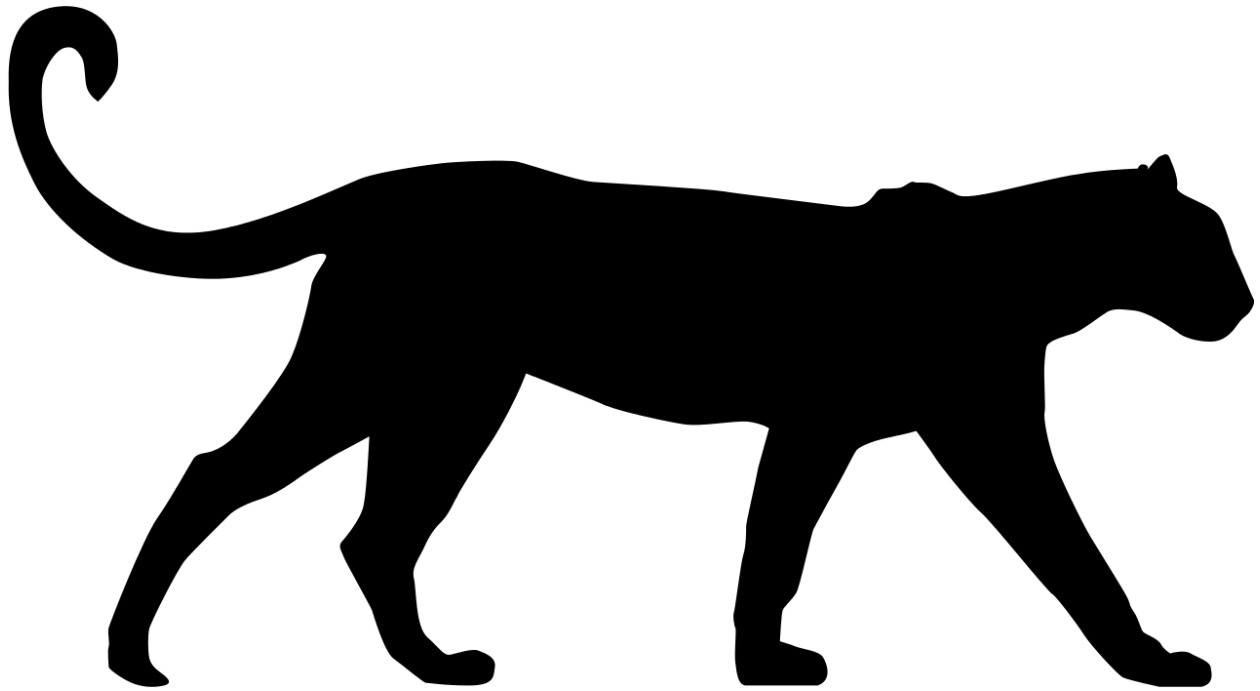


# BURKE CENTRAL'S STUDENT HANDBOOK



School Board Approved  
8 - 14 - 20

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## **Burke Central School Mission Statement**

Support students emotionally and prepare them academically as they build confidence and strive for excellence.

## **Burke Central School Vision Statement**

Empowering students to dream big and improve themselves and their world.

## **Burke Central School Beliefs**

We believe all students have the ability to develop:

**P**-Pride

**R**-Resilience

**I**-Integrity

**D**-Determination

**E**-Empathy

## **Board of Education**

Kurt Koppelsloen - President

Jordon Hawbaker - Vice President

Shayla Ryberg - Director

Joe Ruby - Director

Steve Walters - Director

## **Administration**

Rick Lindblad-Superintendent-Principal

Julie Termine- Business Manager, Business Teacher and K-12 Athletic Director

Holly Chrest-Assistant 7-12 Principal, Librarian and Assessment Coordinator

Lynn Lindblad Assistant K-6 Principal, K-12 Special Education Coordinator

## **Faculty/Staff**

Kindergarten	Vickie Merritt	Custodian	Tim Chrest
1 <sup>st</sup> Grade	Reese Bryant	Head Cook	Amanda Evenson
2 <sup>nd</sup> Grade	Marcie Durick	Asst. Cook	Cathy Kulkis
3 <sup>rd</sup> Grade	Lynn Lindblad	Para Pro	Megan Kihle
4-5 <sup>th</sup> Grade	Alison Howatt	Para Pro	Anita Arnold
6 <sup>th</sup> Grade	Sherry Lalum	Para Pro	Carrie Marshner
7-12 Math	Whitney Rick	Para Pro	Rosie Melton
7-12 English	Amy Nelson	Para Pro	Sara Hess
7-12 History	Katie Erdahl	Para Pro	Dan Nelson
7-12 Science	Bryan Moore	Bus Driver	Dan Nelson
7-12 Business	Julie Termine	Bus Driver	Megan Kihle
K-12 Sped	Traci Bakken	Bus Driver	Carrie Marshner
K-12 Music	Susan O'Neil		
K-12 Librarian	Holly Chrest		
K-12 Counselor	Christy Helwig		
K-6 Title	Anita Erickson		

## **MESSAGE FROM THE 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.

## **ACCREDITATION**

Burke Central School is an accredited school in accordance and compliance with all legislative and Department of Public Instruction guidelines. This school is regionally accredited until 6/30/2024 by AdvancED.

## **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 7:50 A.M. to 3:30 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.

## **ADMINISTRATION OF MEDICINE**

The District shall designate at least one eligible school medication provider to receive all requests to participate in the school medication program. This individual(s) shall be responsible for ensuring that parents/guardians and students are in compliance with all applicable components of the district's policy and law on the school medication program before authorizing participation. This includes, but is not limited to:

- (1) Completion by parent/guardian, healthcare provider (if applicable), and student of the Authorization/Parent Consent for School to Provide Medication or Student to Self-Administer Medication form (ACBD-E2)
- (2) Verification that parent/guardian has satisfied all check-in requirements (ACBD-E3)
- (3) Compliance with NDCC 15.1-19-16, if the student will self-administer emergency medication covered by this law (ACBD-E4)

## **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, Power Announcement, and television (KXMC, KMOT) stations in Minot and Williston between 6:30 A.M. and 8:00 A.M.

## **ARMED FORCES RECRUITING UNITS**

The school district supplies all names, addresses, telephone numbers, and grade levels for all students in grades 9-12 to Armed Forces Recruiting Units when requested. If a parent does not want his or her child's name provided to the recruiting units, the parent must provide a written statement to the high school office stating that they do not wish their child's information released to them.

## **ATTENDANCE**

**School attendance is mandatory.** Regular attendance at school is necessary to achieve educational progress. Classroom experiences are a meaningful and essential part of the educational process and system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers and other students. Students who are absent ten (10) days or more per semester, whether it is unexcused or excused absences can be referred to Child Protection for failure to comply with compulsory attendance laws based on State statute. Accumulated absences that exceed the standard for students in grades 6 – 12 will require that those days be made up before credit or promotion can be awarded. Make up time can be served through after school tutoring, Saturday Academy/Super Saturday, or other means as determined by the teacher or administrator. ***Students will only be allowed to make up a maximum of ten (10) days per semester.***

Student academic achievement is not the only measure of achievement for determining Adequate Yearly Progress (AYP) for a school. Class attendance is widely recognized as a valid indicator of student success. The State of North Dakota has adopted the attendance rate of 93% as the additional indicator for determining adequate yearly progress for elementary schools. This means that the student can miss no more than twelve (12) days per year to meet this 93% average daily attendance standard.

Students in grades Kindergarten through 5 whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consultation with the teacher and parent(s) during the last month of the school year.

Students in grades Kindergarten through 5 whose poor attendance has caused notable deficiency in learning may be required to stay after school or attend Saturday School to make-up time and receive instruction in the concepts missed due to absences. Attendance at these sessions could prevent referral to Child Protection for non-attendance.

Building administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases.

Suspension will not count as an absence for purposes of determining the number of absences to be considered for credit or promotion.

The teacher's Power School record is the official record for attendance. The guideline to meet the attendance criteria for AYP will be three (3) days absent per quarter.

The elementary school day is divided into halves for attendance purposes as follows:

8:23 am to 12:00 pm

12:01 to 3:41 pm

Students will not be counted absent if checked out after 3:00.

The Middle and High School day is divided into seven (7) periods with each period counted as 1/7<sup>th</sup> of the school day. Any high school student who misses more than ten (10) absences in any subject must make up their time by staying after school or at Saturday Academy, otherwise they will noncredit and receive an F in that class. Student-athletes will become academically ineligible in the class when they reach their eleventh (11) absence. Even if the student is passing that class, they will become academically ineligible until they have ten (10) or less absences

## **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 office 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 ensure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

## **BICYCLES**

Students who ride bikes to school should use and obey all bike and traffic rules. Parents should go over the traffic rules with their child and determine whether the child is able to safely ride a bike to school. Keep in mind that there is a great deal of traffic around the school. Once at school, bicycles must be left in the bicycle racks. Students must not ride their bikes in the parking lots, sidewalk, and bus loading area or playground. Bike locks are strongly recommended. The school is not responsible for stolen bikes.

## **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.

## **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.

## **BULLYING REPORTING**

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.

## **BULLYING 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.

## **BULLYING 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.

## **BULLYING 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.

## **BULLYING 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.

## **BREAKFAST PROGRAM**

The breakfast room opens at 7:50 a.m. and meals will be served until 8:20 am. Students should have a quiet, pleasant breakfast. To help insure a pleasant breakfast time the following rules will be followed:

- (1) Go directly to the cafeteria
- (2) Wait in line quietly
- (3) Quiet conversation at the table
- (4) Use acceptable table manners
- (5) Pick up your carton, bowl, etc. and clean your table area
- (6) No food can be taken out of the cafeteria

## **BUILDING LEVEL SUPPORT TEAM (BLST)**

BLST is a general education support system for assisting teachers and principals to create educational adaptations in the classroom for all students experiencing difficulty in school. Referral forms are kept in the main office at the Elementary School and in the principal's office at the Middle and High School. They are to be submitted to the Instructional Coach at the Elementary School and submitted to the Principal at the Middle School and High School.

## **BUS STUDENTS**

Riding a bus is a privilege not a right. Students will conduct themselves accordingly or they will not be allowed to ride. The drivers are responsible for maintaining order on the buses. Any student whose behavior is persistently outside the boundaries of safety and order will be barred from riding. In that case, the student's parent(s)/guardian(s) will be responsible for getting the student to school. For the safety and protection of the children and to prevent overcrowding of the school buses, children will only be allowed to ride on the bus they are assigned. Parents are responsible for getting children to another destination if necessary.

Bus change requests must be submitted or called into the office by 3:15 pm for safe and orderly dismissal. It is difficult to guarantee that the change can be communicated to the child before buses leave the school. Students will ride their regular route and if necessary be returned to the school if no one is home. Parents will then be responsible for arranging for transportation. Social Services may be called if parents are unable to be located by 4:15 pm.

In order that students are assured of the safest possible bus ride to and from school, the following regulations will be in effect.

- (1) Students not dressed for cold weather (hat, coat, and gloves) will not be allowed to board the bus. Parents will then be responsible for getting the student to school.
- (2) Students shall follow instructions given by the bus driver at all times. Drivers are in full charge of buses and students.
- (3) Students must be on time at designated bus stops. The bus driver will honk, wait three (3) minutes and then leave. After three (3) consecutive days of not riding, the bus will not stop until parents call in.
- (4) Parents of students causing damage to the bus in any way are financially responsible for necessary repairs or removal of graffiti.
- (5) Fighting, pushing, tripping, and any other form of physical contact is prohibited.
- (6) Students will not engage in any behavior which distracts the bus driver from his/her primary job of safely driving the bus. Profane or vulgar language is not permissible.
- (7) Bullying and other forms of harassment of other students or the bus driver will not be tolerated.
- (8) All rules governing student conduct on school property are to be observed while riding the bus.
- (9) Some buses are equipped with video cameras.
- (10) Students have no right to the expectation of privacy while riding buses.
- (11) Students who do not comply with these regulations will be subject to suspension of their bus riding privileges.
- (12) Parents will be responsible for transporting students to school until privileges are reinstated.

Activity buses may be provided for students participating in events outside of the school district. The buses will be under the supervision of a designated supervisor. Students riding activity buses must:

- (1) Follow directions given by the supervisor and bus driver.
- (2) Arrive on time for both departures to and from an event.
- (3) Students must return home on the same bus, unless the parent signs a permission slip for other arrangements. Arrangements should be made ahead of time.
- (4) Students are not permitted to drive to or from activities. Failure to abide by these rules may result in the student being suspended from riding the activity buses. Misconduct at an away activity may result in the students being suspended from transportation privileges.

## **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.

## **CANINE SEARCH POLICY**

It is the intent of the Burke Central District to formulate and enforce policies that eliminate and/or discourage the use and possession of illegal drugs and prohibitive substances in school. The purpose of the Canine Search Program is to impress upon students the importance of keeping themselves and our schools drug free.

- (1) Canine searches will not be conducted on students, teachers or other people present at the school during this time. It is the responsibility of the school principal or designated school official to ensure that this does not occur.
- (2) Canine searches may be conducted on school lockers, locker rooms, parking lots, vehicles and other school property and facilities. Book bags and backpacks will be subject to search.
- (3) Students shall not be present in any area where a canine search or training exercise is being conducted. Students will be kept in classrooms or hallways until the canine search has been completed.
- (4) Dogs used for canine searches shall be certified and accompanied during a search or training exercise by a certified handler and the school principal/designated school official.
- (5) Any direct search of school property or facilities following a "positive alert" will be conducted by the school administration or designated school official. This search will work in concert with the protocol of the school policy, the dog and the handler.
- (6) Students who are found to be responsible for bringing illegal or prohibitive substances to school following a canine search will be subject to the disciplinary procedures outlined in the school drug and alcohol policy.
- (7) Illegal substances discovered by school officials during a canine search will be turned over to the Police Department.
- (8) It is the intent of this policy that all canine search exercises be conducted randomly and unannounced.

## **CELL PHONE/ELECTRONIC DEVICES POLICY**

The Burke Central School District acknowledges parental concern for the safety and well-being of their children while they are attending school or school-sponsored activities. We also understand parental beliefs that students' possession of cell phones/electronic devices enhances their safety and security. The school realizes, however, that student misuse of cell phones/electronic device:

- (1) Undermine the learning environment
- (2) Disrupt academic instruction and distract students
- (3) Compromise the integrity of student testing
- (4) Increase disciplinary problems

- (5) Violate privacy rights of students and staff
- (6) Increase the school's exposure to opportunistic litigation and potential legal liability

In light of these continually evolving issues that can change as new technology/products become available; the school permits student possession and use of cell phones/electronic devices as set forth below:

### ***Cell Phones/Electronic Devices Possession Policy***

Students may possess cell phones/electronic devices subject to the following restrictions:

- (1) Students shall not display, use, activate, or permit cell phones/electronic devices for personal use during the instructional day in any classroom or locker room and/or be in accordance with classroom procedures and protocols regarding cell phone usage for instructional purposes only.
- (2) Middle and High School students may use cell phones/electronic devices before school, during lunch, and after school in halls and common areas.
- (3) Students who attend after school extracurricular activities may have a cell phone/electronic device in their possession.

### ***Cell Phone Disciplinary Action***

The publication of this cell phone/electronic device regulation serves as a first (1<sup>st</sup>) warning to students for disciplinary purposes. Failure to adhere to the terms of this regulation will result in the following progressive discipline.

- First (1<sup>st</sup>) Offense - The cell phone/electronic device shall be confiscated for the remainder of the school day.
- Second (2<sup>nd</sup>) Offense - The cell phone/electronic device shall be confiscated and held until a parent/guardian picks up the unit in person. The parent/guardian must sign a Further Consequences Form.
- Third (3<sup>rd</sup>) Offense - The cell phone/electronic device shall be confiscated for one (1) month. The parent/guardian picks up the unit in person at the end of the confiscation period and must sign a Further Consequences Form.
- Fourth (4<sup>th</sup>) Offense - The cell phone/electronic device shall be confiscated for the remainder of the semester.

Students who refuse to give up the cell phone/electronic device to a school official will be deemed insubordinate and will be suspended out of school for one (1) school day. That student will not be allowed to return to school until the cell phone/electronic device is turned into the office and the parent/guardian signs the Further Consequence Form.

Responsibility for Cell Phones/Electronic Devices—Students are solely responsible for the care and custody of cell phones/electronic devices that they choose to bring to school. The Burke Central School shall not assume responsibility for damage, loss, or theft of any cell phone or electronic device. Furthermore, Burke Central School shall not assume responsibility for damage, loss, or theft of any cell phone/electronic device that is confiscated according to this regulation. From the school's perspective these items should be left at home and not brought to 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.

## **CHECKOUT PROCEDURE**

Your child's safety is of utmost importance to us. Only parents/guardians who are listed in the files as the legal guardians will be allowed to check out students. If someone attempts to check out a student other than the listed names the office will verify with the parent/guardian by phone or other method that a variation would be approved. Parents/guardians will enter at the main door and are required to sign a student check out form in the office. Your child will be called to the office for you. Teachers are not allowed to release a child to a parent/guardian at the

classroom. Students must be called to the office. Remember: taking a student out of school early causes him/her to miss valuable educational time and should be avoided if at all possible. Please try to make appointments during non-school time.

## **CHILD ABUSE AND NEGLECT**

North Dakota State Law that school teachers and administrators having knowledge of, or reasonable cause to suspect that a child coming before him/her in his/her official or professional capacity is abused and/or neglected shall report the circumstances to tribal/state authorities.

## **CHILDREN'S ONLINE PRIVACY ACT (COPPA) 15 U.S.C §6501-6506**

COPPA requires “verifiable consent for the collection, use or disclosure of personal information” obtained from children. The following information is intended to inform parents/legal guardians of the district procedure regarding the display of pictures and student work on district and/or school created website:

- (1) Student work will not contain any information that may identify the student or other family members.
- (2) The first and last initial of the student name will be the only information used to identify and credit student work displayed on school website.
- (3) No individual photographs of students will be used on the school website.
- (4) Group photographs of students will not identify individuals in the photographs.

This procedure listed above is consistent with the Family Rights and Privacy Act (FERPA). Any parent/legal guardian that does not want any student work or photographs on the school website must file written notice with the building principal. If we do not receive notice, we will consider this to mean that you have no objection to the use of this information on the school website.

## **CRISIS MANAGEMENT PLANNING**

### **Critical Incidents**

Critical incidents shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include but are not limited to natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies. Response procedures are outlined in the district's Continuity of Operations Plan (COOP) and/or the District's Emergency Manual. Crises shall include but not be limited to situation involving the death of a student, staff member, or a member of a student's immediate family by suicide, substance abuse, illness, or accident.

### ***Identifying and Responding to Imminent Warning Signs***

Imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response. No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, staff, or other individuals. Usually, imminent warning signs are evident to more than one staff member—as well as to the child's family.

### ***Imminent warning signs may include:***

- (1) Serious physical fighting with peers or family members.
- (2) Severe destruction of property.
- (3) Severe rage for seemingly minor reasons.
- (4) Detailed threats of lethal violence.
- (5) Possession and/or use of firearms and other weapons.
- (6) Other self-injurious behaviors or threats of suicide.

When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. Action must be taken immediately. Immediate intervention by school authorities and law enforcement officers is needed when a child:

- (1) Has presented a detailed plan (time, place, method) to harm or kill others — particularly if the child has a history of aggression or has attempted to carry out threats in the past.
- (2) Is carrying a weapon or has access to a weapon, particularly a firearm, and has threatened to use it.

School communities also have the responsibility to seek assistance from appropriate agencies, such as child and family services and community mental health.

### ***School Threat Assessment Response Protocol***

#### ***Mission Statement***

The purpose of this protocol is to provide a mechanism to assure that threats of violence in a school environment are addressed, whenever possible, before they occur. The protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. NOTE: This protocol is applicable during any school-sponsored event or function, whether the event or function be on school property or not.

#### ***Procedures***

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals.

- A. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious;
  - (2) Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer;
  - (3) Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.
- B. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious;
  - (2) Immediately report the threat to a school staff member, school administrator or law enforcement officer;
  - (3) Be available and cooperative in providing a statement of information, with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible.
- C. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious;
  - (2) Immediately report the threat to a school administrator or their designee;
  - (3) Be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.
- D. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious;
  - (2) Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
  - (3) Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received.
  - (4) Require the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.
- E. The designated law enforcement officer, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious;
  - (2) Immediately conduct an assessment interview of the subject making the threat. The assessment interview will include at least one administrator.

*NOTE: The primary purpose of the interview is to engage in an assessment of the available information, in an*

*attempt to determine the veracity of the threat, in order to decide what level of follow-up action is needed and appropriate.*

- F. Once the assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
- (1) If it is agreed the threat is credible:
    - The law enforcement officer shall immediately consult with additional law enforcement.
    - The school administrator shall take administrative action in accordance with School Board policy.
  - (2) If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary.
- G. Once the situation has been assessed and action taken, the school principal assumes the responsibility for reporting it to the Superintendent.

***Suicide Prevention:*** The school board recognizes that suicide is a complex issue and that, while the school may recognize potentially suicidal youth and can provide a general assessment of risk, it cannot make a precise clinical assessment of risk and provide in-depth counseling. The schools, therefore, must refer the youth to an appropriate place for a more precise assessment of risk and in-depth counseling.

Any school employee who may have knowledge of a student who may be at risk for suicide must take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the school social worker, the student's family, and appropriate resource services.

"Any school employee" includes but is not limited to certificated and/or licensed employees such as teachers, administrators, school social workers, guidance counselors, school psychologists, youth services personnel, and vocational instructors, school nurses, school medical advisors, and also includes such employees as paraprofessionals.

***Self-Injury:*** Students who engage in self-injury tend to benefit from combinations of mental health therapy, medication, and school support. If you are aware of a student who is participating in self-injury the situation must be reported to the principal.

Teachers, coaches, nurses, counselors, school personnel, and school psychologists are not responsible for *treating* the adolescent in the schools. A major component of effective interventions in the school is for school personnel to be aware that the behavior exists, detect the behavior, and react appropriately so as not to further isolate the student.

When the student is discovered harming his/herself in the school setting, it is important to stop the behavior, talk to the student, and stay with him/her until a school counselor or school psychologist can meet with the student. An open attitude and willingness to listen is one of the best responses when dealing with an adolescent who self-mutilates.

When a student is caught cutting himself on school grounds, the school counselor or school psychologist can help in the process of differentiating between a suicide attempt and an act of self-injury. Additionally, the school counselor's or school psychologist's role is to assist the adolescent and his/her family in finding a mental health provider in the community who treats adolescents who self-injure.

## **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.

## **COVID-19**

Please refer to Safety Plan on website

## **DANCE/ACTIVITY REGULATIONS**

- (1) A student who leaves a dance after the doors are locked may not be re-admitted.



- (2) No one suspected of being under the influence of illegal substances will be admitted. No distinction will be made between actual or recent usage, and the odor from being in the presence of one who was using.
- (3) Respectful and appropriate conduct and attire is expected.
- (4) The chaperones are acting with school sanctioned authority and must be obeyed at all times.
- (5) Dances must be scheduled at least one week in advance with the principal's office. Other organizational requirements expected of groups will be observed. Check with advisors.
- (6) Dances are restricted to Burke Central School Students and registered guests who have been approved by the Principal. There will be no open invitations.
- (7) Students who have been in suspension or skip classes that day or who owe detention time will not be admitted.
- (8) All dances held at the school must be sponsored by a school class or organization.
- (9) Eligibility requirements must be met to attend.
- (10) Students who do not observe these regulations will be removed from the activity and may be restricted from attendance at future activities.
- (11) Anyone attending the prom or any school related activity may be subject to random alcohol breathalyzers as conducted by school administration and/or law enforcement.

## **DISCIPLINE PROGRAM**

### **North Dakota Century Code**

#### **15.1-19-09. Students - Suspension and expulsion - Rules**

- a. The board of a school district shall adopt rules regarding the suspension and expulsion of a student. The rules for expulsion must provide for a procedural due process hearing in the manner provided for in subsection 2 of section 15.1-19-10, before the determination to expel a student is made. A student's parent or representative must be allowed to participate in the expulsion hearing.
- b. A student may be suspended for up to ten days for insubordination, habitual indolence, disorderly conduct, or for violating a school district weapons policy.
- c. A student enrolled in an alternative education program for which state per student payments are available may be suspended for up to twenty days for insubordination, habitual indolence, disorderly conduct, or for violating a school district weapons policy.
- d. A student, including one enrolled in an alternative education program, may be expelled from school for insubordination, habitual indolence, or disorderly conduct; provided the expulsion does not last beyond the termination of the current school year. A student who violates the school district's weapons policy may be expelled for up to twelve months.

#### ***Discipline Procedures***

Students must conduct themselves in a manner which does not interfere with the rights of others. These rights include the other students' right to learn, and the teachers' right to teach. All behaviors, which interfere with the educational process, will be met with some form of disciplinary consequence, such as after school detention, in-school suspension, out-of-school suspension, or removal from class. This section defines discipline categories such as Disruptive Behavior in the classroom and Insubordination and includes a matrix outlining discipline consequences. The matrix is subdivided into levels of severity. Also below are statements defining certain disciplinary actions, and include suspension or expulsion from school. The administration may use its own judgment in determining what they deem appropriate consequences. Law enforcement may be contacted for the removal of students when deemed necessary by the administration

Some behaviors may require immediate suspension or expulsion from school. They include, but may not be limited to:

- A. The Board's policy on weapons/firearms, or look alike items calls for immediate expulsion procedures to be brought against any student bringing weapons/firearms onto school property.
- B. Fighting, endangerment of others, threatening, coercion, stealing, intimidation, gross disrespect for staff and damage to school property or the property of others may result in immediate suspension from school, possible arrest and possible expulsion.

The Administration may use its own judgment in determining whether both students involved in a fight or other problems are equally to blame, and in assigning what they deem appropriate consequences. Consideration will be given to such factors as past disciplinary history and attitude.

Parents, students, and staff members who have been victims of unlawful acts have the option to file charges with the law enforcement agencies in addition to consequences levied by the school. Behavior, which is in violation of the law, will be reported to law enforcement agencies. Students may be suspended out of school (OSS) for up to ten (10) days at a time. Since such action temporarily takes away the student's right to attend school, the following due process will be observed for out-of-school suspensions:

### ***CRIMINAL OFFENSE***

Any student who has committed a criminal offense, not school related, may be suspended from school if, in the judgment of the administration, it upsets the school climate in any adverse manner. This includes, but is not limited to threats of violence against staff, students, or school property.

### ***SUSPENSION IN-SCHOOL***

In-school suspension may be imposed when circumstances warrant greater consequences than detention. In-school suspension will also be assigned for excessive discipline notices. The teacher(s) shall provide assignments for each day of suspension and students are expected to work while in ISS. Middle school and high school students must complete all assignments before returning to class. The student will remain in school, but will not be allowed to attend classes for the designated in-school suspension period. The student will bring to the suspension room all textbooks, along with papers, as needed to complete the assignments. The student will not be allowed out of the room except for lavatory purposes with an escort. The noon meal will be eaten in a designated area of the lunch room. Behavioral problems during the suspension period could result in additional in-school suspension time, or an out-of-school suspension.

Students will not be allowed to participate in curricular or extracurricular school activities during the suspension period. This includes music, athletics, programs, lyceums, and all practices or meetings during the suspension. In-school suspension will have to be completed before the student can again attend classes. Any exception will have to be approved by a principal.

Only an administrator can assign in-school suspension. Students may not be removed from in-school suspension without the permission of an administrator.

### ***SUSPENSION OUT-OF-SCHOOL***

Out-of-school suspension may be imposed for repeated minor infractions and for serious infractions. A student suspended out-of-school may not be on the school grounds or at school functions for the entire day of the suspension. If the suspension includes Friday, then the limitations extend through the weekend. Students may be suspended out-of-school for not more than ten (10) consecutive school days without a due process hearing. Only an administrator can assign out-of-school suspension.

Parents will be informed in writing, why the student was suspended, and for how long. During the period of suspension the student will not be on school grounds for any reason, nor attend a school activity.

- (1) The student will be notified of what he/she is accused of doing.

- (2) The student will be informed of the evidence that indicates guilt.
- (3) The student will be given the opportunity to tell his/her side of the story.
- (4) The student will be informed of the consequence(s).

***EXPULSION***

Students who are guilty of serious misconduct or who consistently violate adopted school rules and school board policy may be recommended to the superintendent for expulsion from school for the balance of the school term, pursuant to the following procedures:

- (1) The principal shall immediately notify the parents or legal guardian that their child is being considered for expulsion and shall send his/her recommendation of that effect to the Superintendent.
- (2) The Superintendent shall review the recommendation of the Principal. If there appears to be cause for dismissal, the Superintendent will notify the parents in writing of the date and the specific charges against the student.
- (3) The hearing before the Superintendent shall be recorded for later transcription if the parents and/or local guardian and/or legal representative so desire one.
- (4) The Superintendent will take formal action, and will notify the parents/guardians in writing of such action.
- (5) The Superintendent may request the parents or guardians to attempt conciliation at any time between the notification of the hearing and the hearing itself. If no attempt at conciliation is forthcoming the hearing should commence on schedule.
- (6) Procedural due process shall govern the hearing.
- (7) Parents or students have ten (10) days to appeal a decision in writing.
- (8) (moved from another location) The Burke Central School District will not accept students transferring here during the school term who have been expelled from another school

***DISRUPTIVE BEHAVIOR IN THE CLASSROOM***

- (1) challenging the instructor’s authority in class
- (2) inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom
- (3) threats/challenges to do physical harm (even when stated in a joking manner)
- (4) use of obscene or profane language
- (5) excessive talking
- (6) late arrival to, or early departure from, class without permission
- (7) use of personal electronic devices such as pagers, cell phones, PDAs
- (8) consumption of food
- (9) coming to class under the influence of alcohol or another controlled substance
- (10) bringing individuals to class who are not enrolled, including infants/children
- (11) improper use of equipment, materials, or resources
- (12) inappropriate conduct while on field assignments or off-campus placements
- (13) cheating

***INSUBORDINATION***

Refusal to follow a reasonable directive from authorized school personnel will be considered insubordination and may result in an immediate suspension. This includes swearing or using obscene language or gestures relative to the situation.

**DISCIPLINE MATRIX**

Infraction Class	First Offense	Second Offense	Third Offense or More
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<p><b><u>I. Class one infraction</u></b> Includes: nuisance objects, inappropriate behavior, disrespectful behavior causing a classroom disturbance, dress violations, minor horseplay, teasing/name calling, cutting class, cafeteria misbehavior, public displays of affection, driving without permission, minor technology misuse (as determined by the Acceptable Use Policy), unauthorized school facility access</p>	<p>Verbal warning and/or  (1) Loss of privilege, or  (2) Detention and/or ISS for ½ day, or  (3) Help the student correct the problem</p>	<p>Verbal warning and  (1) Loss of privilege, or  (2) Detention and/or ISS for 1 day, or  (3) Help the student correct the problem</p> <p><b>Inform the parent(s)</b></p>	<p>Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to class two responses on the fourth offense.</p>
<p><b><u>II. Class two infraction</u></b> Includes: disregard for rules/insubordination, verbal threats, cheating, plagiarism, hazing/bullying, profanity, obscenity, obscene gestures, harassment, tobacco use/possession, setting up fights, theft of minor property, minor vandalism, aggressive pushing, destructive/excessive horseplay, cutting detention, falsifying school records.</p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and/or  (1) Loss of privileges, and/or  (2) ISS for 1 day</p> <p><b>Inform parent(s)</b></p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and/or  (1) Loss of privileges, and/or  (2) Suspension from school for 1 to 3 days</p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to class three responses on the fourth offense.</p>
<p><b><u>III. Class three infractions</u></b>  Includes: physical threats, fighting, blatant insubordination, failure to report a fight or physical threat, setting a false fire alarm, fraudulent reporting of theft loss of school property, theft or destruction of felony rated property, major vandalism, disruption of school, sexual harassment, major technology misuse (as determined by the Acceptable Use Policy).</p>	<p>(1) Loss of privileges, and  (2) Suspension from school for 3 to 10 days  (3) Restore property and pay expenses</p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>(1) Suspension from school for 5 to 10 days <b>pending an expulsion hearing at administrator discretion.</b>  (2) Restore property and pay expenses</p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>(1) Suspension from school for 10 days.  (2) Write letter to school board and/or superintendent recommending expulsion  (3) Restore property &amp; pay expenses</p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>

<p><b>IV. Class four infraction</b> Includes: Possession or use of alcohol, drugs, knife blades under three inches in length, or other weapons on campus or at school functions. Smell, behavior, and physical possession of drugs or alcohol will determine reasonable suspicion. Schools do not need drug tests or Breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner.</p>	<p>(1) Suspension from school for 5 to 10 days for possession or consumption of drugs, alcohol, or knife.  (2) Suspension from school for 5 to 10 days for distribution of drugs or alcohol.  (3) Parent support required for shortened suspension.</p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>(1) Suspension from school for 5 to 10 days for possession or consumption of drugs, alcohol, or knife <b>pending an expulsion hearing.</b>  (2) OSS for 10 days for distribution of drugs or alcohol <b>pending an expulsion hearing.</b></p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>(1) Suspension from school for 10 days for possession of drugs, alcohol, or knife <b>pending an expulsion hearing.</b></p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>
<p><b>V. Class five infraction</b> Includes: Attempt to sell or distribute drugs or alcohol, assault to a staff member, oral or written physical/verbal life-threatening threats to a student or staff member, fighting with a staff member, assault towards a student or staff member, acts of reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, possession of a knife blade over three inches in length, and/or bomb threats.</p>	<p>(1) Suspension from school for 10 days <b>pending an expulsion hearing.</b></p> <p><b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>		

The suspension mentioned in the matrix is In-School Suspension (ISS) or Out-of-School Suspension (OSS). When suspensions are not specified in the matrix, the school principal will determine which suspension is appropriate on an individual basis. If any offense does not clearly apply to a specific infraction class, the principal will determine the appropriate infraction class for the offense. If any laws are violated by students while in school, on school property, or at school functions, appropriate law enforcement officials will be notified.

## **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.

## **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 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                                                            | -Improper conduct                                         |
| -Disobedience                                                         | -Incomplete homework                                      |
| -Disrupting the school                                                | -Failure to check in or out of school                     |
| -Wearing coats, caps, or other wear to class, except when permitted   | -Using vulgar or obscene language or swearing             |
| -Having pop, candy, gum, or food in classrooms, except when permitted | -Being out of class without a permission slip             |
| -Littering                                                            | -Unexcused absence from school (without parental consent) |

## **DISTANCE LEARNING PLAN**

Distance Learning Plan is on school website

## **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.

## **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.

## **EXCUSED ABSENCES**

Excessive absences, whether excused or unexcused may result in failure of a class. Excused absences may be granted in the case of illness or injury, school related activity, family emergency, funeral, or religious observance. Students excused for illness or injury must submit a doctor's excuse for days in excess of two (2) consecutive days. Seniors will be allowed a maximum of two (2) college visit days. These days will not count towards attendance or eligibility towards semester test exemptions. On the day of the absences, parents/guardians must call the office by 9:00 am to inform the school of the reason why their child is not at school. If a phone call is not received, the absence becomes unexcused regardless of the reason. If the office has to call to verify your child is home, the absence will be considered unexcused. Please be aware that parent contact alone does not excuse an absence. Students who impersonate parents or request impersonations may be suspended for up to three (3) days. The reason is the deciding factor.

School officials will:

- after five (5) days absent the office will send a letter home.
- after eight (8) days absent the office will call and send a 2<sup>nd</sup> letter.
- at ten (10) unexcused absences the office will make a referral to Child Protection and/or Juvenile

Court.

The principal will receive copies of such letters. If the student misses five (5) more days in the semester the principal will be notified, and a letter will be sent to Child Protection Services by the administration for failure to comply with the compulsory attendance laws based on State statute and Tribal law. Students who miss five (5) consecutive days without notifying the office will be dropped from enrollment for non-attendance. Parents will have to re-enroll the student for continued enrollment.

Out-of-school suspensions are treated as excused absences and the student is expected to make up work missed during the period of suspension.

When returning from an absence, a Middle or High School student must pick up an admit slip from the principal's office to present to classroom teachers.

## **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.

## **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.

## **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)

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/TORNADO DRILLS**

During the course of a fire drill, or in the event of a fire, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom or student activity area and are to be strictly followed. Routes and evacuation procedures will be reviewed by each classroom teacher.

During the course of a tornado drill, or in the event of a tornado, students are to follow the directions of staff members and the posted tornado drill procedure. These procedures will be reviewed by each classroom teacher. Fire Drills will take place monthly. Tornado drills will take place twice per year

**FOOD 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 States Department of Agriculture.

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 priced 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

## **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

## **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:**

<b>4 units of English Language Arts</b>	<b>Credit</b>
English I, 9th grade	1
English II, 10th grade	1
English III, 11th grade	1
English IV, 12th grade	1

<b>3 units of Science</b>	
Physical Science, 9th grade	1
Biology, 10th grade	1
1 unit of any other Science	1

<b>3 units of Math</b>	
General Math or Algebra I, 9th grade	1
Algebra I or Geometry, 10th grade	1
1 unit of any other Math	1

<b>3 units of Social Studies</b>	<b>Credit</b>
*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	
<b>Total Graduation Credits</b>	<b>22</b>

\* 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.

### **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.

### **HOME BOUND INSTRUCTION**

Occasionally students have prolonged illnesses or injuries which necessitate prolonged absences. Under some circumstances it may be necessary for the school to provide some weekly instruction in the home to assist the student in completing the assignments sent to the student by the teachers. All arrangements for home bound instruction must be approved in advance by the superintendent. Students in the home bound instruction continue to be enrolled as Burke Central School District students. Students must submit assignments in order to receive credit for work completed while under home bound instruction. The length of time shall not exceed forty-five (45) school days.

### **HOME SCHOOLING**

In some cases parents/guardians decide to take on the full responsibility for the education of their children. State Law sets forth guidelines which must be followed by parents who under take this huge responsibility. The Superintendent is required to assure these requirements are met. Parents must sign a form stating they will meet these requirements. These guidelines and forms must be obtained from the superintendent of the school district in which the child's parents reside. Students in home based instruction are not enrolled as Burke Central School District students. The school district may or may not assist the parents/guardians with instructional materials. Students who are home schooled are required to participate in the North Dakota State Assessment at grades 3-8 and 11.

### **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.

## **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 Power Announcement. 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.

## **INTERVENTION TIME**

Burke Central School implements an Intervention Time for grades 7-12 from 3:00-3:30 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\*

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.)

## **ILLNESS**

Guidelines for keeping children home from school

- (1) Rash - especially with fever or itching.
- (2) Sore Throat - especially with fever or swollen glands in the neck.
- (3) Vomiting -
- (4) Common Cold - if coughing, watery eyes are present and child feels/looks miserable, keep him/her home.
- (5) Lice - commonly occurs with school age children. See lice control policy – page 26
- (6) Your child can return to school 24 hours after treatment for conjunctivitis or pink eye.
- (7) Fever - keep your child home until the fever is gone, appetite, appearance, and behavior are normal.
- (8) Diarrhea
- (9) Impetigo - child may return 24 hours after treatment has begun.
- (10) Chicken pox - Chicken pox is a mandatory reportable condition in North Dakota. If you suspect your child has chicken pox please report it to the school.
- (11) Tuberculosis

## (12) Contagious illness

### **INJURIES AND ACCIDENTS AT SCHOOL**

The school will provide only first aid for minor accidents and injuries; any further treatment is the responsibility of the parents. However, when deemed necessary, students who are injured may be taken directly to medical facilities by school personnel. The injured student's parent/guardian and principal will be notified of accidents and injuries when deemed necessary based on the severity of the injury. When the situation warrants, injured students may be transported home by school personnel. In cases where parents/guardians are unavailable, the person listed on emergency record will be called. In cases of extreme or critical injuries, an ambulance will be summoned, and parents/guardians notified. The school carries supplemental accident insurance which covers some but not all expenses. If a student is injured at school or during programmed hours there is coverage available. Insurance forms are in all school offices. Claim forms need to be completed by school officials and parents, and mailed with itemized bills to the insurance company. The policy has a deductible and is supplemental if parents/guardians carry medical/health care coverage. The school policy has coverage limitations. In the event of an injury the parent/guardian and school will be held financially liable within the terms of the school policy.

### **ITEMS NOT ALLOWED IN SCHOOL**

Students are not allowed to wear Healy wheels or use skateboards in the school building. These, and similar items, must be left in the office at the beginning of the school day and picked up at the end of the day. This rule applies to the regular school day and all after school activities, regardless of the building where the activity takes place. Failure to comply will result in confiscation of the wheels/skateboards for an undetermined length of time. Laser pens, hacky sacks, and other toys will be confiscated and returned at the end of the day unless it's a chronic problem. Return of the laser pen would then be the decision of administrators. Magnets are prohibited from the school. If passed over a computer screen, the magnet will ruin the computer. Hair spray is prohibited and will be thrown away when confiscated. Spraying of hair spray can complicate breathing for students and staff with health concerns.

The use, or possession of (but not limited to) any item listed below, is not permitted in the school building. Any such item found in the possession of a student will be confiscated and turned in to the principal and not returned to the student. Firework, Tobacco/Chewing Tobacco, Water balloons, Water pistols, Pornographic Material, Vaping Paraphernalia, Chains, Lighters/Matches, Rubber bands, Paintball guns, Compress Air Cleaners, Ammunition. Any objects considered dangerous (stick pins, needles, etc.)

### **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.

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.

## **LICE CONTROL POLICY**

Schools provide a focal point for the transmission of all kinds of communicable diseases, including head lice infestation. The presence of lice is not a sign of poor hygiene but only an indication that a person was exposed to lice. The problem is particularly common among children who are inclined to share a variety of articles, such as combs, caps and those who engage in contact sports, roughhousing, and in other activities involving body contact.

The following procedures will be carried out:

- (1) A group of school personnel will be designated to inspect and re-inspect students for lice and nits (eggs).
- (2) All students may be screened at the beginning of the school year, after a school break, or following an outbreak.
- (3) Students found to have head lice will be sent home for treatment.
- (4) Students who are sent home because of head lice must be re-inspected when they return to school. All head lice must be removed before a student may return to school.
- (5) Students with nits may remain in school. The parent/guardian will be contacted so that treatment can be administered.

We encourage parents/guardians to report cases so that the school and other parents/guardians can be alerted to a possible lice outbreak. Parental cooperation will help protect all children. When a case of head lice is identified we will screen all classmates, and all siblings of the case. If head lice infestation persists to be a problem in a family, referrals may be made to Social Services and the Public Health Nurses. The 7 Steps to Controlling Head Lice handout will be provided to parents whenever their child has been identified with head lice or nits.

The school is only one link in the chain. Parents/guardians are also very important. By personally checking their child's hair periodically and reporting any positive findings to the school they will help keep head lice under control. Everyone has to cooperate with this problem.

## **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. 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.

## **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.

## **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.

## **MONEY AT SCHOOL**

Students are discouraged from bringing money to school, however, on occasions it may be necessary for students to bring money to school for field trips, etc. Lost or misplaced money is not the responsibility of the school. For elementary students always put money in an envelope with your child's name on it and indicate the reason you are sending money. Have your child turn their money into their teacher or the office.

## **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.

## **PAWS**

Positive Act Witnessed (PAW) was established in conjunction with Positive Behavioral Interventions and Support (PBIS) and supported by Burke Central. Elementary students are rewarded on their positive behavior throughout the school day. Teachers may use green PAWs, DOJO, or combination of the two. On Fridays, all students will be taken to the PAW Board and have the opportunity to spend or save their PAWs in our PAW Board. The PAW Board is divided into two sections, K-2 and 3-6. Students can shop only from their side. A shopping order is given to each classroom so everyone get a chance to shop first. If a student is gone on Friday, their PAWs will be added to their count to shop the following week. All PAWs and coupons must be used by end of school year. Coupons and PAWs will not be carried over year to year. In order to make it fair for everyone, K-2 can receive a maximum of 350 PAWs per week. Grades 3-6 can receive a maximum of 150 PAWs per week.

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

PBS focuses on a comprehensive system of positive behavior supports for all students in a school and is implemented in all areas of the school, including classroom and non-classroom settings (e.g. cafeteria, bus, restrooms, etc.).

PBS is a **tiered system of supports to improve the daily lifestyle of all by reducing the effectiveness of challenging behavior and making desired behavior more functional**. Tier 1 supports are universal supports that are taught and reinforced with the whole student population. Tier 2 supports are targeted supports for students that need further explanation and reinforcement of desired behaviors. Tier 3 supports are supports provided at an individual level. This is for students that need tailored instruction and reinforcement to meet their personal learning needs.

## **PERSONAL APPEARANCE**

Experience has proven that student's conduct and application to school work is affected to a marked degree by personal appearance. Students who wear inappropriate clothing to school will be required to change, either at school or at home before returning to class.

Students who are neat and clean tend to feel better about themselves and thus do better in school. Inappropriate clothing includes, but is not limited to:

- (1) Hats will be allowed for students in the hallways. Hats will only be allowed in classrooms at teacher discretion. No "hoodies" on your head or hoods up on sweatshirts will be allowed to be worn in the building.
- (2) Sunglasses are not allowed.
- (3) Clothing displaying alcohol, drugs, tobacco, weapons, violence, profanity, gang colors, symbols, gang dress, sexual innuendos, or other inappropriate messages are not allowed.
- (4) Coats/jackets must be left in your locker while you are at school. The principal, in the case of a heating system failure or other unusual conditions, may grant exceptions.

- (5) **No** baggy jeans, short shorts (Daisy Dukes), crop top shirts baring the midriff, or shirts/blouses that allow under garments to show.
- (6) No chains.
- (7) **Shorts & skirts must not be shorter than the tips of your fingers when standing.**

## **PRE-ARRANGED ABSENCES**

Students attending school events during the school day will be considered present for that day only if they have picked up and completed the pre-absence sheet prior to leaving for the event. Activity supervisors will require a completed sheet before a student is allowed to participate. Completed pre-absence forms will be the ticket to attend the activity enforced by the coach/activity supervisor. Pre-absence sheets should also be filled out for any other anticipated absence.

Students attending school events or participating in school events will be considered present. Coaches/Activity Supervisors must provide a list of those students who will be absent to attend a school related event to the office secretary.

## **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.

## **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.

## **POLICIES**

### **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.

### **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.

### **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.
2. "Employee" means all persons employed by the institution including faculty, maintenance, and administrative personnel.
3. "Governing body" means the School Board.
4. "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.
5. "Individualized education program" denotes a specialized education plan created in compliance with 20 U.S.C. 1401 (a) (19).
6. "Institution" means this School District.
7. "Reasonable accommodations" is as defined by subsection 16 of North Dakota Century Code section 14-02. 4-02 or U.S.C. 794.
8. "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.
9. "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.

### **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.

## **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.

Policy Adopted 1993

## **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.

### **ENVIRONMENT FREE FROM SEXUAL HARASSMENT**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the school district follows, an employer is held accountable if a person is harassed by supervisory employees, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

A learning and working environment that is free from sexual harassment will be maintained in the Burke Central School District. It will be a violation of policy for any member of the District staff to harass another staff member or student, or for students to harass other students, through conduct or communications of a sexual nature.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, advancement, or grade, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or promotion decisions affecting such an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal “kidding,” abuse, or harassment;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another’s body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, employment status, or similar personal concerns.

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or to the person designated as compliance administrator for affirmative action. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual’s status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the School District’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a School District staff member will subject that member to disciplinary action, which may include termination of employment in the District.

A substantiated charge against a student in the School District will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

### **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 student’s 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

### **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.

### **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	Administrators
	NDCC Ch. 15. 1-15	Contracts of Teachers and Administrators
	NDCC 44-04-19	Open Governmental Meetings
	NDCC 44-04-20	Notice of Public Meetings Required-Exceptions-Schedule Set by Statute, Ordinance, or Resolution
	NDCC 44-04-21	Open Voting at Public Meetings Required-Results Recorded in Minutes
		Attorney General Opinion 6/03

POLICY ADOPTED: 2-12-07

## **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.

### **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.

## **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.

### **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

## **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.

## **PHYSICAL CONTACT POLICY**

Public displays of affection are distracting and cause discomfort to others. If physical contact goes beyond socially accepted norms, violations will be reported and addressed on an individual basis.

## **PHYSICAL RESTRAINT**

Staff is trained in CPI (Crisis Prevention Intervention). Physical restraint may be used for the following reasons:

- (1) To protect another person from personal attack or imminent threat.
- (2) To remove an unruly student from class or from one part of the building to another.
- (3) To protect the student from doing harm to himself/herself or to others.

## **REPORT CARDS**

The report card is directly printed from PowerSchool. Please keep the report card.

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.

### **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.

### **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.

### **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.

- 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, 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.

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.

## **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.

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 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

### **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.

### **SEARCH AND SEIZURE**

Desks and lockers are assigned to students for their use but the school retains ownership of them. As such, they are subject to inspection at any time by school officials. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to the appropriate non-school agencies at the discretion of the administration. Any evidence or suspicion of contraband may result in the search of a students' backpack along with his/her desk and/or locker.

## **LOCKERS/LOCKER SEARCHES**

Burke Central School District assumes no responsibility for lost or stolen items.

- (1) The Burke Central School District issues hallway lockers for storing hats, coats, books, and supplies. PLEASE DO NOT KEEP VALUABLES IN YOUR LOCKERS. Avoid bringing such items to School at all unless absolutely necessary. LOCKERS MAY NOT BE USED TO CONCEAL WEAPONS AND/OR ILLEGAL SUBSTANCES. No writing or putting stickers or tape on the lockers.
- (2) Ownership and control of all lockers is retained by the School District. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled.
- (3) When the administration has a *reasonable suspicion* that one or more lockers may contain objects or substances in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled, the Administration may initiate a search of those lockers.
- (4) In such a case, the Administrator should be accompanied by at least one other adult person.
- (5) Periodic visits by certified personnel who handle trained dogs to seek out illegal substances have been approved by the board. Lockers, book bags, and vehicles parked on school property may be searched arising from such dog searches or other causes for reasonable suspicion as allowed by law. Drugs, alcohol, paraphernalia, weapons, stolen property or other contraband items found in such searches may be used as evidence for school discipline and may also be turned over to law enforcement for separate and additional criminal prosecution.
- (6) The school is not responsible for items that are left in hall or gym lockers. It is recommended that lockers be kept locked. If a lock does not work properly, report it at once to the office so that repairs can be made or a replacement locker issued.
- (7) Any items that are left in hall or gym lockers at the end of the school year will be discarded.
- (8) Students are responsible for cleaning lockers on a periodic basis, at the end of year, or when exiting.
- (9) When school officials have a reasonable suspicion that contraband is hidden in a student's locker or on a person, they may act upon that suspicion and search the locker or student. If a student is asked to empty pockets, witnesses will be present. Any illegal or inappropriate materials that are found may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

Do not share lockers or locker combinations. Students are responsible for the contents of their locker regardless

## **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. **In order for a seniors to be able to have senior privileges, they must have their CIVICS Test and have a sign parent permission form on file in the office.**

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.

## **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 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.

## **STUDENTS AND 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 with 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.

## **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.

## **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.

## **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.

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.

## **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.**

## **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 student's 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.

## **UNEXCUSED ABSENCES**

Students who miss classes for reasons other than illness or injury, a school related activity, family emergency, funeral, or religious observance will have the absence recorded as unexcused. A student who missed class and whose absence is unexcused will be written up for truancy/skipping and assigned appropriate consequences by the administration. Family trips should be scheduled, when possible, during the summer or other non-school days. Absences for such a trip may be excused if given prior approval by Principal with a pre-absence. These absences apply to the ten (10) day rule for credit.

## **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.

## **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.



# 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 2020-2021 school year.

PARENTS:

MOTHER \_\_\_\_\_

FATHER \_\_\_\_\_

CHILD(REN):

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

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

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

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

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

\_\_\_\_\_ 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 2020-21 school year.

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

