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## MESSAGE FROM THE BC ADMINISTRATION

We welcome you back to a new school year and to a new and exciting part of your life. To help you experience more enjoyment from school, we would like to make the following suggestions:

- \*Get to know your school. Become familiar with the location of classrooms, offices, and other specialty areas. Accept your responsibility to learn and follow school policies and regulations. Just like any successful business has done, your school has adopted specific procedures to enhance the opportunities and smoothness of operation for everybody.
- \*Know Yourself! A student who knows himself or herself can be more successful than one who does not. Know your interests, abilities, limitation, and weaknesses.
- \*Study and learn as much as you can. You can become what you want and go as far as you like--the only limitations are your abilities and your determination to work and succeed. This school provides you with many opportunities: it is up to you to decide whether you will succeed or fail.
- \*Make friends, take part in and enjoy the many activities available.
- \*Be yourself and maintain your individuality. Do not lose yourself or follow the masses.
- \*Have courage to do and stand for what is right.

The Burke Central School has the responsibility of helping students prepare for useful, constructive citizenship, thus contributing to their success and happiness and to the strengthening of our American Democracy. To accomplish this goal, an educational program is provided which permits each student to develop intellectual powers. At the same time, the student is assisted in achieving high standards of conduct, both as an individual and as a member of a group, by a staff which is sincere, concerned, thorough, and wants to help with your questions and problems.

By taking full advantage of the opportunities offered in the years ahead, you can acquire a sound education that will serve as a positive basis for worthwhile citizenship and a successful life. It is our sincere hope that this message will help each of you enjoy happiness and success here.

We are proud of our school's faculty, students, and record. You can help that record by finding your appropriate place and making your positive contributions. The faculty, Board of Education, and Administration of this school want your school experience to be rewarding, pleasant, and successful in meeting our common goals for your present educational needs and necessary preparation for the future. Your positive involvement in the functions and activities of the school is a highly important ingredient in the success you, your teachers, and your parents will enjoy this school year; because in the final analysis, what you gain from school is mostly up to you--it cannot be forced upon you to achieve and to succeed, especially when "actions and attitudes often speak so loudly that others cannot hear what you are saying."

With this in mind, each of you can expect our full commitment and our very best wishes.

## POLICY

The Board of Education of the Burke Central Public Schools has a written Policy Manual which is reviewed and adopted annually, often with revisions and/or additions, sometimes as is. This Policy Manual delineates the operating structure regarding rules, regulations, procedures, and policies which have been approved and adopted by the School Board. A copy of the Burke Central School Board Policy Manual is available for use in the school office.

The following is a list of Board policies which affect students directly. The rules and regulations within this handbook address the following policies:

Administering Medicine to Students  
Chemical Abuse  
Education Equality  
Bullying  
Non-Discrimination

School Attendance  
Sexual Harassment  
Sexual Offenders  
Sanitary Clean-up and Disposal  
Acceptable Use Policy

Significant Contagious Diseases  
Weapons Policy  
Patron Complaints  
Use of Electronic Devices  
Family Education Rights and Privacy Act

## ACCREDITATION

Burke Central School is an accredited school in accordance and compliance with all legislative and Department of Public Instruction guidelines.

## ACCIDENTS, INJURIES, INSURANCE

The School District accepts no responsibility for the payment of costs or losses resulting from personal injury to students while engaged in athletics or any other activities in school, except that which the law or courts may hold to be the responsibility of the Public School Districts. However, every possible step is taken to insure safety and avoid accidents.

For severe injuries, school officials will first attempt to contact a legal parent or guardian. When a parent or guardian cannot be easily contacted, the school may make arrangements to take an injured student for medical care, or the school may call the ambulance. Costs for the ambulance will be charged to the parent/guardian. For most injuries, the parent will be expected to come to the school and either take the student home or for treatment.

The School District accepts no responsibility for payment of cost or losses resulting from personal injury to teachers or other personnel except that which the law or courts may hold to be the responsibility of Public School Districts. The School District maintains the coverage of employees under the North Dakota Workmen's Compensation Bureau as required by law.

It is the responsibility of every student and employee to help maintain our school, its condition and appearance, and not contribute in any way to the damaging or disfigurement of school property. This is your "Home Away From Home" and should receive your attention and care. Since we are all only using it temporarily, we should take pride in keeping both buildings and equipment as neat and clean as possible.

Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school district. Students who disfigure property, books, windows, or do other damage to school property or equipment **WILL BE REQUIRED TO PAY FOR THE DAMAGE DONE OR REPLACE THE ITEM.**

Building hours for students are from 8:00 A.M. to 3:25 P.M. and students should not be in the building at times other than these. Exceptions are made for students participating in extracurricular activities (with coach or advisor in attendance), students in detention, and students working directly with a staff member or involved in parent-teacher-student conferences.

## **ANNOUNCEMENTS -- IN SCHOOL**

Information and announcements will be given daily and on our PowerSchool website. A daily bulletin will be used for this service. Announcements for inclusion in the Daily Bulletin must be in the office by 8:30 in the morning. Please write out your announcement as you want it to read and sign it. Unsigned announcements will not be accepted for reading.

## **ANNOUNCEMENTS -- NO SCHOOL**

When School will not be open (or start at a different time) due to an emergency, inclement weather, etc., announcements will be made on the Burke Central Facebook page, PowerAnnouncement, and television (KXMC, KMOT) stations in Minot and Williston between 6:30 A.M. and 8:00 A.M.

## **INCLEMENT WEATHER**

In the event of inclement weather necessitating early dismissal of school, students are encouraged to leave their vehicles in the school parking lot and to ride home on district provided transportation. The District will not accept responsibility for students selecting other means of transportation at such times. Since North Dakota weather patterns can cause problems in our scheduled program, the following general policy has been adopted to cover such situations:

School will be in session each day it has been scheduled according to our school calendar. The building will be open and the teachers on duty. If parents feel they do not wish to send their children to school due to severe or threatening weather conditions, that is their responsibility and privilege; however, if buses run by the student's pick-up point and the parents have decided not to send their student(s), it will be an excused absence only if the parent sends a written excuse with the student when he/she first returns to school. The student, however, will be counted absent for purposes of attendance.

When a decision is made relative to not opening school, delaying the start time, or dismissing regular classes early for any reason, an announcement to that effect will be made between the hours of 6:30 a.m. and 3:00 p.m. (depending on the time the decision is made) on many of the television stations in Minot and Williston, as well as a call from the Burke Central PowerAnnouncement. During days when the weather is severe and/or threatening or has the potential to become so, families (especially parents) should listen closely for possible announcements. Days missed because of stormy conditions, utility or mechanical failure or other emergency reasons have to be made up unless exception is granted by the Governor or the Department of Public Instruction.

## **ATTENDANCE AND ABSENCES**

The Burke Central School Board recognizes that class attendance and participation are important parts of the education development of a student, and that grading of a student based on test results alone may not serve to properly motivate a student to education excellence nor be a proper indication of the skill which the student has achieved in any particular course. Class attendance is an indication of effort and effort is a trait worthy of development by the educational process. The course in which a student is enrolled must have been attended a development by the educational process. The course in which a student is enrolled must have been attended a sufficient number of times to insure class participation and exhibit knowledge of the subject matter in class before the student be passed to the next grade level. Parents or guardians are to call 933-2821 by 8:30 am on the day the student is absent to notify the office of an absence.

**Truancy** is defined as being absent from school without the consent of parent or guardian and school officials. Truancy is also defined by behaviors such as failure to report to the office after being sent there, leaving class without teacher's permission, abuse of pass usage, failure to leave after checking out and failure to go to class upon return to school.

If in doubt, consult the administration before being absent. It is the parent's responsibility to see that their child/ren go to school and are on time.  
**ALWAYS COMPLETE YOUR SCHOOL WORK IN ADVANCE!**

All absences are to be cleared in advance with the main office and administration when possible. Regular attendance is the responsibility of the parents or guardian and the student. Irregular attendance jeopardizes the student's chance for successful academic achievement.

Therefore, the following guidelines will be followed on absences:

- 1) If a student is absent; a call to the school from the parents is expected, stating the reason for the absence of that student.
- 2) The maximum allowable absences for a class (HS) or grade (ELEM) are as follows:
  - a. Semester Course (18 weeks) – **Five** periods.
  - b. Full Year Course (36 weeks) – **Ten** periods.

**The administration is to assume the responsibility of determining which absence, as determined by sufficient data, supports extenuating circumstances to deviate from the maximum allowable absences for a class.** Those students exceeding the allowable number of absences and cannot provide the administration with adequate supporting data **will** lose credit for the course. Students, parents, and/or a personal representative – at their own expense – may appeal the administration's decision, if so desired, to the local school board.

For every day over 10 absences, K-2 students, will have a 30 minute make-up after school, and students grades 3-6 will have one hour. 7-12 students, will make-up 30 minutes for each class/period over the allowable absences per semester or full year class. We will hold make up days from 3:30-4:30pm on Tuesdays, Wednesdays, and Thursdays. Students will not be allowed to bank their time for future absences.

### **SICKNESS/ILLNESS POLICY**

It is expected that all healthy/well children will attend school. However, there are times when a child is not well and they should stay home.

- 1) If the child has vomited in the last 12 hours
- 2) If the child has diarrhea in the last 24 hours
- 3) If the child is running a fever or has had a fever in the last 24 hours

If a child becomes sick/ill during the school day, the parent/guardian will be called to retrieve that child. If the child is not picked up in a timely manner, social services may be called.

### **BUILDING CARE AND USE**

#### **General Rules and Information**

Be proud of your school. Give your school spirit and honor. One of the first and strongest impressions an outsider would get from our school is the way in which you pass to and from classes, occupy your free time, and leave the building. This is one reason why we ask and expect you to conduct yourselves in a quiet and orderly manner. Those who jostle or run are not only endangering the safety and convenience of others, but they are also demonstrating how little regard they have for the school, its reputation, or the impression others have about our school.

Persons who are not students or staff members of this school must check in with the administrative offices of the school **before** visiting any other area of the school.

Throwing snowballs is not permitted on the school grounds or around school vehicles. Please use sidewalks! We would like to keep the lawn in nice condition!

Class advisors must be informed of and attend all class meetings. All K - 12th grade students will be assigned a locker.

Please use specified gym shoes on the gym floor during activities and classes. (Tennis shoes worn for general use must be cleaned of dirt and other possible floor damaging items before they are suitable for use on the gym floor.)

Groups, classes, organizations, or individuals who by their negligence, by their carelessness, or by their willfulness destroy property on school grounds or at school related events shall pay for damages and cost of repair.

## **DISCIPLINE POLICY**

The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at the Burke Central School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the 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. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.

The "step" system approach to school discipline is based that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender. One exception for this will be with students who put themselves in a position to be removed from class on a day when the Administrator is not in the building: Students in those situations can expect to receive a minimum Level 1 and ISS for their choice of behavior. It is a respect issue..

The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) school contact days will move one step down the ladder. This allows each student to "wipe their disciplinary slate clean" should they so choose.

### **INFRACTIONS:**

#### **Level 1**

1. 3rd Unexcused Tardy
2. Class disruption
3. Inappropriate hall behavior
4. Leaving class without permission
5. Use of profane language in school
6. Not using proper procedure when checking out of school
7. Minor vandalism of school property
8. Unexcused absence
9. Cheating
10. Bullying
11. Any other minor infraction as determined by the administration
12. Misuse of electronic devices

***Penalties-1<sup>st</sup> offense: 1 hour detention***

***2<sup>nd</sup> offense: 2 hour detention***

#### **Level 2**

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner

4. Openly defying teacher's authority (insubordination)
5. Major vandalism
6. Blatant bullying or harassment
7. Third offense of Level 1
8. Any other moderately severe infraction as determined by the administration

*Penalty-3 day out of school suspension or 3 days in school with parent/guardian supervision*

### **Level 3**

1. Physically assaulting a school employee
2. Causing extreme mental or physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon on school grounds
5. Use of tobacco in school, on the school premises, or at a school related function
6. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school function
7. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on school premises, or at a school function
8. 2nd offense of Level 2-this would include 6 or more tardies
9. Any other severe infraction as determined by the administration

*Penalty-5 day out of school suspension or expulsion*

## **POSITIVE BEHAVIOR SUPPORT (PBS)/Multi-Tiered System of Support**

The Burke Central School District #36 is advancing school-wide discipline with an emphasis on school-wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. All students of Burke Central belong to a continuum of positive behavior support/multi-tiered system of support throughout the entire school, classroom and non-classroom settings.

Attention is focused on creating and sustaining school-wide, classroom and individual systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

The importance of focusing on positive social behaviors through modeling & reinforcement is to provide a positive educational experience to all students K-12. The purpose of school-wide PBS/MTSS is to establish a school climate in which appropriate behavior is the norm.

School-wide positive behavior support/MTSS is a set of problem solving strategies & processes that can be used to build upon Burke Central's existing strengths.

### **Above the Line Behavior**

When Burke Central School Members Demonstrate:

1. Respect Self,
2. Respect Others,
3. Respect Environment

Then we are making positive contributions to the Burke Central School and community at large.

### **Below the Line Behavior**

When Burke Central School members choose behaviors that show violence or disrespect by any mean look, sigh or act that threatens or hurts a person's body, feeling, or things, then we are making negative contributions to the Burke Central School and the community at large.

1. Inappropriate language
2. Physical contact
3. Disrespect
4. Property Misuse

\*Consequences may follow by staff's discretion\*

### **Bottom Line Behavior**

When Burke Central School members choose bottom line behaviors, we are seriously disrupting or interfering with the process of education or we are putting others and ourselves at risk.

1. Dishonesty (cheating, etc.)
2. Stealing
3. Disrespectfully talking to staff
4. Insubordination
5. Physical assault/aggression
6. Deliberate action that will endanger life
7. Major property damage
8. Bullying/harassment
9. Alcohol/tobacco/drugs
10. Weapons

\*Consequences will follow by staff and/or administration\*

**"At Burke Central We Are Fine, Our Behavior Is Above The Line!"**

## **SUSPENSION**

In accordance with the North Dakota Century Code NDCC 15.1-19-09 which states "A superintendent or principal may suspend any pupil from school" or class "for not more than ten days for insubordination, habitual disobedience, or disorderly conduct." In each case, the superintendent/principal must give immediate notice of the suspension and the reason thereof to the parent or guardian of the pupil.

If a student receives three suspensions from any given class, he or she will be permanently suspended from the class.

Should a student receive five suspensions from any combinations of classes, the principal will request the Board of Education to expel the student for any specified period of time, not to extend beyond the end of the school term.

The following are included in the definition of insubordination, habitual disobedience, and disorderly conduct:

Disrupting class  
Excessive tardiness  
Skipping class  
Failure to follow classroom rules

Being off school grounds w/o permission of the principal  
Being out of class without permission  
Using vulgar or obscene language or swearing  
Assault of any kind

When a student has been suspended from school, the suspension also applies to activities. A suspended student will not be allowed to participate in or attend any activities which are held at Burke Central School during the time of the suspension. Specific classroom rules will be posted and announced by each teacher at the beginning of the school term.

**A student may be suspended from school when the student:**

1. Violates school policies or regulations. These policies and regulations apply to any student who is on school property, who is in attendance at school or any school sponsored activity (at home or away) or whose conduct at any time interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees;
2. Is guilty of conduct which interferes with the maintenance of school discipline;
3. Is guilty of conduct which, in the judgment of school officials, warrants the reasonable belief that disruption of school operations will likely result;
4. Is guilty of incorrigible conduct, including insubordination, disorderliness, viciousness, immorality, persistent violation of school rules/policies, or persistent misbehavior;
5. Is guilty of violating School Policy and NDHSAA regulations regarding use of tobacco, alcohol, and/or other restricted substances.

Except for #5 above when it is covered by NDHSAA rules specifying specific time limits, a suspension will not extend beyond five (5) school days.

### **DETENTION**

Detention is defined as requiring a student to report before or remain after normal school hours for discipline reasons. Detention may be assigned by the principal or by any teacher with the provision in either case that the student have the option of a 24 hour leeway between assignment and serving time to arrange transportation or resolve conflicts. A student refusing to complete detention as required will serve double the time the assigned detention period. Parents of students receiving detention will be contacted by the principal.

A student may be assigned detention by a teacher for inappropriate classroom behavior. Failing to report at the assigned time results, initially, in the time being doubled. Detention may be assigned for:

-Tardiness  
-Disobedience  
-Disrupting the school  
-Wearing coats, caps, or other wear to class, except when permitted  
-Having pop, candy, gum, or food in classrooms, except when permitted  
-Littering

-Improper conduct  
-Incomplete homework  
-Failure to check in or out of school  
-Using vulgar or obscene language or swearing  
-Being out of class without a permission slip  
-Unexcused absence from school (without parental consent)

## Policy on Detention:

1. Detention is to be served in one hour blocks of time, Tuesday through Thursday, with the time and place set by the principal.
2. Students not seated in detention at the start of the detention period will not receive credit for the period and will be assigned an additional period of detention.
3. Students may have an overnight delay, if they wish, in order to arrange transportation or resolve conflicts. Beyond that time, transportation problems or other conflicts not resolved do not excuse the student from detention. However, the principal may mediate when he deems it advisable.
4. Students who ride buses to school and students who work or participate in sports after school can avoid detention by simply obeying the rules.
5. Students must bring some work to do while at detention. Students who fail to bring work or obey the rules will not be permitted to complete the detention assignment and will be assigned an additional period of detention. Students failing to report to detention will receive an additional period of detention for each period missed. Missing an amount of detention which results in the accumulation of more than four (4) hours of assigned detention time will be considered a major disciplinary offense, subject to loss of all privileges and/or suspension.
6. General rules of detention hall are:
  - A. Be on time
  - B. Take assigned seat
  - C. Bring and do work
  - D. Be quiet
  - E. No talking or sleeping
  - F. Obey the rules and directions of the monitor
7. When detention is assigned to a student, the assigning teacher will fill out a Office Referral to be filed with the principal. The Office Referral is to give the reason for detention, the amount of detention time suggested, the date of detention, and be signed by the assigning teacher. The principal will review, modify (if necessary), and finalize the assignment.
8. If a student believes that detention has been unfairly assigned, he/she may request that the principal convene and chair a faculty hearing board. Such request for a hearing will suspend the detention until the board can meet and act upon the validity of the detention assigned. The hearing board will consist of one faculty member selected by the principal, one selected by the student, and one selected by the other two. No student may have more than one hearing pending at a time, and in no case can the hearing period extend beyond one school week (except for unforeseen and/or unavoidable circumstances). Usually, the hearing will be called the same day after school or the next morning before school.

## **CHEATING POLICY**

Cheating by students is defined as attempting to take credit or taking credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the teacher in an assignment, project, or test. Teachers at all grade levels shall make students aware what cheating is, how it undermines the learning process and breaches principles of ethics that the District places in high regard, and the punishment for it. Burke Central School believes that students should be able to defend their work as original without teachers having to conduct extensive research.

1. Cheating is not a condoned activity. Any student caught cheating will receive a "zero", or no credit for that assignment, project, or test.
2. If the student is participating in any NDHSAA sponsored activity, he/she will be ineligible to participate in the next scheduled activity if it falls within a four week period.
3. The parents will be notified by mail with a Disciplinary Referral (letter) detailing the situation.
4. If any additional incident of cheating occurs in the school year, the student will receive one day of in-school suspension and a zero on the assignment, with possibility of being ineligible for subsequent activities the student is involved in.

## **DRUG USE/ABUSE**

The Burke Central Public School will conduct a comprehensive education program, which will include the teaching about drugs and alcohol in the curriculum, staff orientation and training, and parent and community education. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be constructive and not a punitive action. We recognize that chemical addiction is a treatable disease. It is required that parents and students be given a copy of the standards of conduct and statement of disciplinary sanctions (i.e., Student-Family Handbook).

### **1. Prohibited Activities:**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore it shall be against school policy for any student:

- a. To (or attempt to) sell, deliver, or give to any person any of the substances listed in this policy or what the student represents to be any of the substances listed in this policy.
- b. To (or attempt to) possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy. A student will be determined to be "in possession" when the substance is on the student or in the student's locker, car, or handbag (etc.), or when he/she owns it completely or partially.
- c. To be under the influence of, or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

## **2. Prohibited Substances:**

- a. Alcohol or any alcoholic beverage.
- b. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- c. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
- d. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with recommended use.

## **3. Authorized Use:**

Any student whose parent or legal guardian request that the student be given any prescription shall follow the procedures of the Policy on Administering Medicine to Students (Section 5-10 & 5-11 of this manual) which requires a prior permission signed by a parent for any prescription and the signed request of the doctor and the parent.

## **4. Violations:**

Any student violating this policy is subject to discipline which may result in suspension or expulsion and notification of proper authorities for prosecution. Substances will be confiscated and illegal substances will be turned over to law enforcement authorities. As this is also an NDHSAA violation, students are subject to consequences under their guidelines if a participant in activities.

Any student who is observed to possibly be under the influence of a prohibited substance will be taken immediately to the principal’s office. The student’s parent/guardian will be notified and asked to pick up the student as quickly as possible; and until picked up by the parent/guardian, the student will be isolated from other students. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by law enforcement personnel, with parent/guardian being notified of this action at the first opportunity.

## **5. Intervention:**

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student’s ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Burke Central Public School encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the Drug Use/Abuse check list (See Appendix B) in determining whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be reported to the principal.

If the principal believes that the student indeed is in need of assistance, the student may be called in for a conference. If, after conferring with the student, the principal believes that there is a probability that the student may be chemically dependent, the student and/or student’s parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependence diagnosis. The School Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extra-curricular program unless participation is in conflict with rules and regulations set forth by the Burke Central School Board and/or the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen realizing that the student may need assistance in dealing with other environmental factors beyond the school’s control which may remain unchanged. A student can expect that any personal problem he/she discusses with an administrator, faculty member, or counselor will be strictly

confidential.

There are four exceptions:

- a. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on the information.
- b. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to welfare of the student.
- c. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the nearest appropriate Social Service Agency.
- d. If a staff member is called to testify in a judicial proceeding.

### **FAMILY NIGHT**

Wednesday evening has been designated as Family Night for the Burke Central Public School District. **ALL** student activities must conclude by **5:30 p.m.** and students are to be out of the building by **6:00 p.m.**, at the latest, on this day. Student activities shall not be scheduled for Wednesday evenings, either, in or out of the community. The only exceptions to this policy shall be for church groups or related activities, out-of-town tournaments which are beyond the school's control in scheduling, or unforeseen events and situations that cannot be avoided. Also, no school related activities, practices, games, etc., may be held on Sundays, anytime, without permission of the Superintendent or the Burke Central School.

### **CLUBS AND ORGANIZATIONS**

All student clubs, organizations, and special groups **MUST** have a faculty advisor. **ALL** meetings of those groups are to be approved by and attended by the advisor, and held in designated areas.

### **STUDENT COUNCIL**

Burke Central School Student Council objectives are: to be a training ground for student leadership; to represent the student body; and to help solve problems and promote programs in its area of responsibility. The student council undertakes many projects. Guidelines for the projects will be provided through the office of the principal.

### **ELECTION OF CLASS OFFICERS**

New class officers are important to the school because of the impact they can have in making the school better and more harmonious. The office can also be of great personal importance to the students. The procedure of election of class officers will be determined by the School Superintendent or High School Principal.

### **DEFICIENCY NOTICES**

At the end of each week grading period deficiency reports will be sent to the parents of all students. This will begin at the 2nd week of each new quarter. These reports are to help the student and are not for the purpose of finding fault. However, deficiency notices will be sent home at any time if the teacher feels a special conference with the parent would be helpful, or whenever a student falls into a failing category.

### **EXCEPTIONAL STUDENTS**

Burke Central School recognizes individual differences in its students. Special programs are offered by the Burke Central School and through the Northern Plains Special Education Unit of which Burke Central is a member.

## FEES

The Burke Central School provides textbooks, workbooks, and some equipment and related items free of charge for required classes. Students and/or their families are responsible for providing all other items such as: notebooks, paper, pencils, pens, scissors, crayons, glue, paste, tissues, etc. The school does try to maintain a supply of most of these items for sale to students at approximately our cost; however, the school cannot guarantee the availability of its supply, so it should not ever be assumed that any such items can be purchased at the school.

Supplemental materials, such as for Music, Business, class projects, will be charged to the students and must be paid for before the completed project can be removed from the school grounds. If material for projects has initially been bought by the school for students who then do not complete their project, the student will still be billed for any material that cannot be returned for credit.

The following fees are established by the School Board:

**Varsity Athletic Contests:**

Adults-----	\$5.00	Double Header	\$7.00
Students (K-12)-----	\$3.00	Double Header	\$4.00
Pre-school-----	Free		

**JV & Pee Wee Events**

Adults-----	\$3.00
Students (K-12)-----	\$2.00
Preschool-----	Free

Elementary Jamboree Events -----TBA (Everybody)

Student participation fee-----	\$25.00/each sport, incl. cheerleading (\$150 maximum per yr-per family)
Elementary Basketball/Sports -----	\$15.00
Instrumental Rental -----	\$50.00/yr (Horns)
Instrumental Rental -----	\$20.00/yr (Drums)

Field trips ..... To be determined on need & merit at time  
 Special order items..... Payment in Advance  
 Activity Tickets for admittance to home games ..... \$15.00 (Students K-6)/\$20.00 (Grades 7-12)  
 Activities that may accrue extra charges include but are not limited to: football, basketball, volleyball, track, cheerleading, speech, and FBLA.

## FIRE DRILLS

State law requires that we periodically conduct fire drills. To signal a drill, the fire alarm will be sounded. Listed below are the procedures that should be followed when the fire alarm is given:

1. Leave your seat immediately when the fire alarm sounds.
2. Teacher will assign closest students to close windows.
3. Teacher will open and close the classroom door.
4. Walk rapidly (do not run), stay with your group, remain quiet.
5. Once outside, go at least 75 feet from the exit, there the teacher will check attendance. Remain there until permission is given to return to the building.

## FOODS PROGRAM

The purpose of the Burke Central Public School's Food Service Program is to provide nutritious meals to all students attending Burke Central Public Schools. The Food Service Program shall serve lunches which meet the requirements established by the United State Department of Agriculture.

It is the goal of the School District to provide students meals for a reasonable price which will enable the Food Service Program to operate fiscally independent from General Fund revenue. The price of all meals served through the Food Service Program shall be set by the School Board.

The District shall supply lunches without cost or at a reduced price to all students who are determined to be eligible under federal guidelines developed by U.S.D.A. for free and reduced price meals. No discrimination shall be made against any student because of his/her inability to pay full price for the lunch in accordance with an agreement signed by the School Board and U.S.D.A. **Lunch accounts that are in the negative excess will be contacted for payment. If payment is not made within the allotted time the lunch entree will not be offered.** Families have the option of packing their own lunch or a peanut butter and jelly sandwich and milk will be offered until payment is received.

The providing of meals to adults is incidental to the purpose of the Food Service Program and is only offered as a matter of convenience. The total cost of providing such adult meals including the cost of federally donated food commodities must, therefore, be reimbursed to the Food Service Program as required by state and federal regulations. To satisfy this requirement, adult meals served by the Food Service will be sold for a price above the cost of the highest student meal price which will meet or exceed the minimum set by the federal government.

The prices for school **breakfast** are set by the Board as:

Students	\$2.00 per day or \$40.00 for 20 days
Adults	\$2.25 per day or \$45.00 for 20 days

The prices for school **lunches** are set by the Board as:

K-6	\$2.10 per day or \$42.00 for 20 days
7-12	\$2.40 per day or \$48.00 for 20 days
Adults	\$3.05 per day or \$61.00 for 20 days

**(There is a price reduction for those who purchase a full year's meal ticket in advance.)**

The Foods Program at Burke Central Public School is maintained as an important part of the health program for our students; for this reason, students are encouraged to participate in the school's food program for breakfast and lunch. Burke Central will have a closed noon hour. All students must remain on the school grounds, with the exception for senior privileges and honor card privileges. Personal/sack lunches are to be eaten in the cafeteria. Pop or other soft drinks are not allowed in the cafeteria during the lunch period.

## CAFETERIA

The school lunch program is maintained as a vital part of the health program of the school. The lunchroom management and your fellow students will appreciate your cooperation in the following:

1. Be patient and courteous in the lunch line.
2. Deposit all lunch litter in the designated waste-receptacles.
3. Return all trays and utensils to the dish washing area.
4. Follow instructions from the cooks.
5. Leave the table and floor around your place in a clean condition for others.
6. No food is to be taken from the eating area.
7. Practice safe and healthy habits. Cover your coughs and sneezes. Do not share food or utensils with others.

## GRADING AND HONOR ROLL

The Honor Roll for grades 7-12 is published after the completion of each nine weeks grading period. To be eligible for the Honor Roll, students must have a "B" average. (3.00 Honor Points) To determine a student grade point average, add the numerical equivalent of the letter grade listed and divide by the total number of grades added together. The name of any student receiving a F, I, or U on his or her Report Card, or enrolled in less than four academic subjects, will not be included on the Honor Roll regardless of GPA. All classes will be counted on the Honor Roll.

A 4.00;	A- 3.67;	B+ 3.33;
B 3.00;	B- 2.67;	C+ 2.33;
C 2.00;	C- 1.67;	D+ 1.33;
D 1.00;	D- 0.67;	F 0.00

## ELIGIBILITY

Grades will be figured for the purpose of determining eligibility per the NDHSAA guidelines through each nine week period, cumulatively. At the beginning of the first nine week period the classroom instructor will figure grades on a cumulative basis. On every Friday the instructors will turn in a report stating who is ineligible. Students enrolled in North Dakota Center for Distance Ed (NDCDE) or Acellus courses will be given pacing schedules in which to follow. If a student enrolled in these types of courses is behind established pacing, he or she could be subject to ineligibility as deemed by administration. Ineligibility goes from 3:30 Monday to 3:30 the next Monday. At the beginning of each new nine week period the student's grade FOR ELIGIBILITY PURPOSES ONLY will effectively start at the conclusion of 10 school calendar days. At the conclusion of the school year, a student's grade will be figured cumulatively for the WHOLE YEAR for the basis of determining the student's final grade. Students who are ineligible in one class will be allowed to practice but not allowed to travel to away events. Students ineligible in two or more classes will not be allowed to practice or travel to away events.

## GRADUATION REQUIREMENTS AND DUAL CREDIT

Twenty-two (22) units of credit are required for graduation. Students are required to be enrolled in a minimum of six (6) credits each semester. Any 11th or 12th grade student whose admission to a college-level course is recommended by a counselor or principal and who maintains a grade-point average of 3.5 or better may enter dual credit course work. Dual credit courses-for purposes of determining credit, a three-semester hour course offered by a postsecondary institution is equivalent to a full semester high school course or ½ credit upon the student's successful completion. 15.1-25-02. The following table indicates the minimum course work which is to be completed for graduation purposes. Students may choose to take course work in excess of what is required for graduation.

**Required Courses for Graduation:**

**4 units of English Language Arts** **Credit**

English I, 9th grade	1
English II, 10th grade	1
English III, 11th grade	1
English IV, 12th grade	1

**3 units of Science**

Physical Science, 9th grade	1
Biology, 10th grade	1
1 unit of any other Science	1

**3 units of Math**

General Math or Algebra I, 9th grade	1
Algebra I or Geometry, 10th grade	1
1 unit of any other Math	1

**3 units of Social Studies**

*U.S. History, 11th grade	1
*Senior Social Studies, 12th grade	1
1 unit of any other Social Studies	1

Physical Education ½

Health Education ½

\*\*or 1 full unit of Physical Education

Total Required Credits 14

\*\*Elective Credit 8

**Total Graduation Credits 22**

\* Three units of social studies, which may include ½ unit of North Dakota studies and ½ unit of multicultural studies

\*\* One unit of a foreign or Native American language, fine arts, or career and technical education

A half a unit of Physical Education is required to satisfy the graduation requirements of this School District and the State of North Dakota. If a student is unable to participate because of medical reasons, a statement from a medical doctor is required. In such case, a substitute class or activity in health education, if it can be arranged, will be assigned in lieu of the credit for Physical Education.

Students may enroll in correspondence for any course that is not offered at this school. Courses that are offered here but taken through correspondence will not be accepted for credit toward graduation. The Principal may grant exceptions to this rule for a course failed locally, or for a Senior within 2 credits for graduation. Certain hardship cases or class overload situations where a student has a full schedule and wishes to take an extra class outside the regular school day may also be considered for exceptions. A Burke Central faculty member must serve as the advisor for any correspondence work taken while enrolled as a student in this school. All Correspondence will be entered on high school transcripts regardless of whether or not it is used toward graduation requirements. The Superintendent/Principal will have the discretion of allowing schedule changes as long as the 22 credit minimum and individual credit minimum requirements are followed.

## REPORT CARDS

The report card is directly printed from PowerSchool. Please keep the report card, but RETURN the envelope back to the office/classroom teacher.

The Grading System is as follows.

<b>Grades 4 - 12 &gt;</b>	A (95-100)	<b>Grades K - 3 &gt; 4</b>	Exceeds Expectation
	A- (93-94)	3	Works within Level of Expectation
	B+ (90-92)	2	Growth Shown/Progression
	B (87-89)	1	Inconsistent
	B- (85-86)	NA	Skill Not Assessed this Quarter (Unsatisfactory)
	C+ (82-84)	I	Incomplete
	C (80-81)	N	Needs Improvement
	C- (78-79)		
	D+ (75-77)		
	D (72-74)		
	D- (70-71)		
	F (UNDER 70)		
	I Incomplete		

( NOTE: In 7-12 Final Tests count 10% of the final grade)

If a student has an Incomplete in any subject at the end of a grading period, an “I” will be penciled in on the Report Card and the Honor Roll grade point average for that student will not be calculated until the Incomplete has been removed. Incompletes are to be made up within three weeks of issuance or the grade may be recorded as an “F”. If any work is still overdue by halfway into the next grading period and the student has used up the allowed make-up time, that work that has been turned in, and the overdue work, will be averaged and a letter grade will be assigned.

NOTE: The Burke Central School Superintendent is authorized by the School Board to adjudicate the final determination on any letter grade to be given in any grading situation of disagreement, apparent discrepancy, or challenge.

About three school days after the end of the nine week period, report cards will be complete and ready for distribution. Should there be any questions regarding progress, please make an appointment with the teacher(s). Appointments may be held before or after school.

Parent-Teacher Conferences will be held after the 1st and 3rd nine week grading periods. Report Cards will be issued to parents attending these conferences. At the completion of the 2nd nine week grading period, report cards will be issued to the students. Following the end of the school year, report cards may be picked up in the school office. Students may accompany the parent(s) to the Parent-Teacher Conferences.

## HOMEWORK

Homework may be assigned for the purpose of helping a student progress in school.

Homework could constructively include any of the following:

1. Completion of assignments, work, etc., started in school.
2. Drill or practice work needed by the student.
3. Individual projects for self-growth in special areas.

Homework is part of our policy in striving for higher standards and excellence in education.

## **MAKE-UP WORK**

For each excused day of absence, students will be allowed two (2) days for make-up work. This policy only applies to the work on those days the student missed. For example, if a student misses a Monday and Tuesday, they will have four (4) days to get their make-up work done. This means they would have Wednesday, Thursday, Friday, and Saturday to get the work done. Since there is not school on Saturday, the student would have to get the work in on the next school day, that is, on Monday. Weekend days count in figuring when assignments are due. If a student knows at least one day ahead of time that they will be gone for an excused absence, they must get a make-up slip and have their work done either before they leave for the day or immediately when they return the next day. This is up to the discretion of the instructor. Students are also responsible to have their work done when gone for extracurricular activities for the day they are gone and students are to have assignments ready for the day they return.

## **INTERVENTION TIME**

Burke Central School implements an Intervention Time for grades 7-12 from 3:00-3:25 daily. Teachers are available for extra help, differentiating instruction, and enrichment. The time may also be used for co-curricular and class meetings.

Honor students are eligible for early release time: Seniors & juniors after the first nine weeks, sophomores after the first semester, and freshman after the 3rd quarter.

Students privileges may be suspended due to the following:

Failure to achieve honor status the previous quarter

Student is on ineligibility list for the week\*

They are ZAPPED (Zeroes aren't permitted)\*

Attendance- more than 5 absences for a semester class/ more than 10 absences for a year long class \*\*

If student has been in ISS/OSS \*\*

\*Denotes weekly basis

\*\* Denotes yearly basis

Students eligible for release are expected to stay when school activities are held during Intervention time, unless previously approved by administration. (Activities include, but are not limited to: pep rallies, assemblies, class/club meetings, etc.)

## **ZAP (ZERO'S AREN'T PERMITTED)**

Burke Central School implements a program called ZAP (Zeros aren't Permitted) that runs from 8:05-8:25 on Wednesday's. (Grades 7-12) If your son/daughter receives a zero in one of their classes during the week they report the following week to a classroom to make up any missing assignments. Too many students are taking too many zeroes in their classes. This leads to lower grades and failing of classes. By implementing ZAP, Burke Central School is looking to accomplish teaching students responsibility, accountability, and quality of work. The general guidelines are listed below:

Students will be ZAPped if:

1. They do not hand in homework.
2. They hand in homework late. If homework is due at the beginning of the hour, handing it in later in the hour will be considered late.
3. They have failed to make up a zero from a previous week. This will continue to the end of the quarter.

Students who are ZAPped will:

1. Report to mandatory ZAP on Wednesday.
2. Be allowed out of ZAP after Friday if the homework assignment is made up. Students who have ZAP for more than one assignment or from more than one class must make up all work in order to be released from ZAP.

Students who receive three consecutive weeks of ZAP will be required to report to ZAP Tuesday and Wednesday on his or her third week and also serve one hour of detention some afternoon the same week

### **GUM-CANDY-POP REGULATIONS**

Gum, candy, and pop consumption is prohibited in certain areas. Due to the impossibility of verifying what is contained therein, the school has the right to inspect and/or confiscate any items not purchased through the school lunch program or school vending machines.

### **HALLS AND RESTROOM AREAS**

No student is to be in the halls or restroom areas during class time without a pass from a teacher. These excuses will be given only with utmost discretion. Being out of class without such a pass, may be counted as an unexcused absence from that class. Only one student should be given a pass form from each class.

### **INOCULATIONS**

The parents or guardian of each child admitted to Burke Central Schools must present a certificate from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against diphtheria, peruses, tetanus, measles, rubella, mumps, chicken pox, and poliomyelitis. All current seventh graders must have an MM booster. Also, all students beginning Kindergarten this year must have an MM booster. State health regulations also state that tetanus should be re-newed at least every ten years, so all 10-11 year olds should be checked for this guideline, as well as any older students who have not had a tetanus shot re-newed to ten or more years.

### **LEAVING THE SCHOOL GROUNDS**

No student is to leave the school or school grounds during the school day without first being properly excused by the school administration or has received prior approval for senior privileges and/or honor cards.

Leaving without permission is a basis for suspension from school, or assignment of detention time (also at the discretion of the principal). The sign-out book is maintained in the main office of the school. A third consequence for leaving without following the required procedure is that the time missed could be counted as "un-excused" absence time with the attendant loss of make-up work for credit.

### **LIBRARY**

The School Library is open each school day. It contains many, many thousands of books which are in the process of being put on libraryworld.net according to author, title, and subject and may be checked out for a limited period of time. Much information on colleges, universities, the Armed Services, and career opportunities can be found in the Library also.

Students are expected to use the Library quietly. The Librarian gladly helps anyone with reference work or in selecting books, as well as conducting orientation to the Library. Tables are provided for working. Anyone who insists on ignoring library regulations will be asked to leave and/or be restricted from further use of the Library.

Library Regulations:

1. The Library is to be used for research and study, and not as a place to gather and visit.
2. Students are responsible for all books and materials signed out in their name. Students will be charged for loss or abuse of books/materials.
3. Students may not have more than four books checked out at one time with exception of Kindergarten may not have more than 2 books checked out at a time.
4. Fines will not be charged but will lose library privileges until books are returned. If book is not returned or destroyed, person responsible will pay the cost to replace the book. If not paid, will be added to school bill.
5. Reference books, magazines, and newspapers are not to be taken from the Library unless permission from the librarian.
6. All books that have been checked out must be returned to the Librarian's desk. They must not be placed on tables or returned to the shelves.

**MISSING CHILD / POSSIBLE ABDUCTION**

The staff member who first notes that a child is missing makes a reasonable attempt to locate the child. If there is any concern that the child has left the building by him/herself or has been abducted, the employee goes to the office and makes the appropriate code over the intercom. The child's name and description will be announced three times in a calm, clear voice. All employees not currently in a classroom with students respond to the office to help search for the child.

If the child is found, the office personnel will cancel the code in a calm manner.

If the child is not found, office personnel will contact the County Sheriff's Department and the classroom teacher will contact the parent.

**PHYSICAL EDUCATION**

All students must participate in physical education. In view of this, it is strongly urged that students visit their family doctor for a complete physical examination before the beginning of each school year. If any limitation is to be placed on participation in physical education, a signed written statement by a doctor must be provided which clearly sets forth the limitations. This statement will become a part of the student's records.

Students who are excused on a permanent or semi-permanent basis from participating in physical education may use correspondence to gain necessary physical education credit; or they may be assigned an appropriate alternate activity in health education.

Burke Central School does not require a specific P.E. uniform. Students are expected to supply their own shorts, T-shirts, shoes, and/or appropriate clothing suitable for participation in P.E. classes. Final decision on what is suitable remains with the instructor.

**SPORTS PHYSICALS**

It is a requirement of the Burke Central School District that any student (grades 4-12) participating in an extra-curricular athletic activity is required to have a physical. These requirements may be changed depending upon age of participants and administrative discretion.

**PROM**

Burke Central co-ops the prom with Bowbells. The prom is held in the spring and is sponsored by the Junior & Senior Classes of the hosting school. Students in grades 10-12 and their dates (between the ages of 15 and 20) are welcome to attend. The prom is to conclude by 12:00 midnight. By Board policy each class,

beginning as 7th graders, must earn the money to cover the costs of putting on the prom. The administration has the discretion and final say in the approval/denial of dates who do not attend Burke Central or Bowbells schools.

## **PROPER ATTIRE AND APPEARANCE**

Our school community takes pride in the appearance of our students. Your dress/attire reflects your personal pride, attitude, and the quality of the school. Students are to dress neatly, clean, and in good taste while in attendance at regular classes or school activities. Any manner of dress disturbing other students or community values will not be permitted. Articles of clothing and accessories with writing or pictures on them are prohibited if such material is suggestive, obscene, or advertises or promotes the use of alcohol, tobacco, illegal drugs, or other harmful substances. Students not properly dressed will be required to change.

Shirts, shoes, etc. must be worn at all times in the school building. Caps, bandanas, hats, hoods, etc. should never be worn during the business hours unless there is a specific day for a school function. Coats, gloves, or other outer-wear are not to be worn or taken to class. Students are expected to dress appropriately for the weather conditions.

The wearing of shorts to school is permitted when the outside temperature is **at or above 64 degrees** or approved by the Superintendent. Shorts are to be neat, clean, and in good taste with the general policy of maintaining pride in the over-all appearance of our school. Tube-tops, halter tops, spaghetti straps, etc., are never permitted alone, but may be used in combination with other shirts or pull-overs. However, suggestive, revealing, or obscene clothing are not permitted. Shorts and skirts must be mid-thigh or "fingertip" length. Students judged to be in non-compliance with this or any aspect of proper attire will be given the opportunity to change, be sent home, or call a parent to bring a change of clothing.

## **SCHOOL PARTIES AND DANCES**

School parties/dances are held occasionally and are sponsored by a school club or organization. **The following rules should be read carefully by both students and parents.**

- ALL school parties and dances will be held on Friday or Saturday nights. Such events will conclude by 12:00 midnight. Junior High School events are to conclude by 11:00 PM. Any party, dance, or special event may be concluded earlier by the advisor in charge or the administration if problems or conditions develop that merit such a decision.
- All school parties, dances, etc. must be supervised by at least the faculty advisor and a combination of parents and faculty members (totaling at least 2 besides the advisor) approved by the Principal. Exceptions may be made by the Principal.
- Burke Central School students and their guests may attend. Guests are not to be older than 20 years of age.
- The Principal or Superintendent has the discretion and final say in the approval/denial of dates who do not attend Burke Central school.
- Any persons admitted to a dance or party **must remain in the event unless leaving and not returning**. No one will be allowed to re-enter except by prior approval of the chaperones.
- Proper conduct must be observed. Chaperones may evict offenders. The faculty advisor in charge or the administration may suspend the event early for cause.
- All activities at school parties, dances, etc. will be confined to the specific areas assigned for the event.
- Classes, groups, organizations, etc. sponsoring a school party or dance must receive approval from their advisor, who in turn will arrange with the administration for a satisfactory and approved time and date for the event.

## **LOCKERS**

Students are assigned a locker for the storage of books, clothing, and equipment. It is the student's responsibility to see that this locker is kept secured, clean, and

in order at all times. *No one should leave class without special permission (and pass) to go to a locker.*

Even when assigned to a student by the school, each locker remains the property of the school which retains full ownership at all times. Lockers should be used to house textbooks and other school materials when they are not in use, and coats, overshoes, or other outdoor garments. Student lockers are subject to inspection for cleanliness, for missing items, for controlled substances, and for replacing lost or misplaced items that can be identified as belonging to a particular locker. It may be entered by the Principal or his designate at any time that it might be suspected of containing alcohol, narcotics, explosives, weapons, or any other items considered potentially harmful to other students, or to the school building, as well as unlawfully obtained or possessed items.

No lock is to be placed on a locker unless it is one obtained from the school. Such locks are available in the school office for a \$5.00 fee, which is refunded at the end of the year if the lock is returned in good order. The school is not responsible for personal items that are lost or stolen.

(NOTE: Unauthorized locks may have to be removed by the school in such a manner that the lock is damaged or destroyed. In this event, the school and/or its officials are not liable for the cost of the lock.)

Lockers are not to be decorated in any way with any material, pictures, painting, etc., that does not have prior approval of the Principal. No student ever has authority to enter another student's locker for any purpose.

## **SCHOOL BUS RIDERS**

Every bus rider shall abide by the rules established by the School Board and the administration or be deprived of the opportunity to ride the school bus (for either Bus Route Use or Extra-curricular).

1. Remain seated when the bus is in motion.
2. Scuffling, fighting, or obscene language and swearing are prohibited.
3. Conversation shall be carried on quietly while on the bus. When the bus approaches and stops at a railroad crossing, absolute quiet must be maintained.
4. Dress according to the season. It is within the authority and discretion of the bus driver to require proper wearing apparel or to deny admittance on to the bus.
5. Bus riders are expected to assist with maintaining the cleanliness of the bus. **DO NOT** litter the bus with food or other debris. It is within the authority of the bus driver to restrict or deny the consumption of food, beverages, specific candies, gum, etc. on the bus. **Sunflower seeds are never to be brought on to the bus.**
6. Destroying, defacing, or damaging a bus or any of its equipment is prohibited under the same policy that applies to such actions against any school building, grounds, or property.
7. Cooperate with the bus driver. It is within the discretionary authority of the bus driver to assign seats. Bus drivers are to report all incidents and/or discipline problems to the school principal.
8. Buses will not wait more than 3 minutes for any household.
9. Permission is needed from the bus driver to ride the route if not a regular passenger – 24 hour notice is required.

## **OUT OF TOWN BUS TRIPS**

(Games, Performances, Etc.)

Each advisor must require students who go on school activity trips to go and return with the group. No stop overs are permitted unless with the parent and with the knowledge of the school administration. When necessary, a school district bus will be provided to transport students to the out-of-town activity (games, performance, etc.), usually at little or no charge to the student. All students going on school sponsored trips must be adequately chaperoned by a faculty member or other designated person. NO over-night trips are permitted without parental consent and administrative approval.

Students must ride the bus if they are a member of a participating organization. Any student who rides the bus (or school provided transportation) to an out-of-town activity, must also return with the bus (or school provided transportation). The only exception to this is that the student may be signed out to his or her parents, an adult, as long as that person is 18 years or older and not a student, or an immediate family member, if the office, bus driver, or supervisor is verbally notified by the parent.

Reasonable dress and appropriate conduct are expected on the way to, during, and returning from the activity. Represent your community and your school in other towns by displaying your best manner.

Students may be refused a ride on the bus if they are not dressed appropriately for the occasion, including cold weather outerwear.

## **BURKE CENTRAL TORNADO RESPONSE PLAN**

Tornado Watch- weather conditions are favorable for a tornado or other severe weather. When the front office personnel announce "Tornado Watch" all employees are on standby to initiate the tornado response plan. Teachers/primary caregivers escort/carry children into the building if they are outside. The front office will call portable and notify personnel. If answering machine picks up-front office personnel will walk over to the portable to notify parents, student and staff to come into the main building.

Tornado Warning-a tornado has been sighted in the area. The National Weather Service has confirmed a tornado sighting. A steady siren and a continuous public warning will be broadcast over the TV stations and radio stations. Front desk personnel will announce "Tornado Warning" three times in a calm, clear voice. All employees will participate in the tornado response procedure

## **TORNADO RESPONSE PLAN PROCEDURE**

Teachers take class lists and attendance sheets and lead children out into the hallway. Assistant teachers check classroom bathrooms for children and close the door as they leave the room last (ensuring that there is no one left in the room). Teachers take attendance to ensure all children are accounted for.

Teachers show the children how to sit down with their backs to the wall and their knees up. Children are also instructed to lean slightly forward and cover their heads with arms and hands.

Staff remain calm and comfort all children exhibiting signs of distress.

If children are being transported at the time of a tornado warning, front office personnel will radio the bus drivers notifying warning and alerting them to the location of the nearest tornado shelter.

## SENIOR PRIVILEGES

The following are the senior class's privileges. It is important to note that they can be rescinded in part or whole at the discretion of the Burke Central School administration and/or school board. Violation of any of the following rules by an individual (unless otherwise noted for the whole class) will result in revocation of privileges for the remainder of the school year. This will be instituted for the final 9 weeks of the school year.

1. Seniors will have an open campus during study hall and noon hour. Seniors will not be allowed to drive motor vehicles at any time during the school day except if previously approved by the administration.
2. If you are missing any school work or have any work due because of an absence, your privileges will be revoked until all your work is in.
3. You must carry a passing grade in all subjects for the third 9 weeks to have any privileges.
4. If you are tardy for any class you will lose privileges for that day.
- 5.

## SMOKE, DRUG, & ALCOHOL FREE ENVIRONMENT

The Burke Central Board of Education has declared the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. If a student is in violation of any of these activities, the school will take disciplinary action. If a student is involved in extra-curricular, the host school's rules prevail. If Burke Central is the host school, the following rules will prevail. Students violating this policy will be suspended from representing BCHS in any extra-curricular activities for 30 school days for the first offense and a 90 school days suspension for any subsequent offense (per NDHSAA). The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student may still practice, but cannot represent school at functions. Extra-curricular activities include all sports, music, and drama activities, all clubs and organizations, and any other activities that are not part of the normal classroom (for example: dances, prom, banquets, school plays, concert, pep band, homecoming candidates, etc., but does not include graduation). If the violation occurs near the end of the school year, the suspension will carry over into the next school year. The student will also lose their varsity letter in the season of the suspension.

In addition to the extra-curricular suspension, students violating this policy while on school property, while in attendance at school, or at a school sponsored activity will also be placed in suspension for no less than 5 days or no more than 10 days for the first offense and 10 days of suspension for the second offense. Any further violation, the student will be subject to expulsion for the remainder of the year from all activities and probable permanent expulsion from school.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel and/or the student involved, the principal may have the student removed from the school by school medical or law enforcement personnel. If a student goes in for intensive treatment, they may be reinstated in extra-curricular activities after treatment.

## STUDENT AUTOMOBILES

The School Board grants the privilege to students to provide their own transportation to school, including the driving of any motorized vehicle by legally licensed drivers. However, no driving of any motor vehicle is permitted during school hours, including noon break, **UNLESS permission is granted by the parent or guardian AND the administration**. Except where authorized permission has been given, no student vehicle driven to school is to be occupied or driven until either the end of the school day or the student officially checks out in the office to leave school earlier than the end of the school day.

Students are permitted to park motor vehicles on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking areas which are a part of school owned property, including regulating driving and parking thereon. The interiors of student vehicles may be

inspected whenever a school authority has reasonable suspicion to believe that dangerous, illegal, or unauthorized materials are contained inside such vehicle. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students refusing to provide authorized school authorities access to a locked vehicle for purpose of this inspection do so at the risk of disciplinary action such as suspension and/or notification to law enforcement authorities.

Any manner of vehicle signage or decoration disturbing to other students or the community will not be permitted. Any writing or pictures on/in vehicles are prohibited if such material is suggestive, obscene, advertises, or promotes the use of alcohol, tobacco, or other harmful substances.

Streets and/or lots adjacent to the school which are used for parking of vehicles while attending school are included relative to all points cited in this section regarding students' driving and parking of vehicles.

## **STUDENT EVALUATION AND CLASSIFICATION SYSTEM**

Students may choose to take the grade of one elective subject on a Pass/Fail grading system provided that he/she is taking a minimum of four subjects on the traditional letter grading system. A subject taken on the Pass/Fail system will not be figured into the Honor Roll grade point average.

Classification:

FRESHMEN (9TH) -- less than 5 credits

SOPHOMORE (10TH) -- 5 to 11 earned credits

JUNIOR (11TH) -- 11 to 16 earned credits

SENIOR (12TH) -- 17+ credits

## **STUDENT SCHOOL RECORDS**

The school has on file your grades, attendance, immunization record, standardized test scores, and discipline record which are the result of your work since you began school. If you have attended other schools, their records have all followed you to this school and are on file here.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the Principal. You may have copies made of anything in the school record, at a cost to you of twenty (20) cents per sheet, but you are not permitted to take the original record out of the office.

You may also request that items be removed from your file. In the event that you or your parent or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is not granted, you or your parent or guardian may appeal the decision to the next highest school official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other person or place without the signed consent of your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school. This means that Burke Central School will not, and cannot by law, without first receiving signed consent from your parent or guardian:

A. Send a transcript of your school record to a college, vocational school, University, or a representative of the Armed Forces;

B. Give information from your record to a prospective employer.

Written consent can be given by using a form available in the Burke Central School Office or by writing a letter to the school office requesting the transfer of such records. Students who have reached eighteen years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control or transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law. Procedures described also apply to the records of all graduates of Burke Central School. The school will inform parents when personally identifiable information that has been collected, maintained, or used is no longer needed to provide educational services to the student. The information may be destroyed, retained by the parent, or retained by the school at the request of the parents. However, a permanent record of a student's name, address, phone number, grades, attendance record, immunization record, grade level completed, and year completed may be maintained without limitation.

## STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, phones, mp3 players, cameras, and other valuable items to school; and, if they wear glasses, watches, jewelry, etc. they should plan to keep track of them at all times. Students, not the school, are responsible for their personal property and school property assigned (or checked out) to them. **STUDENTS SHOULD NEVER LEAVE MONEY IN THEIR LOCKERS.** If it is necessary to bring money to school, it should be checked in with the office for safe storage in the school vault.

## STUDENTS WORKING

The Burke Central Board of Education does not approve of students missing school for work, and this practice is always to be avoided. If, in a necessity, a student must miss some school to work during school hours, **the school must be provided a note written and signed by a parent or guardian requesting that the student be excused from school, at what time, on which day(s), where he/she is going to work, and for how long.** Keep in mind that even if such absence is allowed, it does count toward the total days of absences allowed by Board Policy.

## STUDY HALL REGULATIONS

An environment for study hall shall be maintained at all times by the supervisor. Students are to be permitted to leave study hall only when the supervisor judges it to be necessary. Roll will be recorded at the beginning of each period; an "unexcused" tardy to or absence from study hall is treated with the same consequence(s) as would apply for a regular class. Students who wish to leave study hall to go to another room or area for the purpose of getting help or completing an assignment under the supervision of another teacher, may do so **IF**: (1) he/she first seeks and gains approval of the teacher they wish to work with; and (2) he/she then checks out of study hall in the appropriate manner with the study hall supervisor. The supervisor will then issue a pass to the student and note on the pass the time of leaving. The student must return to the original room before the end of the period, bringing with him/her the sign out pass which the visited must have initialed and noted the time of leaving.

### General Guidelines:

1. Checking out and speaking are privileges which are controlled by the study hall supervisor.
2. No more than two (2) students should be speaking at a time, and only with permission of the supervisor. If the supervisor requests it, students are to stand while speaking. **Speaking should be done in very quiet tones.**
3. One boy or girl may check out to lavatory or office at a time with a pass from a supervisor.
4. Grades 7-12: Two people may study together in desks in the corner when permitted by the supervisor.
5. Desks, if moved during the period, are to be returned to their original location before the end of the period. Desks are to be kept clean of paper and writing at all times and are not to be abused in any way.
6. Waste paper, wrappers, etc. should be picked up and deposited in the waste baskets before the study hall is dismissed at the end of the period.
7. Checking out to another classroom or area is permitted only when a note of authorization is presented to the study hall supervisor.
8. Students are expected to bring study and work materials with them to the study hall so that they are involved in appropriate activities. The study hall is not to be thought of as a place for socializing and/or "horse play". Instead, develop good study habits; **try these tips**:
  - a. Concentrate on one subject at a time.
  - b. Develop a preference for having a quiet place to study.
  - c. Make out a specific and definite study schedule.

- d. Feel free to bring your problems to the teachers, who are there to help you.
- e. Keep up your day-to-day work so that "cramming" is not necessary.

## **TELEPHONE CALLS**

The phone in the office is primarily for contacting their parents or guardian/s and should refrain from frequent calls or long distance calls. No one is to use the telephone during class time without a pass from a teacher or administrator. Permission to use the telephone during class time should be given only in emergency cases. **Students will not be called from class to take a telephone call unless it is deemed an emergency.**

The phone in the elementary hallway is **only** to be used after school hours to be able to contact their parents or guardian/s and should have permission from the staff that is on duty. The phone calls should be limited in time of use. This phone is not to be used during school hours.

## **TEST EXEMPTIONS**

At the close of the first and second semesters, examinations shall be given in grades 7-12 to cover the entire semester and shall be preceded by carefully planned reviews. Copies of the semester examinations will be submitted to the principal at least (5) days prior to administering the examination. Examinations will be 10% of students semester grades.

**Spring Exam Exemptions** – Grades 7-12: Exemptions will be based on grades, tardies, absences and discipline. All students are required to take one core exam (Math, Science, ELA, Social Studies). Students in grades 7-12 will have the opportunity to be exempt from the remainder of final tests provided they meet the criteria for exemption.

The rationale for the exemption policy relates to a positive incentive for good grades, attendance, and behavior.

### **Students Grades 7-12**

- A average (93-100) and 3 or fewer absences for year = exemption
- B average (85-92) and 2 or fewer absences for year = exemption
- C average (78-84) and 1 or fewer absences for year = exemption

\*If only a semester class absences would be half as stated above

Absences are per class. If a student has been tardy more than three times to any classes they have to take all of their spring final exams.

Students are NOT eligible for exemption if they have received a discipline referral.

Students who meet the exemption criteria may choose to take the exams to improve their grade. Grades **will not** drop if you do poorly on the exam.

Any student who misses a final test will receive an Incomplete for the year.

## **TEXTBOOKS**

The Burke Central School furnishes textbooks to all students. This is done with the hope that this major investment will be properly safeguarded by students. Reasonable "wear and tear" is expected as a result of daily use. **However**, fines will be assessed for excessive and/or unreasonable damage to textbooks and for all books not returned. Also, replacement costs will be assessed for books damaged so badly as to need replacing. The fines will be levied by the Principal and must be paid to the school office.

## **VANDALISM**

Because incidents of willful or malicious abuse, destruction, defacing, and/or theft of the property of the School District are clearly contrary to the best interests of the District and injurious to the rights and welfare of the entire community, it is the policy of the Burke Central School Board to seek all legal redress against persons found to have committed such acts.

Disciplinary action will be taken when students are substantiated as being involved. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minor children, from the minors or their parents, under the laws of this state.

The School Board may choose to offer a reward as authorized by North Dakota law to any person(s) furnishing information leading to the apprehension and conviction of any person(s) appropriating, defacing, or destroying property or equipment belonging to the School District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents and grandparents are always welcome, of course, but are asked to notify the school office before they come to school. Friends and relatives are allowed to attend breakfast/lunch with students; however, they are not allowed to accompany them to class. We want the best educational experience for our students and have found classroom guests hinder the learning process.

Visitors are expected to leave promptly when their business is completed. Kindergarten is set up for the purpose of getting young children acquainted with school, thus has special days set up for Pre-K visitation.

## **STUDENTS AND WEAPONS**

### **Carrying Weapons**

The Board of Education of the Burke Central School District #36 has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

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

Violation of this policy will result in disciplinary action. All weapons will be confiscated, retained, or turned over to the student's parents or to law enforcement officials at the discretion of the administration. Bringing a firearm to school will require that proceedings for the expulsion, for a minimum of one year of the student involved be initiated immediately by the principal.

The Superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. A student who is defined as disabled under the Individuals with Disabilities Education Act may be placed in an alternate educational setting for up to 45 calendar days, during which time determination will be made as to whether bringing the firearm to school was manifestation of the student's disability.

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

## **WITHDRAWING AND/OR TRANSFERRING FROM CLASS/SCHOOL**

Should it become necessary for a student to withdraw or transfer from our school, he/she should first initiate the process with the Counselor. He/She will give the student a form and instructions on how it must be completed. No student will be considered officially withdrawn from Burke Central School until the proper procedure has been completed. Lockers must be emptied, all books returned, and all bills paid before credits are transferred to another school or agency, etc. During the first two weeks of any class students will be allowed to add/drop classes. These changes must be approved by all faculty involved, the counselor, and the administration. No changes will be allowed after the 10th day of classes.

## **NATIONAL ANTHEM**

(Star Spangled Banner)

Oh, say can you see by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming?  
Whose broad stripes and bright stars, through the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night that our Flag was still there.  
Oh, say does that Star Spangle Banner yet wave,  
O'er the land of the free and the home of the brave?

## **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with Liberty and Justice for all."

## **FLAG ETIQUETTE**

During the playing of the National Anthem, when the Flag is displayed, all present, except those in uniform, should stand at attention facing the Flag with their right hand over the heart. Men not in uniform should remove their head wear with their right hand and hold it over their heart. When the Flag is not displayed, those present should face toward the music and act in the same manner as they would if the Flag were displayed. The position of attention should be maintained until the last note of the National Anthem has been played.

When an Honor Guard is used to present the colors, all present should stand and maintain a position of attention from the beginning of the presentation of the colors, through the playing of the National Anthem, and until the colors have been removed from the area by the Honor Guard.

## **SUMMARY OF YOUR RIGHTS AS A PARENT/GUARDIAN**

These safeguards are guaranteed to handicapped children and their families by Public Law 94-142, the Education for All Handicapped Children Act of 1975, and Section 504 of Public Law 93-122, the Vocational Rehabilitation Act.

1. You must receive written notification before the school may conduct individual testing of your child(ren). The school has the right to go ahead with the individual testing if you do not answer any of the schools attempts to get permission for evaluation.
2. You must receive written notification of an initiation or refusal to initiate a change in your child's educational placement.
3. You have the right to present your views regarding the identification, evaluation, placement, or provision of a free appropriate education to your child. This includes the right to request an educational evaluation.
4. You have the opportunity to present information from an independent evaluation of your child.
5. You have access to all relevant school records of your child.
6. Either you or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the North Dakota Department of Public Instruction. In conducting such a hearing, a parent must:
  - a. receive timely and specific notice of the hearing.
  - b. have the right to be accompanied and advised by counsel and/or by individuals with special knowledge or training with respect to the problems of handicapped children.
  - c. confront, cross-examine, and compel the attendance of witnesses.
  - d. present evidence relevant to the decisions.
  - e. obtain written or electronic verbatim record of the hearing, and obtain written findings of facts and decisions.
7. The hearing will be conducted by an impartial hearing officer selected from a list provided by the Department of Public Instruction.
8. The decision of the hearing is binding on all parties pending appeal.
9. Either party has the right to appeal the findings and decision through the court system.
10. During the above process your child shall remain in the original program or any other program to which both parties can agree.
11. Students receiving special education and related services must receive a periodic re-evaluation every three years.
12. These rights transfer to your child when he/she reaches the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian.

# REQUEST FOR DETENTION HEARING FORM

Date \_\_\_\_\_

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

Detention Given by \_\_\_\_\_  
(teacher/staff member)

Reason for Detention:

Reason for Requesting Hearing:

Hearing Panel:

\_\_\_\_\_ Principal member

\_\_\_\_\_ Faculty member

\_\_\_\_\_ Committee member

Resolution:

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT**

This act is a federal law affecting public schools and records, the following explanation is necessary to publish so the public is notified in accordance with the Family Education Rights and Privacy Act.

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records.
2. Students or parents wishing a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education, must complete a release of information form which is available at the school the student attends. Eligible students (18 years or older) must sign the form for the release of records while parents must sign for students under the age of 18.
3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of students rights. This right includes a request for a hearing to present the evidence that part (s) of the record be changed if the school district decides not to alter or refuses to change.
4. Specific directory information, such as student's name, address, telephone listing, date and place of birth, major field or studies, participation in officially recognized activities and sports, weight and height as member of athletic teams, dates of attendances, degrees and awards received, and the most recently previous school attended by the student may be released by the school officials. The school district will make reasonable decision whether or not to release information to various agencies or organizations. However, any eligible student or a student's-parent may request in writing during the first two weeks of school to their respective principal, if it is felt any part of the information would not be released. The request will not cover pictures taken by news media related to school events.
5. Any person has the right to file a complaint with the Department of Education in Washington, D.C., if the school violates this federal law. The school district limited the disclosure of information contained in a student education record except: 1) by the prior written consent of a parent or eligible student, 2) as directory information, or 3) under certain specific circumstances as permitted by federal law.

# **SIGNIFICANT CONTAGIOUS DISEASES EDUCATION**

## **STUDENTS**

The intent of the instructional program on significant contagious diseases is to provide information about the diseases, methods of transmission, the means of protecting against contracting the diseases in an institutional setting, the use of universal precautions, and prevention appropriate to specified grade levels. Instruction will begin in Grade K and continue through Grade 12.

Appropriate curriculum will be designed including a scope and sequence to assure that all students receive age-appropriate education (integrated in the health curriculum). The Superintendent is charged with recommending revisions in the program to the School Board to update and modify the curriculum as new information about significant contagious diseases is made available. Any curriculum and materials developed for use in this program will be approved for medical accuracy by the Department of Public Instruction and/or the State Department of Health according to the guidelines furnished by the Center for Disease Control.

Prior to the start of the student instructional program, and at any time thereafter, parents and guardians of students who will be involved with the curriculum and materials will have an opportunity to preview the curriculum and materials in a specific program being presented. Thereafter, any parent or guardian may review the curriculum and materials at any time including any revisions in the program to update and modify the curriculum as new information about significant contagious diseases is made public.

The school district, at least one month prior to teaching significant contagious disease prevention education in any classroom, will conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education.

## **EMPLOYEES**

On an annual basis, all employees of the school district will view an appropriate training film which addresses all learner outcomes of the significant contagious disease prevention education program. The film will be presented by a health professional or someone specifically trained in education for the prevention of significant contagious diseases. Training will include the proper use of universal precautions.

Those employees designated to teach significant contagious disease prevention to students will receive additional in-service from qualified health education professionals.

## **INDEPENDENT CONTRACTORS**

All independent contractors performing services for the district will receive a brochure concerning significant contagious diseases upon entering into a contract with the district. The brochure shall contain information regarding the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and use of universal precautions.

## **CONFIDENTIALITY**

No employee of the Burke Central School District may inform any individual of an affected individual's infection. No employee or official may release any information to the public either confirming or denying the presence within the institution setting of a person who has contracted a significant contagious disease. All information given to employees or officials of the district by an affected person, their parent or guardian, or their personal physician shall remain confidential.

## **ATTENDANCE, EMPLOYMENT AND CONTRACTS**

No person may be denied admission as a student, a contract as an independent contractor, or employment solely because they have, or are perceived to have, a significant infectious disease. The personal physician of the affected individual shall be the sole decision maker as to whether the individual constitutes a public health threat or the ability of the individual to continue in school (except as provided below) or perform their duties.

When a student's personal physician or, in the case of a student who is defined as disabled under the Education for All Handicapped Children Act or NDCC chapter 15-59, the multidisciplinary team determines that the student is unable to participate in regular classroom instruction, either reasonable accommodations, special provisions, or an individualized education program will be provided. The Superintendent shall establish procedures for the development of special provisions.

When an employee's, prospective employee's, or independent contractor's personal physician determines that the employee, prospective employee or independent contractor cannot perform their duties, the district will consider and implement reasonable accommodations to allow the affected individual to become or continue as an employee or contract or continue an existing contract as an independent contractor.

## **UNIVERSAL PRECAUTIONS**

The Burke Central School District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

## **DESIGNATION OF SPOKESPERSON**

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

## **DISCRIMINATION**

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

## **DEFINITIONS**

1. “Affected person,” “affected individual,” or “affected student” means an individual who has been diagnosed by a physician as having contracted a significant contagious disease.
2. “Decision maker” is the affected person’s personal physician. However, whenever an affected student is also disabled as defined under the Education For All Handicapped Children Act, 20 U.S.C. 1401 (a) (1) or the North Dakota Century Code chapter 15-59, the decision maker is the multidisciplinary team provided for under subsection 4 of North Dakota Century Code section 15-34. 1-03.
4. “Employee” means all persons employed by the institution including faculty, maintenance, and administrative personnel.
5. “Governing body” means the School Board.
6. “Independent contractor” means any person or entity who is free of control or direction over performance of the service provided both under the contract and in fact, who renders service outside the ordinary course of business or outside the place of business of the contractor and who is engaged in an independently established trade, organization, profession, or business.
7. “Individualized education program” denotes a specialized education plan created in compliance with 20 U.S.C. 1401 (a) (19).
8. “Institution” means this School District.
9. “Reasonable accommodations” is as defined by subsection 16 of North Dakota Century Code section 14-02. 4-02 or U.S.C. 794.
10. “Significant contagious disease” includes cytomegalovirus (CMV), hepatitis B (HBV), and human immunodeficiency (HIV) infection. The local board of health or the state health officer may determine that other diseases are significant contagious diseases.
11. “Special provisions” are individually tailored education decisions designed to meet the needs of students requiring unique accommodations to ensure an educational opportunity. Special provisions are directed to students not covered by an individualized education program.
12. “Universal precautions” means protecting one’s self from exposure to blood or body fluids, through the use of latex gloves, masks, or eye goggles, cleaning blood and body fluid spills with soap and water and then disinfecting and incinerating or decontaminating infective waste before disposing in a sanitary landfill.

## **SANITARY CLEANUP AND DISPOSAL**

Hygienic procedures should be practiced by all school personnel when disposing of human secretions and excretions including blood, feces, semen, urine, and vomit since they may contain infectious agents capable of spreading disease.

The steps listed below should be followed in all such cleanup situations since carriers of infectious or contagious diseases are often undetected. The procedures are not intended to replace basic common sense principles of health and hygiene.

1. Wear disposable gloves when cleaning up blood. Gloves may be used for aesthetic reasons when cleaning up other spills. Individuals with non-intact skin (dermatitis, chapped hands, cuts, abrasions) should use gloves when handling all body fluids.
2. Sprinkle the spill with powdered, absorbent chlorine powder as soon as possible.

3. Wipe up the spill with disposable paper towels or rags or with scoop and brush.
4. Clean the surface with a cleaning agent appropriate for the surface to be cleaned.
5. Spray the surface with a hospital grade disinfectant labeled “tuberculocidal.”
6. If assisting a person with a bloody nose or wound, disposable gloves should be worn and the blood should be removed with disposable paper towels, gauze, or rags. The exposed skin should be cleaned with appropriate antiseptic (alcohol, iodine, etc.) and a leak-proof dressing applied if appropriate.
7. Scoops and implements to be reused should be washed and sprayed with disinfectant. After use, the cleansing materials, gloves, and soiled diapers should be secured in plastic bags and disposed of in a specifically designated sanitary disposal site.
8. When changing diapers, disposable gloves will be used. After use, the cleansing materials, gloves, and soiled diapers will be secured in plastic bags, tied and disposed of in a sanitary disposal site.
9. Soiled clothing or personal items will be bagged and sent home with the child, not cleaned or rinsed at the school.
10. Using the following procedures, wash hands immediately after completing the cleaning and disinfecting process.
  - a. Wet hands and apply antiseptic soap.
  - b. Rub hands together vigorously for at least 15-30 seconds, paying particular attention to fingertips, nails, and jewelry.

### **ADMINISTERING MEDICINE TO STUDENTS**

Until further notice, the Burke Central School cannot legally distribute medication to students, unless it is directed in a student's Individualized Education Plan or 504.

### **NON-DISCRIMINATION POLICY**

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

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

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

### **Definitions**

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual, equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
  - b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Section 504* (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  - b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- *Sexual harassment examples* include:
  - a. Sexual or "dirty" jokes;
  - b. Sexual advances;
  - c. Pressure for sexual favors;
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
  - f. Graffiti of a sexual nature;
  - g. Sexual gestures;
  - h. Touching oneself sexually or talking about one's sexual activity in front of others;
  - i. Spreading rumors about or rating other's sexual activity or performance;
  - j. Remarks about an individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;

- *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Complaint Recipients**

If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

### **Policy Training and Dissemination**

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

### **Grievance Coordinators**

The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates **the Superintendent**, as the Title IX Coordinator. He/She may be contacted at: **(701) 933-2821**.

The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates **The Superintendent** as the 504/Title II Coordinator. He/She may be contacted at: **(701) 933-2821**.

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates **the Superintendent**, as the Nondiscrimination Coordinator. He/She may be contacted at: **(701) 933-2821**.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and (3) the applicability of confidentiality requirements.

## **DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE**

The following procedure is designed to resolve discrimination, harassment and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

### **Retaliation Prohibited**

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in the Nondiscrimination and Anti-Harassment Board Policy, coded AAC.

### **Complaint Filing Format and Deadlines**

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

### **With Whom Complaints May be Filed**

A complaint may be filed with any District employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a District employee to report under this regulation may result in disciplinary action.

### **Initiating Complaint Resolution Procedure**

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

### **Prohibition on Meeting with the Accused**

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

### **Third-Party Assistance**

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

### **Investigation Timeframes**

The informal resolution procedure must be completed within 30 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

### **Interim Measures**

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

### **Informal Resolution Procedure**

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

### **Formal Resolution Procedure**

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical

**Investigation Report:**

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment “more likely than not” occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment or discrimination;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable, and;
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

**Disciplinary Action**

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building Principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the District Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

**Notice of Outcome**

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

**Investigation Materials**

Investigation materials must be retained by the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) for at least six years.

**BURKE CENTRAL PUBLIC SCHOOL DISTRICT 36**  
**FULL EDUCATIONAL OPPORTUNITY**

The Burke Central School affirms that it is providing full educational opportunity to all children with disabilities, ages 3-21. The Full Education Opportunity Goal Statement adopted by the Governing Board consists of:

“The Burke Central Public School District No. 36 hereby affirms the goal of providing full educational opportunity to all handicapped children ages birth through 21 years of age”

This policy, to be affirmed, consists of:

Right to Education

1. Financial resources for each student’s special education and related services will be arranged.
2. An Individual Educational Program (IEP) will be developed for all handicapped students, who meet eligibility requirements under PL 94-142, regardless of where they attend school.
3. Each student’s Individual Education Program will be monitored and significant changes will be reported to the student’s parents.

Full Education Opportunities Goals

1. Have made a commitment to providing full educational opportunity for all handicapped children, ages 3-21, who meet eligibility requirements under PL 94-142, in the Unit.
2. Can describe the kind and number of facilities, personnel, and services necessary to reach that goal, and
3. Have a plan to meet the goal in the local education agency (LEA) or in cooperation with other educational facilities.

Policy Adopted 1993

## **BURKE CENTRAL SCHOOL ACCEPTABLE USE POLICY FOR TECHNOLOGY (AUP)**

Technology at Burke Central School offers enhanced learning opportunities. Technology resources include, but are not limited to, computers, printers, software, network file servers, data files, a state-wide e-mail system, and access to the Internet. Internet and computer network and non-network access is available to authorized students, teachers and other staff. The school division provides technology resources for education purposes only. Some worldwide resources available on the Internet, however, are not of educational value in a school setting. A Technology Acceptable Use Policy serves to protect the interests of the school division and its technology resources users. The school system reserves the right to amend this policy at any time and to enforce such amended policy after giving notice of such amendments.

### Authorized Users

Students and employees of Burke Central School who complete and sign the technology resource use agreement are *authorized users* or *users* of the school division's technology resources.

### Students and Parents

Students and their parents or legal guardians shall receive and sign an acknowledgment of this policy and return it to the school. The school shall maintain an accurate record of those who have returned the signed acknowledgment and shall respond accordingly.

### Technology Privilege

Use of the Burke Central School Internet and technology infrastructure (computers, network file servers, and network wiring) is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating to use. Inappropriate use may also result in disciplinary action (up to and including suspension or expulsion for students or formal reprimand or dismissal for staff) as well as potential civil or criminal liability and prosecution. Administration, faculty, or staff may request that the network administrator deny, revoke or suspend specific user access in the event of violation of this policy.

### Violations

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited are the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing, obscene material and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the Internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files and other related resources. Any illegal activities will be reported to the appropriate agencies.

### Liability

Burke Central School cannot guarantee the availability of technology resources. The school division will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. The division cannot ensure that all electronic transmissions are secure and private and cannot guarantee the accuracy or quality of information obtained. The school division will employ technology protection measures to comply with Federal and State requirements to filter or block material defined to be objectionable. However, no known process can control or censor all illegal, defamatory, or potentially offensive materials that may be available to the user on systems accessible through technology resources at Burke Central School.

## **School Division Responsibilities**

### Technology Access and Use

The school division will provide access to technology resources. Users should be aware that use of these resources may be monitored in order to provide an acceptable level of service to all users. Users should also be aware that data that resides on, or passes through, the school division's technology infrastructure (computers, network file servers, and network wiring) is subject to review. In order to maintain system integrity and to ensure users are using the system responsibly, network administrators may review files and communications without prior notice or permission of the user. Users should not expect that files stored on district resources will always be private.

### Proper Use

School division staff will provide instruction on proper use of technology resources, including areas of proper care of equipment, management of resources (time and materials), search strategies, user safety, copyright laws, and computer etiquette. Staff shall report any incident of harassment or any other unauthorized or inappropriate use of school division technology resources to the building or department administrator who will report the incident to the Network Administrator.

### Internet Guidelines

1. The school division will provide access to the Internet based on the following guidelines: In elementary schools (K-4), teachers will actively supervise student use of the Internet. Access is password driven. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material. Best teaching practice recommends teachers bookmark or use portals to direct usage.
2. In upper elementary school (5-6), teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will, also, experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources.
3. In middle school (7-8), teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources.
4. In high school (9-12), students will participate in independent Internet use with teachers assuming less of a monitoring role and more of an advisory role.

### Electronic Mail

#### **Individual E-mail Accounts for Students -**

Students will be provided with individual Edutech E-mail accounts upon request. An Agreement will be required for an individual E-mail account.

#### **Individual E-mail Accounts for Employees-**

Permanent, full-time District employees will be provided with individual e-mail accounts. E-mail is the property of Burke Central Public School district and employees should have no reasonable expectation of privacy when using Burke Central Public School e-mail.

### Electronic Media

Throughout the school year, students may have their image, likeness and/or voice captured on digital video, photos, slides, audio and other electronic media. Burke Central School reserves the right to use this media to promote continuation and improvement of the division and its educational programs through the Internet, mass media, displays, brochures, presentations and other forms of distribution.

### Web Pages

The school division will provide resources to host class/activity Web pages. Such pages must contain only educationally relevant material and must adhere to all applicable school division guidelines, policies, and regulations. Students may only post information to Web pages under the direct supervision of a staff member. Because they will be creating Web pages that depict school activities and projects, students will at times include pictures of themselves or other students within a document. In these instances, picture captions or references will identify the activity or class and will not identify students individually by name. Such pictures will illustrate the activity and will not present portraits of the individual students. If a Web document text does include the name of a student, only the first or *called* name of the student will be used. At no time will a student's full name, address, or other identifying information be used except for students age 16 who may have full name approved for publishing.

### **User Responsibilities**

#### Technology Use

Users will only use technology for school-related purposes in a responsible, ethical, and legal manner. Provisions in the student code of conduct will apply to all student interaction with and use of technology resources. Users should not access, modify, or destroy other user's data without appropriate authorization. Users should not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others. Staff members may not abuse their access to technology resources. Abuse may consist of excessive or unacceptable use.

A use is unacceptable if it conflicts with the school division's or individual school/department's purpose, goal, or mission or with a staff member's authorized job duties or responsibilities.

#### Internet Access

Users will only access the Internet under appropriate supervision. Users will view sites that directly relate to a school-related assignment, activity, or responsibility. Users should not use school technology resources to create, distribute, download, or view obscene, threatening, illegal, or inappropriate content. Users should immediately inform a staff member if they encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes them feel uncomfortable. Users should not use technology resources to engage in any commercial activity including the purchase of goods and services; staff members may use technology resources to purchase school supplies and resources provided they follow established school division purchasing guidelines.

## **DISPUTE RESOLUTION PROCEDURE**

The purpose of this dispute resolution procedure is two-fold: (1) to secure at the lowest possible level, as quickly as possible, equitable solutions to disputes which may from time to time arise; and (2) to delineate some specific principles and procedures for accomplishing the afore-mentioned "equitable solutions." It is the hope of the Administration and the School Board of the Burke Central Public Schools that both parties in any dispute situation will agree that a dispute proceeding shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Since it is extremely important that a dispute resolution be processed as rapidly as possible, the number of days indicated at each step should be kept at a minimum with every effort made by both parties to expedite the process. However, recognizing that there can be extenuating circumstances which intervene from time to time, the time limits specified can be extended by mutual agreement, where necessary.

...Principles Of:

- 1.1] A dispute to be considered under this procedure must be presented, in writing, by the grievant not later than fifteen (15) calendar days following its occurrence. The number of days allotted at each step of the dispute is to be considered as a maximum time limit. Every attempt should be made to resolve the dispute and quickly as possible. A dispute which occurs within one week of the last school day must be presented on or before June 1 of the school year in which it occurred.
- 1.2] A grievant may present and process his or her dispute personally or through an appropriate representative. Should a grievant want to process his or her dispute either personally or through an appropriate representative, he or she may do so; however, the other unit shall be notified and shall have the right to have its own representative present.
- 1.3] No reprisals shall be taken by the Board or Administration against any employee because he or she has utilized the dispute resolution procedure.
- 1.4] Should a dispute result from action by the Superintendent or the Board, the grievant may present his or her dispute initially as provided [1.12].
- 1.5] Unless mutually agreed upon between the parties, no dispute shall be processed at a time when the grievant has regularly assigned duties.
- 1.6] Disputes arising from actions other than those of the immediate superior (Administrator) shall be initiated with the most immediate superior or Principal who shall attempt an informal mediation between the two parties.
- 1.7] Dispute arising from public action of the Board may be initiated and processed with the Board as provided in [1.12]

...Procedures For:

- 1.8] A grievant may initially discuss the matter identified as a dispute with his or her immediate superior in an attempt to settle the dispute informally. This, in and of itself, however, does not extend the time limitation as set forth in [1.1].
- 1.9] A grievant must file a dispute in writing, within the time specified in [1.1], by presenting the written dispute his or principal (or immediate supervisor) and forwarding copies to the Superintendent and the President of the Board. The written dispute shall indicate the interpretation, application, or violation of policies, agreements, or administrative decision that the grievant believes adversely affects him or her.
- 1.10] The grievant and his or her Principal shall meet in an attempt to resolve the dispute not later than five (5) days following the date on which it was filed.
- 1.11] The Principal shall communicate his or her decision in writing not more than five (5) school days following their meeting. A copy of the decision shall be forwarded, at the same time, to the Superintendent and the Grievant.
- 1.12] If the dispute has not been resolved at the initial step (Principal-immediate supervisor), the grievant may request a hearing with the Board or its representatives. The request shall clearly explain the dispute and be made in writing not later than five (5) school days following the Principal-immediate Supervisor's decision, or in no such decision has been communicated, then not later than five (5) school days following the expiration of the five (5) school days provided in [1.11]. The Dispute Resolution Procedure for the Administration shall commence with the Board or its designee.
- 1.13] The Grievant and the Board and its representatives shall meet in an attempt to resolve the dispute not later than ten (10) school days following the date on which the hearing was requested. The Grievant may have up to three (3) representatives present when his or her dispute is reviewed by the Board or its representatives.
- 1.14] The Board shall communicate its decision in writing to the Grievant not later than fifteen (15) school days following the hearing. A copy of the decision shall be forwarded, at the same time, to the Superintendent and Grievant.
- 1.15] Except to the extent that it may be found in violation of some existing federal or state statute criteria, the Board's decision is binding upon both parties.

Reconsideration:

The policy must address the process, at the local level, if the complainant wants the district's decision reconsidered. It must state that they have the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During that inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Tim Chrest is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We continue to monitor our Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

## **VISITORS IN THE SCHOOLS**

The School Board encourages parents and other citizens to visit our school facilities in accordance with reasonable procedures to control such visits. The Board also believes that the parents of children attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the schools.

Principals are requested to continue strong efforts to ensure that parents of school children are not only aware of this policy but that they are cordially invited to visit our schools and to thereby develop a spirit of mutual cooperation which will inure to the benefit of the children involved. Direct communication to homes, the use of parent organizations, and other school meetings should be used to advertise this policy.

Since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be termed a "visitor."
2. Any visitor to the school must report to the office of the principal upon arrival at the school.
3. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum. Younger children are not to be brought along to a classroom observation.
4. Teachers are not expected to take class time to discuss individual matters with visitors.

No person may visit the school for the purpose of soliciting personal business from any staff member or student. 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.

Visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Supervision and evaluation of personnel are reserved to the Superintendent, appropriate supervisor and/or designee.

Instructional materials may be reviewed in the office after request has been made to the principal. Any objection to curriculum or instructional materials should be made according to Policy GBFA.

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 principal.

The Superintendent is authorized to establish such regulations as will:

1. Encourage visitors to observe our schools.
2. Provide for appropriate hospitality for visitors.
3. Channel expressions of approval, as well as constructive criticism, to the Board.
4. Ensure that such visits will enhance the effect of the educational program, rather than hinder it.
5. Define the obligation of the school to refuse admittance to a non-custodial parent when a court order limiting access to the student has been filed with the school.

Public schools must provide a safe environment for students, staff, parents, and visitors. Rules and regulations shall be established for the admission and regulation of visitors and others that enter school property.

These regulations will include a procedure for registering visitors in order to assure that no unauthorized persons enter the school with wrongful intent. Any unauthorized person on school property will be reported to the principal or Superintendent.

Nothing in the rules and regulations shall be construed to permit or authorize the restriction of freedom of speech, peaceful assembly, or the rights and responsibilities of students, staff, parents, and other citizens as guaranteed under law.

The Superintendent may periodically request a summary as to number and frequency of parent and citizen visits, which in turn will be reported to the School Board.

Cross Ref:	Policy BIB/KAGA	Patron Complaints
	Policy BIBA/KAGAB	Complaints about Personnel
	Policy BIBB/KAGAA	Complaints about Curriculum or Instructional Materials
	Policy GBFA	Procedure for Review of Instructional Material
	Policy KAFD	Willful Disruption of School

## **PATRON COMPLAINTS**

Constructive criticism of the schools is welcomed by the Burke Central School District School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. This follow-up should generally take the form of a brief written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint, however the administration will investigate every anonymous complaint.

The Board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials. (See BIBB/KAGAA and BIBA/KAGAB).

Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level either party is encouraged to refer the matter to the Superintendent for his review.

If all other remedies have been exhausted, and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request that the matter be placed on the agenda of the next regular meeting of the Board. The complaint shall be presented in writing and included in the agenda materials provided to the Board prior to the meeting. Generally all parties involved, including the administrator(s), shall be asked to attend such a meeting for purposes of presenting additional facts, making further explanations, and clarifying the issues.

If the Board decided to hear the complaint, the Board shall make a decision that shall be sent to all interested parties. If the decision alters policy, the procedures for suspending, amending or adopting policy shall be followed. Complaints concerning personnel will be heard only in accordance with applicable statutes.

Cross Ref:	Policy BIBB/KAGAA	Complaints about Curriculum or Instructional Material
	Policy BIBA/KAGAB	Complaints about Personnel
	Policy IBCAB/KAF	Visitors in the Schools
	Policy KB	School-Parent Relations Goals
Legal Ref:	NDCC Ch. 15. 1-14	Administrators
	NDCC Ch. 15. 1-15	Contracts of Teachers and Administrators
	NDCC Ch. 15. 1-17	Teacher Personnel Files

POLICY ADOPTED: 2-12-07  
POLICY AMENDED

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the School Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings, but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this Board to afford that opportunity in accordance with the following procedures:

### **Items of Discussion**

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member request an addition to the agenda of a regular meeting and the board members present approve. Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent so that such presentations may be scheduled on the agenda. However, placement on the agenda is subject to

approval of the Superintendent and/or Board President.

The Board may, at its discretion, allow public comment on agenda items. In those instances where public comment is allowed, no individual may speak more than once. When public comment has been sought, the speaker should:

1. Stand during the hearing period and be recognized by the President.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the time limit is waived by the President.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Board Chairman may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

### **Conduct And Remarks Out Of Order**

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

### **Questions and Comments by Board and District Administrator**

All pertinent questions will be answered verbally or in writing at a later time by the chairman or an appropriate member of the administration. There will be no dialogue between board members and the public at board meetings except to clarify the nature of questions or comments.

### **Charges, Complaints, or Challenges**

At a public board meeting no person may orally initiate charges or complaints against individual district employees or challenge instructional materials used in the district. All complaints or challenges to instructional materials should be presented to the district administrator or the Board in writing, signed by the complainant. All such written complaints or challenges, if presented to the Board directly, will be referred to the district administrator for referral to the proper committee under Policy BIBB/KAGAA. Charges or complaints against individual district employees will be dealt with according to Policy BIBA/KAGAB.

### **Discussion of Motion**

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as information is requested by the Chairman. These procedures are intended to:

1. Allow everyone who wishes it fair and adequate hearing on non-personnel related matters.
2. Allow the Superintendent to take a direct action or to recommend action to the Board when policies have already been established by the Board.
3. Minimize the possibility of the Board making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed or an exception to policy is specifically requested.
4. See that the time so devoted does not interfere with the scheduled business of the Board.

Cross Ref:	Policy BDD	Board Meeting Procedures
	Policy BIB/KAGA	Patron Complaints
	Policy BIBA/KAGAB	Complaints About Personnel
	Policy BIBB/KAGAA	Complaints About Instructional Material

Legal Ref:	NDCC Ch. 15. 1-14 NDCC Ch. 15. 1-15 NDCC 44-04-19 NDCC 44-04-20  NDCC 44-04-21	Administrators Contracts of Teachers and Administrators Open Governmental Meetings Notice of Public Meetings Required-Exceptions- Schedule Set by Statute, Ordinance, or Resolution Open Voting at Public Meetings Required-Results Recorded in Minutes Attorney General Opinion 6/03
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POLICY ADOPTED: 2-12-07

### **STUDENT USE OF ELECTRONIC DEVICES**

The District prohibits the use of personal communication devices, including but not limited to cellular phones, iPod, iPad, tablets, pagers and beepers, by students during the school day in the district building, on district property, and while students are attending school sponsored activities and events.

The District also prohibits the use of camera and text messaging features on cellular phones, audio devices (mp3), video imaging devices, and portable games that transmit a signal by students during the school day in the district building, on district property and while students are attending school sponsored activities and events.

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.

Students will be subject to disciplinary procedures and confiscation of the electronic device if the electronic device is in a student's possession during the school day or turned on while students are attending school sponsored activities and events at the discretion of the supervisor. Disciplinary action will also be taken against any student using an electronic device in a manner that disrupts the educational environment, including but not limited to using the device to cheat, signal to others, or otherwise violate student conduct rules.

Exception to the prohibitions set for in this policy may be made for health, safety, or emergency reasons, for students in attendance as an active member of a volunteer firefighting organization or volunteer emergency medical service organization, for students who have received prior approval from the building principal, and when use of electronic devices is provided for in a student's individualized education program (IEP).

Cross Ref:      Policy FHCK              Cheating

POLICY ADOPTED: 2-12-07  
POLICY AMENDED:

### **STAFF USE OF ELECTRONIC DEVICES**

Employees may possess cellular telephones, pagers, and/or beepers. These devices should not be turned on during the employee's normal duty times unless the staff member is in attendance as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. Use of cellular telephones, beepers and/or pagers should be curtailed at school sponsored programs, meetings, in-services, parent guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

A school bus driver is prohibited from operating a school bus while using a cellular phone except in the following instances: during an emergency situation; to call for assistance related to a mechanical problem or breakdown.

District-owned cellular telephones shall be used for authorized district business purposes consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expense incurred for such personal use shall be reimbursed to the District.

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

Inappropriate use of any electronic devices by staff is subject to disciplinary action up to and including dismissal and referral to law enforcement officials, as appropriate.

POLICY ADOPTED: 2-12-07

POLICY AMENDED:

## **SEXUAL OFFENDERS ON SCHOOL PROPERTY**

### **Definitions**

For the purpose of this policy:

- A sexual offender is defined in NDCC 12.1-20-25.
- A parent sexual offender is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a district school.
- A nonparent sexual offender is an individual who meets this policy's definition sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.
- School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

### **1. Nonparent Sexual Offenders**

A nonparent sexual offender is prohibited from entering a district school except:

- a. When s/he is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
- b. To attend an open meeting as defined in NDCC chapter 44-04.

A nonparent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **2. Parent Sex Offenders**

Parent sexual offenders are prohibited from entering school property except for the purposes outlined in section one parts a and b of this policy and with the Superintendent's prior written approval in the following instances:

- i. To transport his/her child to and/or from school. The parent sex offender will only be permitted to transport his/her own child.
- ii. To attend a conference to discuss his/her student's progress, placement, or individual education program (IEP).
- iii. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **3. Student Sex Offenders**

The Superintendent shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining education placement, the Superintendent shall consider such factors as the safety and health of the student population. The Superintendent shall develop guidelines for managing each student sexual offender in district schools. If the Superintendent determines that, in the best interest of district schools, the student sexual offender should be placed in an alternative educational setting, the district shall pay for the cost associated with this placement.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a district school. If the IEP team determines that the student sexual offender should be placed in an alternative education setting, the district shall pay for the costs associated with this placement.

### **4. General Provisions**

The Superintendent will inform the appropriate principal and other relevant district staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendents' written permission statement. The building principal shall assign a chaperone to accompany the sexual offender while s/he is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent sex offender to transport his/her child and when a student sex offender receives permission to attend a district school in which case the guidelines developed for this individual shall apply.

The Superintendent may establish a system for identifying sexual offenders and may inform known sexual offenders of this policy. It is not the intent of the District to expand or modify the district's potential liability exposure through the implementation of this notification system. The district's voluntary creation of this safety precaution shall not be construed to create or assume any potential liability under any local, state or federal law or regulation. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

## **BULLYING POLICY**

### ***BULLYING PROHIBITED***

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

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

Off-campus bullying that is received on school property is also prohibited.

## ***REPORTING BULLYING***

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

Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. File an oral report with any school staff member.

Please note that a complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

## ***REPORTING TO LAW ENFORCEMENT***

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

## ***INVESTIGATIONS***

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

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

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

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;

5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

### ***DISCIPLINARY MEASURES***

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

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

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat.

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

### ***VICTIM PROTECTION STRATEGIES***

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

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



# STOP BULLYING

## BC STUDENT BULLYING REPORT FORM

**Instructions:**

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

Describe what happened/what is happening:  	
When did it happen?  	<input type="checkbox"/> Before school <input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Unsure  Date: _____  Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Where did it happen?  	<input type="checkbox"/> In the school building (list specific room): _____ <input type="checkbox"/> At a school event (list specific event): _____ <input type="checkbox"/> On the school playground <input type="checkbox"/> In the school parking lot <input type="checkbox"/> On the school bus <input type="checkbox"/> Online <input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> Unsure
Who was committing the bullying (if you don't know the bully's name(s) describe him/her?  	
Who was the victim of the bullying (if you don't know his/her name, describe him/her)?  	
Did anyone else witness the bullying (if yes, please list)?  	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Were you or others physically hurt (please explain)?  	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Was there damage to anyone's personal property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have you told anyone about the bullying?	<input type="checkbox"/> Parent <input type="checkbox"/> Babysitter <input type="checkbox"/> Brother/sister <input type="checkbox"/> Other family member:	<input type="checkbox"/> Teacher <input type="checkbox"/> Other school staff: <input type="checkbox"/> Other:
Have you previously filed a bullying report (this information is used to determine if retaliation is occurring)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Your name:		
Your grade and age:		
How can we contact you?	<input type="checkbox"/> Phone: <input type="checkbox"/> Email: <input type="checkbox"/> Other:	

Remember to hit "save" before closing this form. Please print the form and return it to any school staff member, the main office or place it in the bullying report drop box.

## Faculty/Staff

### Board of Education

Daniel Peterson, President  
Greg Ryberg, Vice President  
Teri Nelson, Director  
Tyrel Schiele, Director  
Kurt Koppelsloen, Director

### Administration

John Bruce  
Superintendent/  
K-12 Principal

Julie Kreklau  
Business Manager/  
Athletic Director

### Faculty/Staff

Vickie Merritt <b>Kindergarten</b>	Brittany Nelson <b>1<sup>st</sup> Grade</b>	Marcie Durick <b>2<sup>nd</sup> Grade</b>	Abby Brossart <b>3<sup>th</sup> Grade</b>	Trevor Wilson <b>4<sup>th</sup> Grade</b>	Alison Howatt <b>5<sup>th</sup> Grade</b>	Sherry LAlum <b>6<sup>th</sup> Grade</b>
Holly Chrest <b>Librarian/Elementary</b>	Anita Erickson <b>Title I/Elementary</b>	Traci Bakken <b>Special Ed</b>	Whitney Rick <b>Math</b>	Amy Nelson <b>English</b>	Katie Erdahl <b>Social Science</b>	Andrew Hennessy <b>Science</b>
Erika Landro <b>Business/Computer</b>	Tiffany Schiele <b>Phy. Ed/Health</b>	Vonda Schmidt <b>Music</b>	Chrsity Helwig <b>K-12 Counselor</b>	Tim Chrest <b>Custodian</b>	Dan Nelson <b>Bus Driver</b>	TBD <b>Bus Driver</b>
Amanda Evenson <b>Head Cook</b>	Cathy Kuklis <b>Asst Cook</b>	Kathy Knutson <b>Office Assistant</b>	Kathy Fagerland <b>Reading Specialist</b>	Rosie Melton <b>Para-Professional</b>	RaeAnn Lord <b>Para-Professional</b>	

# Burke Central Public School

## 2017 - 2018 School Year



August 2017						
S	M	T	W	Th	F	Sa
		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		

- (9 days)
- 16-17 Inservice Days
  - 22 First Day of Classes
  - 23 First Day of ITV Classes

September 2017						
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

- (20 days)
- 4 No School - Labor Day
  - 15 Midterm of Quarter 1

October 2017						
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				

- (20 days)
- 18 End of Quarter 1
  - 19 No School - Teachers Conv.
  - 20 No School - Teachers Conv.
  - 24 Parent/Teacher Conferences

November 2017						
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		

- (19 days)
- 10 No School - Veterans Day
  - 21 Midterm of Quarter 2
  - 23 No School - Thanksgiving
  - 24 No School - Thanksgiving break

December 2017						
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

- (16 days)
- 22 End of Semester and Quarter 2 and last day of school before Holiday Break

(20 days)

January 2018						
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			

- 3 Classes Resume
- 15 No School - Teacher Inservice

(19 days)

February 2018						
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			

- 5 Midterm of Quarter 3
- 19 No School - President's Day

(19 days)

March 2018						
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

- 9 End of Quarter 3
- 13 Parent/Teacher Conferences
- 15 No School (Storm Day)
- 16 No School - Spring Break
- 30 No School - Good Friday

(20 days)

April 2018						
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					

- 1 Easter
- 2 No School (Storm Day)
- 13 Midterm of Quarter 4

(14 days)

May 2018						
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		

- 18 End of Semester and Quarter 4
- 20 Last day of ITV classes
- 20 Graduation
- 28 Memorial Day

1st Quarter ends: October 18 (41 days)  
 2nd Quarter (42 days) & 1st Semester ends: December 21 (83 Days)  
 3rd Quarter ends: March 9 (46 days)  
 4th Quarter (46 days) & 2nd Semester ends: May 16 (92 Days)

175 days of instruction

## 2017 K-B-BC Varsity Football Schedule

August 9	Practice Begins		
August 26	Kenmare @ Killdeer	Varsity	TBA
September 1	Kenmare @ Bishop Ryan	Varsity	7:30p
September 8	Kenmare @ Stanley	Varsity	7p
<b>September 15</b>	<b>Velva @ Kenmare (Farm Credit Tailgate 6p)</b>	<b>Varsity</b>	<b>7p</b>
<b>September 22</b>	<b>Nedrose @ Kenmare (Homecoming)</b>	<b>Varsity</b>	<b>7p</b>
September 29	Kenmare @ Lewis & Clark/ORCS	Varsity	7p
<b>October 6</b>	<b>New Town @ Kenmare (Military Appreciation)</b>	<b>Varsity</b>	<b>7p</b>
October 13	Kenmare @ DLB	Varsity	7p
October 21	First Round Playoffs	Varsity	TBA
October 28	Quarter Finals Playoffs	Varsity	TBA
November 4	Semi Finals Playoffs	Varsity	TBA
November 10	Dakota Bowl Fargo	Varsity	TBA

## 2017 K-B-BC JH/JV Football Schedule

August 28	Kenmare @ Bottineau	JH/JV	4:30-6p
<b>September 5</b>	<b>Bishop Ryan @ Kenmare</b>	<b>JH</b>	<b>4:30</b>
<b>September 11</b>	<b>Stanley @ Kenmare</b>	<b>JH/JV</b>	<b>4:30-6p</b>
September 18	Kenmare @ Velva	JH/JV	4-5:30p
September 25	Kenmare @ Nedrose	JH/JV	5-6:30p
<b>October 2</b>	<b>Berthold @ Kenmare</b>	<b>JH</b>	<b>4:30</b>
	<b>Minot Soph/Freshman @ Kenmare</b>	<b>JV</b>	<b>6p</b>
October 9	Kenmare @ W-G-N	JH/JV	4:30-6p

## Burke County Titans - 2017 Volleyball

Practice Starts on Aug. 14

Aug. 29	Mohall	@	<b>Bowbells</b>	V,JV,JH	5:00pm
Aug. 31	Stanley	@	<b>Bowbells</b>	V,JV,JH	5:00pm
Sep. 5		@	Powers Lake	V,JV,JH	5:00pm
Sep. 7	Kenmare	@	<b>Bowbells</b>	V,JV,JH	5:00pm
Sep. 9		@	Watford Tourney	Varsity	TBA
Sep. 9		@	Minot (JH Tourney)	Junior H	TBA
Sep. 14		@	Tioga	V,JV,JH	5:00pm
Sep. 19	Divide Co.	@	<b>Lignite</b>	V,JV,JH	5:00pm
Sep. 21		@	Ray	V,JV,JH	5:00pm
Sep. 23		@	Shiloh Ch. Tourney	Varsity	TBA
Sep. 28		@	Divide County	V,JV,JH	5:00pm
Oct. 5	Powers L.	@	<b>Lignite</b>	V,JV,JH	5:00pm
Oct. 7		@	NWC (Ray)	Varsity	TBA
Oct. 7		@	Minot (JV Tourney)	Junior V	TBA
Oct. 9	Westhope	@	<b>Bowbells</b>	V,JV,JH	5:00pm
Oct. 12		@	South Prairie	V,JV	6:00pm
Oct. 13	Divide Co.	@	<b>Lignite</b>	JH	4 & 5pm
Oct. 16	Trinity C.	@	<b>Lignite</b>	V,JV,JH	5:00pm
Oct. 23		@	Parshall	V,JV	6:00pm
Oct. 26		@	New Town	V,JV	6:00pm
Oct. 30		@	Districts in Kenmare		TBA
Oct. 31		@	Districts in Kenmare		TBA
Nov. 2		@	Districts in Kenmare		TBA
Nov. 6		@	Regionals in Ray		TBA
Nov. 7		@	Regionals in Ray		TBA
Nov. 9		@	Regionals in Ray		TBA
Nov. 16		@	State in Fargo		TBA
Nov. 17		@	State in Fargo		TBA
Nov. 18		@	State in Fargo		TB

## 2017-2018 Girls Basketball Schedule

Practice begins November 13

<u>Date</u>	<u>Opponent</u>	<u>Place</u>	<u>Time</u>
Nov 28	South Prairie	South Prairie	5:45 JV, 7:15 V
Nov 30	Nedrose	Nedrose	5:45 JV, 7:15 V
Dec 4	Tourney	Tioga	TBA V
Dec 5	Tourney	Tioga	TBA V
Dec 7	Tourney	Tioga	TBA V
Dec 9	Tourney	Tioga	TBA V
Dec 21	Surrey	Surrey	3:00 JV, 6:00 V
<b>Jan 2</b>	<b>Stanley</b>	<b>Bowbells</b>	<b>3:00 JV, 6:00 V</b>
<b>Jan 4</b>	<b>Parshall</b>	<b>Bowbells</b>	<b>5:45 JV, 7:15 V</b>
Jan 5	Ray	Ray	5:45 JV, 7:15 V
<b>Jan 8</b>	<b>Powers Lake</b>	<b>Burke Central</b>	<b>5:45 JV, 7:15 V</b>
Jan 11	Divide County	Divide County	5:45 JV, 7:15 V
Jan 13	TBA	Ray	TBA
<b>Jan 17</b>	<b>Nedrose</b>	<b>Bowbells</b>	<b>5:45 JV, 7:15 V</b>
<b>Jan 18</b>	<b>Ray</b>	<b>Burke Central</b>	<b>5:45 JV, 7:15 V</b>
<b>Jan 20</b>	<b>NSP</b>	<b>Bowbells</b>	<b>3:15 V</b>
Jan 23	Powers Lake	Powers Lake	5:45 V
Jan 27	Kenmare	Kenmare	1:00 JV, 4:00 V
<b>Jan 29</b>	<b>Tioga</b>	<b>Lignite</b>	<b>5:45 JV, 7:15 V</b>
<b>Jan 30</b>	<b>Divide County</b>	<b>Lignite</b>	<b>5:45 JV, 7:15 V</b>
Feb 5	Glenburn	Glenburn	3:00 JV, 6:00 V
Feb 8 – 10	Districts	Stanley	TBA
Feb 19, 20, 22	Regionals	WSC	TBA
Mar 1 – 3	State	Minot	TBA

## 2017-2018 Boys Basketball Schedule

Practice begins November 27

<u>Date</u>	<u>Opponent</u>	<u>Place</u>	<u>Time</u>
Dec 8	South Prairie	South Prairie	5:45 JV, 7:15 V
Dec 11	Tourney	Stanley	TBA V
Dec 12	Tourney	Stanley	TBA V
Dec 14	Tourney	Stanley	TBA V
Dec 15	Tourney	Stanley	TBA V
<b>Dec 19</b>	<b>MLS</b>	<b>Bowbells</b>	<b>5:45 JV, 7:15 V</b>
Dec 21	Surrey	Surrey	4:30 JV, 7:30 V
<b>Jan 2</b>	<b>Stanley</b>	<b>Bowbells</b>	<b>4:30 JV, 7:30 V</b>
Jan 6	Tourney	Bowbells	TBA JH
<b>Jan 12</b>	<b>Ray</b>	<b>Lignite</b>	<b>4:30 JH, 5:45 JV, 7:15 V</b>
Jan 13	TBA	Ray	TBA
Jan 19	Trinity Christian	Williston	4:30 JH, 5:45 JV, 7:15 V
<b>Jan 20</b>	<b>NSP</b>	<b>Bowbells</b>	<b>2:00 JH, 5:00 V</b>
Jan 23	Powers Lake	Powers Lake	4:30 JH, 7:30 V
<b>Jan 25</b>	<b>Tioga</b>	<b>Lignite</b>	<b>4:30 JH, 5:45 JV, 7:15 V</b>
Jan 27	Kenmare	Kenmare	2:30 JV, 5:30 V
Jan 29	Ray	Ray	4:30 JH, 5:45 JV, 7:15 V
Feb 5	Glenburn	Glenburn	4:30 JV, 7:30 V
Feb 6	Powers Lake	Burke Central	4:30 JH, 5:45 JV, 7:15 V
Feb 12	White Shield	White Shield	5:45 JV, 7:15 V
Feb 16	Westhope	Westhope	5:45 JV, 7:15 V
Feb 23, 24, 26	Districts	Kenmare	TBA
Mar 5, 6, 8	Regionals	WSC	TBA
Mar 15 - 17	State	Bismarck	TBA

## STORM HOME FORM

(PLEASE COMPLETE, SIGN, AND RETURN THIS FORM TO THE SCHOOL)

Dear Parents,

Please complete this form and return to the school stating if you know of a place where your child/children could stay in Lignite in case of a situation (such as a storm, etc.) where the buses are unable to bring the children home.

1. NAME OF CHILD/CHILDREN

2. THEY HAVE MY PERMISSION TO STAY AT

I DO NOT KNOW OF ANY PLACE WHERE THEY CAN STAY

Parent's Signature \_\_\_\_\_

**Burke Central School  
Elementary School Technology Resource Use Agreement**

- I will follow all school rules while I am on the computer. I will not damage the computers. I will not change other people's work without their permission.
- I will only go on the Internet with my teacher's help. I will only visit sites that s/he tells me are appropriate. I will give out my name only if my teacher says it is O.K. If I find something that makes me feel uncomfortable, I will tell my teacher right away.
- I will only send and receive e-mail with the help of my teacher.
- I will share the computers.
- I will not print more than I need.
- I will let my teacher know if someone is not following the computer rules.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the Burke Central Schools' *Technology Acceptable Use Policy*.

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

(circle) YES NO

I give permission for my child's image or likeness to be used.

(circle) YES NO

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print your student's name: \_\_\_\_\_

*Last*

*First*

*Middle*

Grade: \_\_\_\_\_

**Burke Central School  
High School Technology Resource Use Agreement**

- I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school-related purposes.
- I will not access, modify, or destroy other user's data without proper authorization. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.
- I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to a school-related assignment. I will not use school technology resources to create, distribute, download, or view obscene, illegal, or inappropriate content. I will not plagiarize from the Internet. I will immediately inform a staff member if I encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes me feel uncomfortable.
- I will not use technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, telephone number).
- I will use electronic mail responsibly and only through an authorized class account. I will not create, distribute or forward chain letters, offensive messages, harassing messages, or messages that contain false information. I will distribute copyrighted material only if I have the owner's written permission.
- I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use printing excessively, or use excessive amounts of shared data storage space.
- I will immediately notify a staff member or school administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.
- I have read, understand and agree to abide by Burke Central Schools' *Technology Acceptable Use Policy*.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

(circle) YES NO

I give permission for my child's image or likeness to be used.

(circle) YES NO

I give permission for my child's full name to be used (must be 16 years of age).

(circle) YES NO

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your student's name:

\_\_\_\_\_ Grade \_\_\_\_\_  
*Last First Middle*

**FORM VERIFYING RECEIPT OF  
STUDENT/FAMILY HANDBOOK**

Parents of students in the Burke Central Public School are requested to sign and file a statement with their child's Principal to verify that they and their child(ren) have received a copy of the Student/Family Handbook for 2017-2018 school year.

PARENTS:

MOTHER \_\_\_\_\_

FATHER \_\_\_\_\_

CHILD(REN):

\_\_\_\_\_ Grade \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

\*\*We, the above signed parent/guardian, certify that our child(ren) has/have received a Burke Central School Handbook for Students and Families for the 2015-2016 school year.

**PARENT/GUARDIAN  
WAIVER, RELEASE, AND INDEMNIFICATION FOR PARTICIPATION OF A STUDENT  
IN A SCHOOL DISTRICT FIELD TRIP, EVENT, OR PROGRAM**

Read this form carefully and be aware that you will be waiving and releasing all claims for injury the named student may sustain through participation in the indicated field trip, event, or program.

I, as a parent, natural guardian or legal guardian of the named student, am fully aware of and understand the danger inherent in participating in (name of field trip, event, or program) open gyms at Burke Central School 2017-2018 school year may cause serious physical injury or death to the named student or others.

I, as a parent, natural guardian or legal guardian, hereby represent I am, in fact, acting in such capacity and agree on behalf of the named student and his/her insurers, executors, administrators, heirs, next of kin, successors, and assigns, to hereby:

1. allow the named student to participate in the field trip, event, or program.
2. agree to assume the full risks of any injuries, death, damages or other loss regardless of severity which the named student may sustain as result of participation in the field trip, event, or program:
3. waiver, release, and discharge, Burke Central Public School Dist. #36, its agencies, officers, employees, and volunteers from any and all liability for the named student's death, disability, personal injury, loss or damage to property, or actions, of any kind which may hereafter accrue to the named student and their estate, as a result of participation in this field trip, event, or program;
4. consent to receive medical treatment which may be deemed advisable in the event of the named student's injury or illness during the field trip, event, or program; and
5. indemnify, save, and hold harmless Burke Central Public School Dist. #36, its agencies, officers, employees, and volunteers from any and all claims of any nature, including costs, expenses, and attorneys' fees which may in any manner result from or arise out of the registered minor's actions during participation in this field trip, event, or program.

This waiver and release shall be construed broadly to provide a waiver, release, and indemnity to the maximum extent permissible under applicable law. Any modification of this waiver must have written approval by Burke Central Public School Dist. #36 prior to the field trip, event, or program.

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT SPECIFYING MY ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS ON BEHALF OF THE NAMED STUDENT.**

**FIELD TRIP, EVENT, OR PROGRAM PARTICIPATION INFORMATION**

Student's Name: (Please Print) \_\_\_\_\_

Parent/Guardian Name: (Please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**REGISTRATION, WAIVER, RELEASE, AND INDEMNIFICATION FORM**

**Read this form carefully and be aware that you will be waiving and releasing all claims for injuries you may sustain through participation in this event/program.**

I am fully aware of and understand the dangers inherent in participation activities and use of facility and equipment in the Burke Central Public School Dist. #36 may cause serious physical injury or death to myself or others.

On behalf of myself and my insurers, executors, administrators, heirs, next of kin, successors, and assigns, I hereby:

1. agree to assume the full risk of any injuries, death, damages, or other loss regardless of severity which I may sustain as a result of my participation in this event/program;
2. waive, release, and discharge, Burke Central Public School Dist. #36, its agencies, officers, employees, and volunteers from any and all claims of any natures, including costs, expenses, and attorneys' fees which may in any manner result from or arise out of my actions during participation in this event/program;
3. indemnify, save, and hold harmless Burke Central Public School Dist. #36, its agencies, officers, employees, and volunteers from any and all claims of any natures, including costs, expenses, and attorneys' fees which may in any manner result from or arise out of my actions during participation in this event/program; and
4. consent to receive medical treatment which may be deemed advisable in the event of injury or illness during this event/program.

This waiver and release shall be construed broadly to provide a waiver, release, and indemnify to the maximum extent permissible under applicable law. Any modification of this waiver must have written approval by Burke Central Public School Dist. #36 prior to the event or activity.

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT SPECIFYING MY ASSUMPTION OF RISK, WAIVER, RELEASE, AND INDEMNIFICATION OF ALL CLAIMS.**

**REGISTRATION INFORMATION**

Students Name (Please print) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_

Parents Name (Please print) \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

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