social services, Sunrise Youth Bureau)
- Other responses as indicated in district policy

Elementary Examples Of Student Conduct Violations

Below are examples of conduct violations and major conduct violations. The examples are organized categorically based on their general degree of severity but shall serve as guidelines only. In accordance with student disciplinary regulations, school officials with disciplinary authority must take into account the totality circumstances associated with student misconduct before classifying and responding to it.

Violations may include, but are not limited to: tardiness, absences, plagiarism, cheating, and behavior that creates a slight disruption of classroom operations, insubordination.

Major student conduct violations may include, but are not limited to: repeated or excessive violations listed above, violations of state or federal law, violating drug/alcohol/tobacco policies, bullying, hazing, violent or threatening behavior as defined in policy, violating district prohibitions on weapons in school, violating district policy on discrimination/harassment, vandalizing school property, extreme forms of disorderly conduct, extreme forms of insubordination.

Discrimination & Harassment

See Regulation AAC-BR

It is the policy of the Billings County School District to maintain a learning environment that is free from discrimination and harassment. The Billings County School District prohibits any form of harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age or status in any group protected by federal or state law.

The School District will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. A grievance reporting form is available in school offices.

Discrimination/Harassment Defined:

Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by federal, state or local law when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. or, otherwise adversely affects an individual's employment or academic opportunities.

Title IX Coordinator

Title IX prohibits discrimination based on sex by entities that receive federal funding. Every school district must designate at least one Title IX Coordinator. The Title IX Coordinator receives complaints of sexual harassment and sex discrimination, either by telephone, e-mail,

mail to their office, or in person. Grievance procedures have been established. To file a complaint, contact the Title IX Coordinator.

Billings County School District Title IX Coordinator

Tammy Simnioniw, Business Manager

Telephone: 701-623-4362

Email: tammy.simnioniw@k12.nd.us

Mailing Address: PO Box 307, Medora, ND 58645

Dress Code

See Policy FFH

Students have a fundamental right to a free public education. They also have a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others and in establishing a climate for learning within the school. All students are expected to dress and groom themselves neatly in clothes that are suitable for school. Clothing and accessories worn by students are not to endanger the health or safety of other students or distract the educational process.

Clothing promoting or advertising the use of alcohol, tobacco, other drugs, or violence or which has obscene language printed on it interferes with the educational process and the rights of others to teach and learn in an orderly environment and is therefore prohibited. Shirts that reveal stomach or back skin, and short shorts or low-slung jeans are considered play clothes; they are not appropriate for the classroom. T-shirts with inappropriate language and/or pictures which are considered offensive are not to be worn in the school setting. A child will be asked to cover the t-shirt or turn it inside out while in the school setting.

Eligibility

Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 75% or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

1. Any student with any failing grades will be on probation for a one week period. During the probation, students will be allowed to practice but are not able to play in games.
2. Grades will be checked every week. After the week of probation the student will be allowed to participate as long as there are not failing grades.
3. Students that receive an in-school suspension or out of school suspension will be on probation for a two-week period.
4. Any student who misses practice because of an unexcused absence will not be able to play in the next game.

Emergency Response Plan and Exercises

See Policy ACAB

The goal of an emergency response plan is to ensure an organized, efficient, and effective response to life-threatening emergencies. The plan shall contain procedures for responding to threats; medical emergencies; natural disasters; and manmade disasters, including, but not limited to, nuclear attacks, terrorism, and other acts of violence. Our goal is safe care, custody, and accountability of children.

Entrance Requirements

See Policy FAAB

All children entering kindergarten for the first time must be five years old on or before July 31 preceding the school year.

All children entering first grade for the first time must be six years of age on or before July 31 preceding the school year.

State law requires that all children enter first grade before they are seven, unless they are in kindergarten. The law requires that the person responsible for a six-year-old who is enrolled in a public school must ensure that the child is in attendance for the duration of the school year. The responsible person may withdraw the six-year-old from school but may not then re-enroll the child until the following school year. This law does not affect a six-year-old child relocating to another school district.

Early Entrance

Early entrance means entering kindergarten or first grade before the legal entrance age. The date of birth evidence must be provided at the time of registration. Parents interested in early entrance for pupils whose birthdays are between August 1 and November 31 should contact the building Principal beginning in February, prior to the beginning of the new school year. Testing service will be provided for a fee of \$40 to determine readiness for early entrance.

Extra-Curricular Activities

Billings County Schools coop with Heart River Athletics. Students are eligible to participate in football, basketball, volleyball, softball, track and field, and golf. The activity vehicle will transport students involved to Belfield School to practice and parents are responsible to pick their students up after practice.

See Policy FCAF

BCSD will comply with the concussion management program requirements contained in law (NDCC 15.1-18.2).

Family Educational Rights to Privacy Act (34CFR Part 99) (FERPA Privacy Rights)

The Billings County 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:

1. 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 records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is 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.
3. 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 which permits disclosure without consent is disclosure to the 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 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 including serving on the Emergency Threat Response Team. 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 such as a student's name, address, and telephone number, date of birth, honors and awards. If the parent does not want directory information released they must contact the school where the student attends within two weeks.
4. 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. 20202-4605.

Federal Title Program Dispute Resolution Policy

See Policy GABDB

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to Title programs. If a parent, school personnel or any interested person wishes to file a complaint, the following process must be followed:

1. The written complaint must be sent via mail or email to: Tammy Simnioniw, Business Manager, Billings County School District, PO Box 307, Medora, ND 58645.
2. The complaint must include: the date, the name of the district or unit or individual the complaint is against, the name, and address and phone number of the person making the complaint, a detailed description of the complaint including specific facts, and the signature of the person making the complaint.

When a complaint is filed, the Superintendent will investigate and issue a written response within sixty (60) calendar days from the date the complaint is received.

Reconsideration Once a response is received from the Principal, the person making the complaint has the right to have their complaint reconsidered. The complainant may submit a reconsideration request in writing to the ND Department of Public Instruction (State Superintendent, 600 E. Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440) and the US Department of Education (Secretary of Education, 555 New Jersey Avenue NW, Washington, D.C. 20208).

Field Trips

See Policy FFF

Instructional field trips are those which are directly related to ongoing classroom instruction. They provide a means for staff and students to relate the instructional program to the community outside the schools. Field trip transportation will be provided by vehicles belonging to the commercial carrier contracted by the district. Parents will be required to complete and sign a permission slip for students to be allowed on the field trip.

Head Lice

SUPPLEMENTARY

Descriptor Code: FCAC

HEAD LICE

School district personnel may not prohibit a student infected with head lice from attending school.

School district personnel shall make an effort to assist in the prevention and management of head lice.

1. Annually, the Superintendent shall issue guidance to parents on the prevention, diagnosis, and treatment of head lice.
2. The Superintendent shall develop material and a protocol for informing the parent of a student infected with lice of the infestation and available treatment methods.
3. The Superintendent shall develop a procedure for alerting the parents of students who were exposed to the infected student. This procedure shall prohibit release of the infected student's personally identifiable information unless an exception applies under FERPA (e.g., release to educational officials with a legitimate need to know).

Management of Head Lice

School district personnel may perform a head lice screening on any student exhibiting symptoms of a lice infestation and on any student who has had head-to-head contact with a student believed to have head lice.

1. A student found to be infected with head lice must be reported to the building principal immediately.
2. The building principal shall work with teachers and other personnel to implement a plan to reduce head-to-head contact among students.
3. School district personnel shall notify the student's parent of a suspected infestation.

Nothing in this policy prohibits school district personnel from reporting the suspected abuse or neglect of a student as required by law.

End of Billings County School District #1 Policy FCACAmended: 09/14/2021

Health Issues - Significant Contagious Diseases

Policy ACBB

Communicable Disease

Teachers must report suspected cases; whenever principal and/or teacher in any private, parochial or public school has reason to suspect that any pupil is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to the South West District Health Unit.

Government Regulations

Billings County School District and Southwest District Health employees honor and comply with all government regulations including Health Insurance Portability and Accountability Act (HIPAA).

Illness Guidelines

Parents should call the school to advise school officials of the child's absence. If a child becomes ill while in school, the parents will be contacted so they can come immediately to the school to pick up the child. It is important that each parent provide a local name and phone number of a person who could be contacted in case of an emergency. The principal or secretary will also refer any suspected contagious cases to the parent for medical diagnosis.

Children with the following symptoms should not be sent to school and/or school activities:

If these symptoms are present, the student should be sent home:

Any indication of communicable diseases.

Thermometer indicates a temperature of 100 degrees or above.

Undiagnosed rash or sores.

Vomiting or diarrhea.

Deep and severe cough, heavy or discolored nasal discharge.

Contagious infection diagnosed by a physician.

Students may not return to school until:

When the student is diagnosed by a physician to have a contagious infection and places the student on a prescription medication, the student may not return to school until they have taken the medication for a full 24 hours and their temperature has stayed below 100 degrees for 24 hours without the use of acetaminophen, etc.

Their temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (i.e., Tylenol), etc. to keep the temperature down.

There has been no vomiting or diarrhea for 24 hours.

These guidelines are for the safety of the ill student as well as for the other students and staff.

Immunization

The law requires that all students entering any grade in school must have on file or submit a completed Certificate of Immunization signed by a physician, public health nurse, or the parent/guardian as required before they can be admitted to school unless the parent or legal guardian signs a waiver.

Medication:

See Policy FCAB

School personnel will administer medication only if parents put in writing the student's name, the name of the medication, instructions regarding date, time, and dosage, and the parent/guardian's signature. All medication must be in the original pharmacy labeled container with instructions. These must be kept in the school office and dispensed from there. A form is available to be filled

out for any medication needed. Students, who use asthma medications independently, should keep inhalers in their personal possession after notifying their teacher.

Medical Conditions:

Parents are asked to complete an Emergency Care Plan Form at the time of registration. This information will tell school personnel of any medical conditions of their child, whom to call in case of emergency, and authorization to call an ambulance if needed.

School Accidents:

In the event that a student gets injured while on school property or during a school related activity the student will receive first aid treatment. If the injury appears to be serious, the parent/guardian will be notified immediately and an EMT will be called or the student will be transported to the clinic or hospital you requested on the Emergency Care Plan. After taking care of the student, the BCSD staff member will notify the central office and complete an accident report form to be submitted to the business office.

IPAD Policy, Procedures, and Information

Billings County School District grades K-8 will be offering students Apple iPad devices for use at school and at home. In grades K thru 8, iPads are taken home only at the discretion of the classroom teacher.

The 1:1 iPad Program has been designed to enhance the delivery and individualization of instruction for the students using 21st Century Skills. Effective teaching and learning with iPads integrates technology into the curriculum and allows students the opportunity for "high levels of learning for all".

1. RECEIVING YOUR iPad & iPad CHECK-IN

a. Receiving your iPad

iPads will be distributed at the beginning of each school year.

b. iPad Check-In

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of Billings County School District during the school year, the iPad will be returned at the time of checkout.

c. Check-In Fines

i. Individual school iPads and accessories must be returned at the end of each year. Students who withdraw, are suspended or expelled, or terminate enrollment at BCSD for any reason must return their individual school iPad prior to the date of termination or start of the disciplinary sentence.

ii. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at BCSD, that student's parent may be subject to criminal prosecution, civil liability, or referral to small claims court. The student's parent will also pay the replacement cost of the iPad. Failure to return the iPad may result in a theft report being filed with the Billings County Sheriff Department.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

a. **General Precautions**

- i. The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- ii. iPad and case must remain free of any writing or drawing. Stickers and labels must be approved by classroom teacher.
- iii. Do NOT leave iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.
- iv. Limit the number of items carried within a backpack with the iPad to avoid excessive pressure applied to the iPad screen.
- v. Students must keep their iPad in the protective case, provided by the school, unless removal is directed by a teacher.
- vi. iPad furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.

3. **USING YOUR iPad AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

a. **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if their iPad were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

b. **Screensavers/Background Photos**

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock passcodes are not to be used.

c. **iPads and Extracurricular Activities**

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events.

4. **SOFTWARE ON iPads**

a. **Originally Installed Software**

- i. The apps and operating system originally installed by Billings County School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

5. **ACCEPTABLE USE**

The use of the Billings County School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by Billings County School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in Billings County School District. This policy is provided to make all users aware of the responsibilities associated

with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary actions shall be applied.

****Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

a. **Parent/Guardian Responsibilities**

- i. Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

b. **School Responsibilities Are To:**

- i. Provide internet and email access to its students at school.
- ii. Provide internet filtering at school.
- iii. Provide network data storage. (These will be treated similar to school lockers. Billings County School District reserves the right to review, monitor, and restrict information stored on or transmitted via BCSD owned equipment and to investigate inappropriate use of resources.)
- iv. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- v. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

c. **Students Are Responsible For:**

- i. Using iPads in a responsible and ethical manner.
- ii. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- iii. Using all technology resources in an appropriate manner so as to not damage school equipment.
- iv. Helping Billings County School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- v. Monitoring all activity on their account.
- vi. Securing their iPad after they are done working to protect their work and information.
- vii. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

d. **iPad Care:**

- i. Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- ii. iPads that malfunction or are damaged must be reported to administration.
- iii. iPads that are stolen must be reported immediately to the office and the appropriated law enforcement agency must be contacted.

e. **Student Discipline:**

If a student violates any part of the above policy, board policy, or BCSD handbook policy, he/she may be subject to the following disciplinary steps. Students will:

- i. Check-in/check-out their iPad from the teacher daily.

- ii. Lose individual iPad and be issued a generic loaner iPad.
- iii. Lose iPad while being required to complete coursework.
- iv. May be subject to disciplinary/legal action as deemed appropriate.

6. **PROTECTING & STORING YOUR IPAD**

a. **Storing your iPad:**

When students are not using their iPads at school, they should be stored in their classroom. When not at school, students should comply with the general precautions (Section 2) of this policy. If a student needs a secure place to store their iPad, they may check it in with their classroom teacher for storage in a secure place.

b. **iPads Left in Unsupervised Areas:**

Under no circumstance should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office and disciplinary consequences may apply.

7. **TECHNOLOGY FEE**

- a. The technology fee will be determined annually by the School Board.
- b. If a student qualifies for free or reduced lunches, the technology fee will be waived.

8. **DAMAGE/LOSS**

The following are the guidelines to be used in determining whether additional charges will be assessed to a student beyond the technology fee.

a. **Accidental Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. In the event the iPad is accidentally damaged and needs to be repaired or replaced, the school will cover the cost of repairs or replacement of the unit. After two repairs for accidental damage, the parent and student will meet with administration to work out an agreement for further use of the iPad.

b. **Personal Home or Homeowners Coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your coverage of the iPad computer.

c. **Warranty Repair**

Warranty repairs will be completed at no cost to the student for reasonable wear.

d. **Willful Destruction or Loss Due to Leaving Device in Unsecured Area**

If it is determined by the teacher and Principal that the student willfully damaged the iPad or was careless in leaving it unattended, the student's parent may be required to pay for repairs or to cover the replacement cost of the unit, whichever is the more cost-effective option.

9. **SCHOOL RIGHTS**

- a. Billings County School District's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Billings County School District. Student must acknowledge their understanding of this policy. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

- b. The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all Billings County School District technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all Billings County School District technology.
- c. Billings County School District has rules governing acceptable technology use contained herein and in policy ACDA. Students are required to comply with these rules.

MEAL CHARGING PROCEDURE

See Policy ABEC

SCHOOL MEAL CHARGE POLICY

Definition

- *Alternate meal* means any meal that is different from the day's advertised reimbursable meal, e.g., a sun butter or cheese sandwich, plus milk. The cost of this meal may not come from the food service account. The charge for an alternate meal shall be \$1.25.

Purpose

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

Adults

Adults are prohibited from charging meals.

Dissemination

The Superintendent must ensure that uniform meal account policy is provided in writing, to all parents of students at the start of each school year and to the parents of students transferring to the school mid-year. The Superintendent shall also provide the policy to all school and district-level staff members responsible for the enforcement of this regulation.

The District may use additional methods to disseminate the policy on an ongoing basis throughout the school year.

Payment Options

Parents are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. District payment options for student meal accounts include in person, by mail, or by district-sponsored electronic fund program.

Charging Procedure

In the event a student has insufficient funds in their meal account, the District shall allow the student to charge up to five reimbursable meals, the cost of which must be deducted from the student's meal account. After the student has exceeded the number of allowable reimbursable meal charges, the District shall discreetly provide the student with an alternate meal, the cost of which shall also be deducted from the student's meal account.

A student with a negative meal balance is prohibited from charging a la carte or extra items (e.g., a second milk or additional entrée.)

Administration may prohibit participation by the student in any future fee-based programs until the negative meal account is paid in full.

Payment Reminders

Whenever a student incurs a charge or the District serves the student an alternate meal, district personnel shall notify the parents of the student by letter, phone, text, etc. If a

REQUIRED

Descriptor Code: ABEC

pattern of charging continues, administration shall attempt to contact the student's parents and encourage the parent to complete a free or reduced meal application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

Unpaid Meal Charges

Parents are expected to pay all charges within 90 days. If they fail to do so, the District may rollover debt or refer the debt to collections. The District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

Balance

Students returning to school in the District shall see a positive meal balance rolled forward into their meal account for the next year. Students that graduate or withdraw from the District may receive a refund of the remaining balance in their meal account within 30 workdays of completion or departure unless they wish to donate the funds.

A written request for a refund of monies remaining in an enrolled student's meal account at the end of the school year must be submitted to the district office by June 10. A student who is graduating shall be given the option to transfer meal funds to a sibling's account. Any money left in an inactive account may be donated to help struggling students with insufficient funds in their meal accounts.

Complementary Documents

- ABEC-AR, Adult Meals
- ABEC-E, Outstanding Balance Letter

End of Billings County School District #1 Policy ABEC..... Amended: 12/08/20

McKinney Vento Homeless Act

If you live in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.

- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education, 701-623-4363, for help in enrolling in a new school or arranging to continue in your former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provider, or a social worker.

Non-Custodial Parent

See Policy FCBA

It is the parents' responsibility to notify the school that both parents are to receive notices from the school and to ensure appropriate emergency numbers have been provided. If there are legal orders pertaining to rights of parents, the school must be provided that information in order to support the orders.

Nutrition Services

See Wellness Policy ABCC

Students may participate in the school nutrition lunch program for \$2.50 per day. Morning and afternoon snacks may also be provided. Call the office to receive a username and password to go into PowerSchool and check your child's hot lunch balance. Children may bring their lunch from home and eat in the lunchroom. Milk may be purchased for \$.30 per half pint.

Federal forms and related information regarding free or reduced meals will be available on Registration Day and will also be available at the District office.

Students leaving the building for noon but not going home must have written permission from parent/guardian so that a student's whereabouts are documented in case of an emergency.

Parent's Right to Know

The No Child Left Behind Act, which is a federal education law, gives parents the right to request information on professional qualifications of the teachers in our district. If you are interested in learning this information, please contact Shae Peplinski or Tammy Simnioniw at 701-623-4363. Upon this request, you will receive an explanation of licensing, education, and experience of the teacher. All teachers must be highly qualified according to No Child Left Behind Act requirements.

Parents will be notified if a child is taught by a teacher who is not highly qualified for four or more consecutive weeks (such as a long-term substitute teacher).

Patron Complaints

Individual board members have no authority to resolve complaints and the Board believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Principal for investigation. The Principal shall complete the investigation within the deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

Anonymous Complaints

Anonymous complaints provide no avenue for response or redress of the complaint. No disciplinary action will be initiated based solely on an anonymous complaint, however the administration will investigate every anonymous complaint. An anonymous complaint about the administration will be investigated by the Board President.

Parental Complaints

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials.

EXHIBIT

Descriptor Code: KACB-E1

PERSONNEL COMPLAINT FORM

Date: _____

Your name: _____

Your child's name (if relevant to the complaint):

If you are a district employee, list building/department/position:

Address (Home): _____

Phone (Home): _____

Address (Business): _____

Phone (Business): _____

Best way to contact you: Home Work Cell Phone

Phone Number: _____

Name of employee about whom you are complaining: _____

Date of Incident: _____

Location of Incident: _____

Briefly describe the incident:

List any individuals that have knowledge of and/or witnessed the incident:

What remedy is sought?

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse).

If the complaint concerns the Superintendent or the Business Manager, the Board President will receive the complaint.

ACKNOWLEDGEMENTS

I understand the following:

1. I have the right to be free of retaliation for filing this complaint. I agree to report any conduct that I believe is motivated by retaliation for filing this complaint. I understand, however, that if this statement contains accusations that I know are false, I may be subject to disciplinary action within the District (NOTE: language only applicable to district students and employees) and/or external legal action from those I have falsely accused.
2. The respondent will be given a copy of this complaint in order to have an opportunity to respond to it.
3. I may have the right to file a complaint with civil rights agencies or to file legal actions in a court of law.
4. I understand that the investigating personnel are advocates for neither the complainant nor the respondent. Their responsibility is to investigate complaints from a neutral position to determine whether violations of district's policy and/or law have occurred.

CERTIFICATION

I certify that the statements made in this complaint are true and accurate, and that I have read and understand the statements made in the acknowledgements section of the complaint.

Signature of Complainant

Date

Signature of administrator receiving complaint

Date

(If the complaint concerns the Superintendent or the Business Manager, the Board President will receive the complaint.)

End of [Name of District] Exhibit KACB-E1

[10/15]

Permission Slips

A general permission slip is on file for several items. We need your signature to allow your student to participate in these activities. You will receive a permission slip to sign for your student to have permission to take part for any other activity.

PPRA

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
Inspect, upon request and before administration or use -
4. Protected information surveys of students;
5. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
6. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

BCSD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. BCSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. BCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. BCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled

after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Preschool Tuition Agreement

Parents who would like to have their child attend DeMores or Prairie Preschool will be assessed a \$350 fee/month per child for 4 days/week/month. Payment will be due the first of each month to be sent to BCSD, PO Box 307, Medora ND 58645. BCSD will be providing a nutritious snack morning and afternoon for your child and your child may have hot lunch at noon at a charge of \$2.50/day. The District office in Medora of BCSD will be in charge of all financial transactions between parents and the preschool.

Procedures Regarding Allergies

See Policy FCAA, Regulations FCAA-AR

Billings County School District wants to ensure that all students are given the opportunity to participate in all the activities provided. No outside snacks will be allowed at school or on the bus unless they have been approved by the Superintendent or Business Manager. Only snacks that are individually wrapped and packaged will be allowed upon approval. Homemade snacks will not be allowed into the schools or on the buses. Students, staff & any volunteers will be asked to immediately go to the bathroom and wash their hands upon entering the preschool and school. The following is a list of "safe" snacks. Please continue to read labels and try to utilize non - food items such as stickers, pencils, etc...

Apple Slices	Gushers	Raisins
Carrots/Celery Sticks	Kellogs Fruit Snacks	Individually packaged Rice Krispies Treats
Cheetos	Marshmallows (Flavorite or Kraft)	Smarties Candies
Corn Chips	Motts Applesauce Cups	Starburst Candy
Ocean Spray Craisins	Old Dutch Cheddar Flavored Puffs	Skittles Candy
Goldfish Crackers	Old Dutch Corn Puffs	Sunbutter
Dum Dum Suckers	Pudding Snack Packs	Tootsie Pop Suckers
Fruit Roll-Ups	GoGurts (portable yogurt)	Welch's Fruit Snacks
Quaker Rice Cakes-Cheddar Cheese Flavor		

Progress Reports/Parent Teacher Conferences

See Policy GGBA, GCBB

Each child's progress with grade level curriculum is assessed through daily work, assessments, and teacher observations of student performance. The teacher will share each child's progress during Parent/Teacher conferences which are held two times during the school year.

Recess

Outdoor recess playtime is normally cancelled when the temperature and wind speed create a wind chill factor of 15 degrees below zero. Parents are strongly encouraged to make sure their children have mittens, hats, boots and coats adequate for cold weather.

Retention, Promotion and Acceleration of Students

Retention, promotion and acceleration will 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.

School Bus Rules and General Information

1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for children of the Billings County School District. It is not a taxi service for pupils, parents or others.
2. Preschool and out of district students may ride the district bus in accordance with the transportation policy. They must meet the bus at the closest stop on the regular route.
3. It is the responsibility of parents to keep roads and driveways properly maintained and to make sure there is adequate space available for the bus to turn around if necessary.
4. Parents are to notify the bus driver if their child/children are not going to be riding the bus.
5. Students will remain seated on the bus until the bus stops at the unloading zone.
6. If the bus is equipped with safety belts, students are required to wear them.
7. It is expected of students to behave the same on the bus as they do in school.
8. It is the responsibility of the parents to review with their child/children the expectations that will be required of them on the bus.
9. Please review Discipline Program section of this handbook.

School Closing

See Policy ACAA

During severe storms it may be necessary to cancel classes for a full day. Parents will be notified.

If, in your opinion, the weather is so severe as to cause a hazard to your child, it will be your decision whether or not your child should attend school on that day and attendance will be marked accordingly.

Early Dismissal

When inclement weather conditions may affect the safety of school children, the school administrator will make the decision on early dismissal. If the buses have to run early, parents will be notified. **Be sure you have given the school an emergency phone number and that the bus driver has an alternate destination for your child.**

Clothing

Students should dress appropriate for the weather conditions. Heavy jackets, scarves, caps, mittens, and snow boots are necessary.

Buses

It will be left to the bus driver to decide whether the roads are passable on any given day. Bus drivers should notify parents and the principal if they are unable to run on a certain day.

Section 504

BCSD has a duty to locate, evaluate, and identify and child attending the public school who may require Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the District's 504 Coordinator, Shae Peplinski @ 701-623-4363 or 701-575-4773.

Student Support Services Programs

BCSD is part of West River Student Services. Our goal is to provide support and services to all students. Response to Intervention (RTI) will be the procedures that the district will follow for referrals. **Response to intervention** integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.

Procedural Safeguards Notice Part B

Revised June 2009

The individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide you, the parents of a child with a disability, with a notice containing a full explanation of the procedural safeguards available under IDEA and U.S. Department of Education regulations. A copy of this notice must be given to you only one time a school year, except that a copy must also be given to you: (1) upon initial referral or your request for evaluation; (2) upon receipt of your first State complaint under 34 CFR §§300.151 through 300.153 and upon receipt of your first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action against your child that constitutes a change of placement; and (4) upon your request. [34 CFR §300.504(a)]

This procedural safeguards notice must include a full explanation of all of the procedural safeguards available under §300.148 (unilateral placement of a child in a private school at public expense), §§300.151 through 300.153 (State complaint procedures), §300.300 (parental consent), §§300.502 and 300.503 (IEP and prior written notice), §§300.505 through 300.518 (other procedural safeguards, e.g., mediation, due process complaints, resolution process, and impartial due

process hearing), §§300.530 through 300.536 (procedural safeguards in Subpart E of the Part B regulations), and §§300.610 through 300.625 (confidentiality of information provisions in Subpart F.) This model form provides a format that States and/or school districts may choose to use to provide information about procedural safeguards to parents.

Student Use of Electronic Devices

See Policy FFI

Prohibitions

The Billings County School District prohibits the use of personal communication devices, including any and all electronic devices, by students during the instructional day as defined by the Superintendent, in district buildings and on district property, and when otherwise prohibited by the Superintendent.

The District also prohibits the use of camera and any instant messaging applications on mobile devices during the instructional day as defined by the Superintendent, and when otherwise prohibited by the Superintendent.

This prohibition does not apply to authorized use of district-owned electronic devices.

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.

Disciplinary Consequences

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 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 violates other district policy or that causes substantial disruption to the educational environment.

Exceptions

The Superintendent and/or designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons for students in attendance as active members of a volunteer firefighter organization or volunteer emergency medical, when use of electronic devices is provided for in a student's Individualized Education Program (IEP), and other situations deemed appropriate by the Superintendent.

Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

Supervision

See Policy FC

The safety of every child under our supervision is a major concern. The use of the playground before and after school, evenings and weekends is permissible, but parents who allow their children to use the grounds should know that supervision is not provided. Children should arrive at school no

more than ten minutes before the first bell rings. At dismissal, children should go home or to a daycare provider immediately to check in before returning to the playground.

Title IX – Policy Statement

Title IX – Policy Statement

The Board of Education of Billings County School District No. 1, in the County of Billings County and State of North Dakota supports the provisions of Title IX of the Education Amendments of 1972 which commit all North Dakota schools to the elimination of discrimination on the basis of sex in those programs and activities offered to its students. It is the expressed intent of Billings County School District No. 1 to provide equal opportunities for students, free from limitations based upon sex. This concept of equal educational opportunity will serve as a guide for the Board of Education, administration and staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curricular activities and regulations affecting students and employees.

Title IX – Grievance P

Any student or employee of this 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 on the basis of sex may file a written complaint and submit it to Tammy Simnioniw, the Title IX Coordinator. The Title IX Coordinator receiving the complaint will cause an investigation and written review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response will be sent to the Superintendent of Schools. If the complainant is not satisfied with such response, they may submit a written response; appear before the Board of Education indicating with particularity the nature of disagreement with the response, and their reasons underlying such disagreement.

The Board of Education will consider the appeal at its next regularly scheduled meeting following receipt of the response. The Board of Education will permit the complainant to address the Board concerning their complaint and will provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. Any student or employee of the Fargo 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 Health, Education and Welfare by sending the complaint to: Office for Civil Rights, Midwestern Division, Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

Transferring A Student

See Policies FAAA, FACA, FACB

OPEN ENROLLMENT

The Billings County Public School District is a participant in open enrollment. For families that move during the school year to a neighboring North Dakota school district and want to continue to send their children to a school in the Billings County School District, an Open Enrollment Application can be obtained on-line at <http://www.dpi.state.nd.us/forms/sfn19378.pdf> or from the District office. The application form contains the filing instructions and guidelines for completing the process. Families that reside in neighboring North Dakota districts and have not changed residences can also

apply for open enrollment; however, filing deadlines will apply as set forth under the guidelines contained in the application form.

Transportation

See Policy FFC & FFC-AR, IEAC, IEBA

BUSING AND FAMILY TRANSPORTATION

The Superintendent shall have prepared descriptions and maps of district school bus routes as fixed by the Board for distribution to parents of students eligible for school bus transportation. To be eligible for busing, students must live inside the Billings County School District and live $\frac{1}{2}$ mile or more from the school. Students who do not live inside the Billings County School District and are open enrolled into a Billings County school may be permitted, at the discretion of the Superintendent, to utilize busing if there is space on the bus and no additional distance is added to the bus route.

The Billings County School District will either provide busing or pay for transportation costs at a rate established by the Board for students in grades nine through twelve who attend a public high school, as required by law, and as spelled out in this policy.

Bus routes shall be established to provide the most efficient routes that will accommodate all eligible students.

Children shall not be let off the bus until reaching their destination.

Buses will not run when there is no school in Billings County. However, the Superintendent of the Billings County School District, along with the bus driver(s), will decide whether or not buses transporting Billings County high school students to their respective schools will run if those schools are open.

Parents/guardians who have requested and received special permission for their child to attend a pre-K through eighth-grade school other than a Billings County school or the in-district school assigned, or as designated by existing bus service, will not receive district-sponsored transportation.

The Board may elect to pay family transportation to families who transport their student(s) to school or who meet the bus at a scheduled bus stop in order to minimize the length of time all students are on the bus or to avoid running a bus on secondary roads. The maximum the Board may pay is two roundtrips per day per household unit, based on attendance records received from their respective schools and actual miles driven. Students who do not live inside the Billings County School District are not eligible for this transportation payment.

In situations not covered by the preceding paragraphs, the Board will review all options and will choose the one which is of lowest cost to the District.

End of Billings County School District #1 Policy IEAC Amended: 09/14/2021

Safety Requirements

All students being transported by school transportation during the winter months shall be properly dressed to protect them from the extreme weather conditions. This precaution is necessary so that the students will be prepared for any mishaps that may expose them to inclement weather. Proper clothing includes protective head covering, winter coat or jacket, mittens or gloves, and footgear.

With concern for our students' safety, parent/guardian will be required to meet their children at the bus door upon arrival at MVP.

The responsibility for supervision of a student begins upon a student boarding a district vehicle at the beginning of the school day and ends when the student exits the vehicle. The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events.

Early Dismissal

When inclement weather conditions may affect the safety of students, the school administrator will make the decision on early dismissal. If the buses have to run early, parents will be notified. Be sure you have given the school an emergency phone number and that the bus driver has an alternate destination for your child.

Valuables at School

Items having a value for one individual usually have an attractive appeal to others. Valuable items can disappear during the school day. We encourage students to keep these items at home or make arrangements to secure them during the school day. **Theft of high expense items:** In cases of theft involving medical materials or items of considerable value, staff and students should report this information to the school office. Prior to beginning an investigation, school personnel will communicate this information with parents of the student(s) involved, police, and the school nurse when appropriate. **The schools are not responsible for stolen, lost or broken personal items. Students need to leave valuables at home.**

Visitors at School

See Policy KAAA, KAA-AR

Since schools are a place of work and learning, certain limits apply to visits. For these reasons, the following regulations apply to visitors to the school:

- Anyone who is not a regular staff member, volunteer, or student of the school will be termed a "visitor."
- Any visitor to the school must report to the office upon arrival at the school. Visitors will be required to sign-in upon arrival and sign-out before exiting the school.
- Young children are not enrolled in district schools are not to be brought to school without administrative approval.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- Staff members may receive visitors in the staff lounge during a duty-free lunch hour or after work hours but otherwise not during the school day.

- Instructional materials may be reviewed in the office after request has been made to the Superintendent. Any objection to curriculum or instructional materials shall be made in accordance with the district's policy on educational material complaints.
- Students will not be permitted to bring brothers and sisters to school except for special programs specified by the teacher. Requests to bring out-of-town visitors to school must be submitted to the Superintendent.

Weapons in School

See Policy FFD

The Billings County School District Board of Education places a high priority on the safety and wellbeing of students. Possession of a weapon by a student or adult on school property, in school buildings, before, during or after school, or at school-sponsored events is strictly prohibited. "Weapon" is defined as any firearm, whether loaded or unloaded, any device designed as a weapon or through its use, is capable of producing great bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. Disciplinary action may include suspension or expulsion.