

Zeeland Public School

District#4



Student Handbook

Table of Contents

Introduction	6
Mission Statement	7
Philosophy.....	7
School Song	8
School District Policies	9
Acceptable Use (ACDA).....	9
Accessibility (ABDA)	14
Animals in the School and Classroom (ACBC).....	14
Bullying Policy (ACEA)	15
Calendar Make-up Days.....	20
Emergency and Crises Response.....	21
Fire Alarms	21
Hazing (ACEB).....	21
Inclement Weather Procedure	21
Nondiscrimination and Anti-Harassment Policy (AAC).....	22
Scheduling of Activities.....	24
School District Organization Plan.....	25
Section 504 Dispute Resolution Policy (AACA)	25
Significant Contagious Disease (ACBB)	26
Student Harassment/Violence	28
Title I Dispute Resolution	29
Tobacco-Free Schools and Workplaces (ABBA-BR)	29
Use of School Gym (ABBC).....	29

Website Accessibility (ABDA-BR1)	30
Website Accessibility Concerns, Complaints, and Grievances (ABDA-BR2)	31
Wellness Policy *ABCC).....	32
Student Policies	35
Attendance (FFB)	35
Bus Conduct (FFC)	38
Concussion Management (FCAF)	38
Discipline (FF and FFK)	39
Dress Code (FFH)	43
Early Entrance Requirements (FAAB)	43
Education of Homeless Students (FDB)	45
Education of Special Education/Disabled Students (FDA)	45
Eligibility (FFE)	46
Field Trips and Excursions (FFF)	46
Home Schooled Students (FDA)	46
Honor Roll (FECA)	47
Honor Students – Graduation (FECA)	48
Medicine	49
Open Enrollment (FAAA).....	49
Pregnant and Parenting Students (FDD)	50
Recess Discipline	50
School Activities	51
Student Alcohol and Other Drug Use/Abuse (FFA)	51
Student Conduct and Discipline (FF)	52

Student Education Records and Privacy (FGA)	52
Student Publications (FGDD)	60
Student Vehicles (FFJ)	61
Transfer Students (FACB)	61
Weapons (FFS)	61
Instructional Policies	62
Curriculum Adoption (GAAB)	62
Grading Policy GCBA)	62
Graduation Requirements (GDA)	65
Homework Policy	66
Placement, Promotion, and Retention and Acceleration of Students (GCAA).....	66
Non-instructional Operations	67
Fan Bus	67
Open Gym	67
Student Transportation (IEA)	67
Use of School Equipment and Facilities	70
General Public Relations	71
Parental Visitation (KAB)	71
Public Complaints	71
General Procedures	72
Accident Reports	72
Awards	72
Cell Phones	72
Class Bells	72

Classroom Regulations	73
Church Night	73
Dances and Parties.....	73
Emergency and Crisis Response Plan	73
Fire Alarms-Fire Extinguishers	73
Fundraising Activities	74
Hallway Conduct	74
Lost and Found.....	74
Mid-term Reports	74
Quarter and Semester Tests	74
Scheduling of Events	74
School Calendar	75
Senior Privileges.....	75
Student Illness	75
Study Halls.....	75
Forms	76
Accident Reports	76
Bullying Report	77
Child Abuse/Neglect Report	79
Physical Form	80
Senior Privilege Agreement	84

Introduction

In order that the educational programs of the State of North Dakota and the rules of the State Board of Education and the Zeeland School Board may be properly implemented, these policy manuals will act as a guide to the operations of the Zeeland School District #004.

The policies are general in nature and are recognized as the basis for making detailed decisions. These policies will be examined annually, and modifications or additions will be made as the need arises.

Since policy-making is the most important function of the Board of Education, it shall carefully preserve its right to govern the affairs of the school district through the constitutional process.

A policy handbook cannot be complete in all details, but it does not, by omission, restrict legislative or administrative authority.

The school policy manual consists of 3 parts:

- A. Board Policy Manual
- B. Teachers Handbook
- C. Student Handbook

Some items may be listed in all three manuals, others might not be. So for better clarification of board policy, please check all the main policy binder held in the school office.

Mission Statement

The mission of the Zeeland Public School is to *promote educational excellence, personal responsibility, and balanced growth* which will enable the students to succeed in life at their chosen level of expertise.

Adopted 7/10/2017

Philosophy

The Philosophy of the Zeeland Public School is centered in a functional curriculum which will aid the student to attain participation in all areas of life.

We believe that the school has a responsibility to the student and community to accept them as they are, and to assist all students in developing their potential.

We believe that the school program should give the students a strong background in *academic* and life skills, and instill in them the desire to learn. Also, we must teach an appreciation of our democratic and cultural heritage, and the ability to think logically in decision making.

We consider the teacher to be of great influence on the students and their lives. Through the instruction, attitude, behavior, knowledge of skilled areas, guidance, and understanding he/she becomes an important and integral part of the student's life.

We believe that the Board of Education, administration, and faculty should have an aura of professionalism. It is imperative that they continue to advance in their belief and work.

We believe that the school is the community center with family, church, and community sharing common goals. They should be cooperatively involved in the school's advancement. On-going communication between the home, students, staff, administration, and the Board of Education is necessary to implement our educational philosophy.

Adopted 7/10/2017

Zeeland Public School

Mascot – Vikings

Colors – Kelly Green and White

School Song:

Zeeland Vikings hats off to thee,

To our colors, true we shall ever be

Firm and strong united are we,

Rah-rah rah, rah, rah

Rah-rah rah, rah, rah

Rah for the Zeeland team!

ZEELAND PUBLIC SCHOOL

District No. 004

510 South Main, Zeeland, ND 58581

ACCEPTABLE USE POLICY CONTRACT

Internet Policy

The Zeeland Public School District No. 004 believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

All Zeeland Public School District students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students and staff will be accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all users of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Uses

School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with Zeeland Public School District's educational mission, curriculum and instructional goals.

Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.

Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials—Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities—Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Zeeland Public School District and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses—Downloading, copying, duplicating and distributing software, music, music lyrics, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism—Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School Related Purposes—The school district’s computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.
6. Misuse of Passwords/Unauthorized Access—Users may not share passwords; use other users’ passwords; access or use other users’ accounts; represent oneself as another; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism—Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services including, but not limited to, hacking activities, creation/uploading of computer viruses, or trespassing into another’s folders, work, or files.
8. Damaging computers, computer systems, or computer networks.
9. Avoiding School Filters—Users may not attempt to or use any software or utilities of other means to access Internet sites or content blocked by the school filters.
10. Unauthorized Access to Blogs/Social Networking Sites, Etc.—Users may not access blogs, chat lines, chat rooms, social networking sites, etc. prohibited by building administration or the Zeeland Public School District Technology Department. Teachers

and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

11. **Wasting System Resources**—Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes, but is not limited to, excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator. Playing online Internet games is not permitted unless such use is part of an assigned classroom activity. Elementary students (Grades K-6) will be provided a list of acceptable educational game web sites. Remember, the purpose of the District’s computer network is educational!
12. **Employing the network for political purposes** as defined by state law, financial gain, and/or commercial purposes.
13. **Unauthorized Equipment**—Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Zeeland Public School District Administration and the Technology department.

Supervision of Users:

Any computer users at the Zeeland Public School District will be under the direct supervision of a teacher or teacher-designee at all times that district electronic resources are being used. Staff members are responsible for students while under their supervision.

Education:

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat room, and cyberbullying awareness and response.

Compensation for Losses, Costs and/or Damages

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecure electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify school administration immediately.

Staff may post student pictures on district/school “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying

pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

Zeeland Public School District staff must maintain the confidentiality of student data in accordance with the Federal Education Rights and Privacy Act (FERPA).

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the Zeeland Public School District Technology Department.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the Superintendent and Technology Coordinator. Explicit authorization may be granted in writing upon submission of a Personal Equipment Waiver form by the user (students and staff).

Violations

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. Violations will result in a loss of access.
2. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

Consent

All students and staff must consent to this policy in writing prior to accessing district networks, computers and/or electronic devices.

Zeeland Public School District 004

Acceptable Use Policy Contract

As a user of the Zeeland Public School computer network, I will abide by all requirements of this Acceptable Use Policy Contract and understand that any violation will lead to possible loss of all computer privileges and possible penalties. Further, I acknowledge and agree that no warranties of any kind, whether expressed or implied, are made by the school district.

Student Name (Please Print)

Student Signature

Date

As the parent or legal guardian of the minor student signing above, I have read the policy and understand the severe consequences that could result from any violation by the student signing this document. I also understand that the Zeeland Public School District is making a good faith effort to abide by the Children’s Internet Protection Act (CIPA). I recognize the need to update this policy on an ongoing basis to best serve and protect our students and our technology resources.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date

Each student must have a signed policy contract on file in order to access the network.

RETURN THIS FORM TO THE SCHOOL AS SOON AS POSSIBLE.

REQUIRED Descriptor Code: ABDA

ACCESSIBILITY POLICY

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

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

Complimentary Documents

ABDA-BR1 – Website Accessibility Statement

ABDA-BR1 – Website Accessibility Concerts, Complaints, and Grievances

End of Zeeland School District #4 Policy ABDA Adopted: 8/13/2018

Animals in the School and Classroom

The Zeeland School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals and in accordance with the District Health Unit, the following guidelines are adopted for use in all schools in the district.

1. The only animals allowed to be in the classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
2. All animals must be in good physical condition and vaccinated against transmittable disease.
3. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
4. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents direct contact with fecal material.
5. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.

6. All fecal material must be cleaned from the cage of any mammal or rodent on a daily basis and an appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a minimal odor and maintained health.

7. No poisonous animals shall be brought into the school.

It will be the responsibility of the teacher to provide for a plan of care for classroom-housed animals in the event of an emergency school closing which might cause disruption of the routine care of animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animal's presence and to see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

No animal shall be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal, and of any potential dangers caused by that animal. Many different diseases and afflictions may be transmitted by animal hair, dander, bites, and fecal material. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well-being of the individual students in that particular classroom.

The principal shall be advised of any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied based on these considerations:

1. The purpose for the animal's presence.
2. The ability of the teacher to control the animal.
3. The past practice in the classroom.

REQUIRED Descriptor Code: ACBA

Bullying Policy

Definitions

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

Protected classes are classifications/characteristics protected from discrimination by NDCC 12-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national

origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

School-sanctioned activity is defined as an activity that:

- a. Is not part of the district's curricular or extracurricular program; and
- b. Is established by a sponsor to serve in the absence of a district program; and
- c. Receives district support in multiple ways (i. e., not school facility use alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff includes all employees of the Zeeland School District, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or 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.
3. Knowingly file a false report with the District.

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

Reporting Procedures of Alleged Policy Violations

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

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

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

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

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

Investigation Procedures

School administrators (i. e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable methods(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 time lines 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 witness;
4. A review of any mitigating or extenuating circumstances;

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

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approved 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. cyber bullying), the District only had authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received off campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to; a reprimand, modification of duties (only if allowed by applicable

policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

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

Calendar Make-Up Dates

When school days are missed because of inclement weather, emergency or disease, the days will be made up. Days missed will be rescheduled by the superintendent and the Board of Education in an effort to establish make-up dates which will allow for school to recess at the earliest possible date in the Spring.

Emergency and Crisis Response Plan

Separate document placed in policy binder and in each classroom.

Fire Alarms-Fire Extinguishers

Any person tampering with fire extinguishers and/or fire alarms will be subject to dismissal from the school and subject to fine, replacement of said property or both.

Hazing and Initiations

Initiations and the hazing of any students of any students or persons who may become students at Zeeland High School are prohibited. Said practice is potentially dangerous to students, disruptive to proper discipline and a violation of the rights of students who are equal in every degree to all other students of the high school.

Inclement Weather Procedure

The procedure used in the Zeeland School District #004 in the event of inclement weather is as follows:

When inclement weather forces the buses to run late, call school off early, or to cancel school for the day, notice will be announced in the following ways:

KFYR – Bismarck radio and TV station

Instant Alert automated phone call and email alert system

School Facebook Page

When inclement weather conditions prevail for an extended period of time, the procedure for operation of the school will be determined on a day to day basis. During bad road conditions, when buses are running late, the bus students will not be counted as tardy. As the general rule, there will be no extracurricular practices scheduled when school is closed or dismissed early. Should students not be able to get home due to inclement weather, the students will go to previously designated homes.

During periods of inclement weather, when the buses are running, the final decision to send students to school on the bus remains with the parents.

REQUIRED Descriptor Code: AAC

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

General Prohibitions

The Zeeland 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 and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any status protected by law. The District will not tolerate harassment or discrimination 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 person affiliated with a person 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 harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, 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.

Definitions

- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat a person 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).
- *Complainant* is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *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 person would consider intimidating, hostile, or abusive.

- b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *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 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 benefits 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 may include, but are not limited to:
 - 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 a person's sexual orientation
 - k. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The Superintendent 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. A harassment or discrimination 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.

Responsible Employees

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board designates the Superintendent, as the Title IX and Nondiscrimination Coordinator. He/she can be contacted at: Zeeland School District, PO Box 2, Zeeland, ND 58581, 701-423-5429. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

Complementary Documents

- AAC-BR, Discrimination & Harassment Grievance Procedure

End of Zeeland School District #4 Policy AAC Adopted 5/14/2018

Scheduling of Activities

The Zeeland School District recognizes the rights of all to receive an education free from interruptions and the importance of teacher-student contact time. To eliminate loss of classroom time, the following will be used as guidelines:

1. Activities will be scheduled after school or on Saturdays whenever possible.
2. If a student must be absent for a school activity, the student will make up his/her work prior to leaving for the activity.

School Organization

1. The purpose of the Zeeland Public School is the expression of the efforts of the people of the district. The school plant and its facilities, as well as the faculty and other personnel, are provided in the collective interest of the children attending this school. All of these elements, to the extent that they are provided by the people through their Board of Education, shall be available to encourage the highest possible achievement inherent in each individual pupil regardless of race, creed, color, or sex.

The Zeeland Public School operates on a K-6 plan; this means that the elementary is composed of grades Kindergarten (K) through six (6) while the high school consists of grades seven (7) through twelve (12).

2. The basic objectives of the Board of Education of the Zeeland District are to provide every child legally entitled to attend the Zeeland School with equal educational opportunity; that every child be sufficiently skilled in the school subjects, consistent with his/her individual ability, to be proficient in their use; to provide a curriculum that will enable every child to develop his/her individual capabilities consistent with his/her personal interests and aptitudes, and to assist him/her in developing into a useful participating democratic citizen.
3. The first and foremost consideration of the Board of Education in arriving at all decisions shall be the welfare of the students of the Zeeland Public School. This shall take precedence over any and all other considerations, personal and otherwise.

School Term

The school term shall comply with the law as set forth by the State Department of Public Instruction and State Law, so as to enable the school to receive full foundation payment. The school term presently consists of 182 days. A school term means the days that school is taught plus the number of legal school holidays. A school term may include more than 182 days.

REQUIRED Descriptor Code: AACAA

SECTION 504 DISPUTE RESOLUTION POLICY

For purposes of identification, evaluation or educational placement of a child under Section 504, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with Zeeland Public School.

Any other complaint concerning Section 504 may be filed the district’s discrimination and harassment grievance procedure (AAC-BR) or through state or federal law.

Complementary Documents

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure
- FDE, Education of Special Education/Disabled Students

End of Zeeland School District #4 Policy AACAA..... Adopted: 5/14/2018

REQUIRED Descriptor Code: ACBB

SIGNIFICANT CONTAGIOUS DISEASES

Definitions

For the purposes of this policy, the terms affected person, decision maker, independent contractor, institution, reasonable accommodations, significant contagious disease, special provisions, and universal precautions will be defined in accordance with ND Administrative Code 33-06-05.1-02.

Universal Precautions

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

Nondiscrimination & Anti-Harassment

No person shall be denied admission as a student, a contract as an independent contractor, or employment solely because they have or they are perceived to have a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on district property, including, but not limited to, district buildings, vehicles, school events, and computer networks. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the district’s harassment and discrimination grievance procedure.

Confidentiality

All information concerning an affected person’s condition that is given to an employee or official of the District shall remain confidential. The Superintendent shall develop procedures to protect against confidentiality breeches.

No employee or official of the District may inform anyone 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 institutional setting of a person who has contracted a significant contagious disease. An employee violating these prohibitions shall be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

Spokesperson

The Board designates the Superintendent 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 may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution.

Reasonable Accommodations & Public Health Threats

Except as provided below, the personal physician of the affected individual shall be solely responsible for deciding whether the individual constitutes a public health threat and/or whether the individual has the ability to continue in school or perform his/her duties.

1. **Students:** When a student's personal physician or the multidisciplinary team (in the case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction, the District will provide either reasonable accommodations, special provisions, or an individualized education program. The Superintendent shall establish procedures for the development of special provisions.
2. **Employees & Contractors:** When an employee's, prospective employee's, or independent contractor's personal physician determines that the employee, prospective employee, or independent contractor is able to perform job duties and does not constitute a public health threat, the District will consider and implement reasonable accommodations to allow the affected individual to become/continue as an employee or become/continue as an independent contractor.

Education

1. **Students:** The District will implement an instructional program on significant contagious disease appropriate to each participating grade level, providing 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. Instruction will begin in Grade K and continue through Grade 12. The curriculum will be integrated into the health curriculum.

The principal is charged with recommending revisions in the program to the Board to update and modify the curriculum as new information about significant contagious diseases is made available. The Department of Public Instruction and/or the State Department of Health will review and approve any curriculum and materials developed for use in this program according to the guidelines established by the Center for Disease Control.

Prior to the start of the significant contagious disease instructional program, and at any time thereafter, parents and guardians of students who will be involved in this program will have an opportunity to preview/review the curriculum and materials.

2. **Employees:** All district employees will receive appropriate training that addresses significant contagious disease prevention. The training will be presented by a health professional or someone specifically qualified in prevention of significant contagious diseases education. 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.

3. **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 the use of universal precautions.

Complementary Documents

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure

End of Zeeland School District #4 Policy ACBB..... 8/13/2018

REQUIRED Descriptor Code: AACA

Student Harassment/Violence Policy

Student harassment/violence is defined as unwelcome physical or verbal conduct that substantially or unreasonably interferes with an individual's education, intimidates, or creates a hostile or offensive educational environment. Student harassment/violence will not be tolerated in the Zeeland Public School District.

Any student who believes that he/she is or has been the victim of harassment/violence by a school district employee or student should report the alleged acts immediately to the appropriate school official. Complaints may be filed with the school administration, a staff member, or the school counselor. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment/violence and to take disciplinary action when this conduct has occurred.

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

Title I Dispute Resolution

Any individual who believes that the Zeeland School District has violated the regulation of law governing the Title 1 program should submit a detailed statement of facts supporting the allegation to the Superintendent. The superintendent shall investigate the complaint and provide the individual with a written response within 30 days.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward to the Title 1 Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58585. The Director will investigate the charges and issue a report providing suggestion for resolution within 60 days of receipt of the complaint.

If the complaint is still not resolved to the satisfaction of the complain, the complaint may be forwarded to the Secretary of Education, U. S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

Tobacco-Free Schools and Workplaces

No Smoking Policy

Approved: March 13, 2006. The Zeeland Board of Education recognizes that tobacco, tobacco products and tobacco smoke pose a serious threat to the health and well-being of the district's students, employees and patrons, and knowing that these products are detrimental to a healthful and effective operation of the school, hereby adopts the following policy:

3. The use of all tobacco products is forbidden in all school buildings, school vehicles and on the school grounds.
4. This policy applies to all persons regardless of age and regardless of whether they may legally use the products.
5. The Zeeland School is declared a smoke free school.

Use of School Gym:

In order to use the school gym for any unscheduled or school non-related activity, you must obtain official administrative approval prior to the use of the gymnasium. If approval is granted, the following rules will apply.

Each individual who uses the facilities is asked to pay a nominal fee of \$2.00 each time he/she uses the gym. The \$2.00 fee is to help defray the cost of electricity, fuel, etc.

Supervision of the facility will be by personnel approved by the school board and must be present when the facility is being used by any individuals. The supervisor in charge is to see to it that after the activity is concluded, all lights are turned off in locker rooms, restrooms, the gymnasium, and hallways and that all doors are locked, particularly the main entrance door.

The school is not responsible for any accidents and assumes no responsibility for any injuries incurred while individuals use the gym for non-related reasons. Each person who uses the gym is asked to sign a release absolving the school of any responsibility.

The use of any alcoholic beverages while using the gymnasium is strictly forbidden. Smoking in the gymnasium and school is forbidden by Fire Codes and State Law. Any equipment used shall be returned in the same condition. Damaged equipment must be paid for by those individuals involved.

Descriptor Code: ABDA-BR1

WEBSITE ACCESSIBILITY

With regard to the district website and any official district web presence that is developed by, maintained by, or offered through third-party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II, so that students with disabilities, parents with disabilities, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any district programs, services, and activities delivered online.

All existing web content produced by the District and new, updated, and existing web content provided by third-party developers, must conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by no later than January 31, 2018. This regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

The district's Technology Director is responsible for periodically reviewing and evaluating new material that is published by district staff and uploaded to the website for accessibility. Only district staff who have received training on website accessibility may upload material to the website. The Technology Director shall assist any staff with publishing or uploading accessible material should assistance be needed.

The Technology Director is responsible for reviewing all areas of the district's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any department or

staff page with non-conforming webpages will be asked to correct the problem in a timely manner.

End of Zeeland School District #4 Policy ABDA-BR1 Approved: 8/13/2018

Descriptor Code: ABDA-BR2

WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS, AND GRIEVANCES

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official district web presence that is developed by, maintained by, or offered through the District, third-party vendors, and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made using Exhibit ABDA-E1, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform the Technology Director. Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.

Complaints or grievances should be submitted in writing, via email, or by completing Exhibit ABDA-E1. To file a complaint or grievance regarding the inaccessibility of the district's public website content, the complainant should submit a description of the problem, including:

1. Complainant's Name;
2. Complainant's Address;
3. Date of the complaint;
4. Description of the problem encountered;
5. Web address or location of the problem page;
6. Solution desired; and
7. Contact information in case more details are needed (email and phone number.)

The complaint or grievance must be investigated by the district's Technology Director or another individual designated by the Superintendent. The complainant must be contacted no later than five (5) working days following the date the website accessibility compliance coordinator receives the information. The procedures to be followed are:

1. An investigation of the complaint must be completed within fifteen (15) working days. Extension of the time line may be approved only by the Superintendent.

2. The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
3. The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.
4. A record of each complaint and grievance made pursuant to board policy ABDA must be maintained by the district office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

End of Zeeland School District #4 ABDA-BR2 Approved: 8/13/2018

Wellness Policy

Zeeland Public Schools (ZPS) recognizes the important role of the district to promote a healthy school environment. It is the intent of the school district to provide nutrition education, physical activity and other school based activities to promote student wellness.

Nutrition Goals

The primary goal of nutrition education is to positively influence students' eating behaviors. The following statements provide policy guidance for the nutrition education efforts of the district:

- Students at each grade level will receive consistent nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education will be offered in the cafeteria as well as in the classrooms, with coordination between the nutrition services staff and teachers.
- Nutrition education will be communicated in consistent nutrition messages throughout the school, classrooms and cafeteria and promoted to parents, the community and the media.
- District health education curriculum standards and guidelines will include both nutrition and physical education.
- Schools will link nutrition education activities with the coordinated school health program.
- Schools will conduct nutrition education activities and promotions that involve parents, students, and the community.

Physical Education Goals

The primary goals for the school's physical activity components are to provide opportunities for every student to develop the knowledge and skills for specific physical activities; to maintain

physical fitness; to ensure regular participation and to teach the short and long term benefits of a physically active and healthful lifestyle. The following guidelines are established:

- Students will be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary students, and the integration of physical activity into the school day.
- Students will be given opportunities for physical activity through a range of before and/or after school programs which may include intramurals, interscholastic athletics and physical activity clubs.
- Schools will provide professional development to enable teachers and other school staff to promote enjoyable, lifelong physical activity among students.
- Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Teachers and other school personnel will not use physical activity e. g., running, laps, pushups as a punishment.
- The district is encouraged to promote the use of school facilities outside of school hours for physical activity programs offered by community based organizations.

School Meal Guidelines

Nutrition Services offers healthy, nutritious meals, snacks and beverages in compliance with the most updated USDA guidelines and Dietary Guidelines for Americans. This includes all foods and beverages sold or served to students, including those available outside of the school meal programs. The goal is to create a total school environment that is conducive to healthy eating and being physically active.

Meals Served through the National School Lunch and Breakfast Program will:

- Be appealing and attractive to students.
- Be served in a clean, enjoyable environment.
- The school district will ensure an adequate time for students to enjoy eating healthy foods.
- The school district will schedule lunch time as near the middle of the school as possible.
- Offer a variety of fresh fruits, vegetables, and whole grain products daily.
- Serve only low-fat 1%, fat free milk or flavored milk.
- Student access to water throughout the school day will be facilitated through drinking fountains and the use of other available options.

- The school district will encourage students to participate in the school meals program and protect the identity of students who eat free and reduced price meals.

Competitive Foods and other foods and beverages sold to students:

- Foods and beverages sold individually will comply with the most updated USDA guidelines (i. e., foods sold or served outside of reimbursable school meals, such as through vending machines, ala carte, fundraisers, school stores, celebrations, school functions, catering, etc.)
- The school day is considered from midnight until 30 minutes after the last bell.
- School principals have the option to allow three, one day fundraisers each school year that do not have to comply with USDA guidelines.
- Schools will encourage snacks that make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- Schools are encouraged to consider celebration activities other than food. This includes foods or snack items brought from home.
- School sponsored events outside of the school day (i. e. athletic events, dances, or performances will be encouraged to sell or serve healthy foods and beverages.)
- Schools will use marketing activities that promote healthful behaviors including: vending machine covers promoting healthy options.

Implementation of the Wellness Policy

The school district recognizes the importance of communicating with parents and will support parents' efforts to provide a healthy diet and daily physical activity for their children. Shared information will support and include nutrition education, physical activity and physical education through the school website, newsletter, or other take-home materials and special events.

The superintendent shall designate one individual to monitor and enforce compliance. The designee will report on the school's compliance. The principal will submit a summary report annually on the district wide compliance, based on input from within the district. That report will be provided to the school board.

Monitoring will be reported annually to help review policy compliance, assess progress, and determine areas in need of improvement and or revisions.

Adopted: March 12, 2018

Attendance Policy

Procedure

It is the policy of the Zeeland Schools that school attendance essentially is the responsibility of the parent and the student. However, the district also recognizes that regular attendance is essential to a quality education and that excessive tardiness tend to disrupt the school operation and the instructional program and the student's ability to achieve success in school. Excessive absences and tardiness will be administered as follows:

- A. Parents notified verbally and noted on the student's records.
- B. Further abuse will result in a conference with the parent and student to formulate a successful plan for attendance.

Enrollment in school implies attendance in classes. It is expected that every student will be present each day school is in session. Every tardy and absence will be recorded on your permanent record.

Skipping School: Any student who skips school will lose all credit for the period of time that was missed.

Make-Up Slips: All students who are absent from school must obtain a make-up slip from the administration before they will be admitted to classes. Students may obtain a make-up slip only when the parents have given an oral or written excuse for the absence. Make-up slips should be obtained in advance of student absences to allow students adequate time to get class assignments. Credit will be allowed for work only after the make-up slip is properly signed by the teachers and returned to the administration office. It is the responsibility of the student to secure a make-up slip prior to missing school for any school scheduled activity.

The procedure that a student will follow when he/she returns to school is as follows:

- A. The student will present a written or oral excuse to the administration and receive a make-up slip to be admitted to class. If no excuse is presented, the make-up slip will still be issued and will state that the slip is un-excused and the student will not receive credit for the class work missed.
- B. The student will present the make-up slip to the teacher who will record the work to be made up by the student.
- C. When the student has completed the work, the teacher will sign the slip indicating the work has been made up.

- D. The student will then return the slip to the administration office.

- E. If the student loses the make-up slip, a new or duplicate slip must be obtained from the administration office.

Excused Absences: Absences from school should be for the most serious reasons. Excused absences are for personal illness, medical appointment, funerals and family emergencies.

Un-excused Absences: Any student who receives an un-excused absence will lose all credit for the work missed.

Excessive Absences: There is a limit on excused absences. Too many absences, regardless of the reasons, places the student in jeopardy in the classroom.

Absences and Extra-Curricular Activities: Students missing any periods on the day of extra-curricular practices or competition will be ineligible to participate that day unless they have a doctor's appointment, funeral or family emergency.

Early Dismissal of Students: In the event of early dismissal of students, the following shall apply:

1. Parents should send a written note or phone the administration stating the reason they request the dismissal of the student.
2. The student must receive permission from the administration and the administrator will sign the student out.
3. No student or class may be dismissed before the regular hour for dismissal except with the approval of the superintendent.
4. No pupil may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, or parent of the child, unless the permission of the parent has been first acquired.

Closed Noon Hours: A student may not leave the building or school grounds while school is in session for any reason except by permission of the administration. Each student is to remain on the school grounds for the entire day unless he/she requests and obtains permission from the administration to leave the school property. No student is to be uptown during the school day without permission from the administration.

Student Tardies: The following will apply to student tardies:

1. All tardies will be recorded on the student's permanent record.
2. If you are late the first period after lunch, report to the administration office before going to class or to study hall.
3. For a tardy to be excused, the parent must send a note or phone the administration.
4. If a student was detained by a teacher, he/she is to request a written pass from the teacher for the next class or study hall.

Number of Days Allowed to Miss School per Semester

No student will be allowed to miss more than ten (10) days of school per semester (excused or unexcused) unless a written reason is provided that the absence is necessary for the general welfare of the family, or a doctor's written excuse allows for the absence. Anyone missing more than ten (10) days of school will be required to make up the time or lose academic credit unless the above stipulations are met. Individual periods that are missed will be accumulated. Once they reach four (4) or seven (7), they will result in an additional one-half or full day absence that will count toward the ten (10) day maximum per semester. Parents who take their children on family trips are encouraged to inform the administration in advance so arrangements can be made for students to make up assignments in advance.

Students who are habitually truant or miss in excess of ten (10) days per semester or twenty (20) days per year, and do not make up the time as assessed by the building administrator, will be subject to out-of-school suspension or expulsion.

Students who miss more than ten (10) individual class periods per class per semester may be required by the classroom teacher to complete additional assignments in order to maintain their credit for the class.

Tardy Policy

Tardiness is also considered to be a form of absenteeism. Therefore, excessive tardiness will not be accepted behavior. Habitual tardiness (six or more per semester) by a student will result in detention and in-school suspension assigned by the principal. Tardiness will be reported by the teacher. The third unexcused tardy each semester will result in detention being assigned. The following policy will be followed for tardiness:

First Offense	Verbal Warning
Second Offense	Verbal Warning
Third Offense	One-Half Hour Detention
Fourth Offense	One-Half Hour Detention
Fifth Offense	One Hour Detention
Sixth Offense	One day of in-school suspension

ADOPTED 2004

Bus Conduct

Students riding the school bus are always under the supervision of the bus driver. Misbehavior on the buses will not be tolerated. When you ride the bus to a school activity, you will come home on the same bus unless your parents personally see the administration or supervisor of the activity to take you off the bus.

REQUIRED Descriptor Code: FCAF

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations shall be published in staff and student handbooks.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
 - a. Is not part of the district's curricular or extracurricular program;
 - b. Is established by a sponsor to serve in the absence of a district program;
 - c. Receives district support in multiple ways (i.e., not school facility use alone);
 - d. Requires participating students to regularly practice or train and compete.
 - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train and compete.

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation. High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play. If two or more individuals with removal-from-play authority disagree on whether a student must be removed, the determination must be made in the interest of the student’s safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student’s educational record. This documentation must be retained for seven years after the student’s enrollment or six years after a student turns 18, whichever is later.

End of Zeeland School District #4 Policy FCAF Adopted: 8/13/2018

Discipline

Due Process:

Due process will be followed in every case involving a student being suspended or expelled from school. In case of either suspension or expulsion, a student has the right to the following elements of due process.

1. A written statement of the charges and the grounds justifying the sanction to be imposed.
2. A hearing.
3. A means of effective appeal.

Discipline:

A critically important ingredient of a school system is discipline. It is hoped that students of Zeeland High School will conduct themselves in such a manner that corrective measures will not be necessary. When student behavior does not conform to the policies considered or deemed necessary by the Zeeland School Administration and staff, appropriate action will be taken to insure that the responsibility for acceptable behavior rests with each individual.

Those students wishing to test the strength of the school disciplinary standard should be prepared to accept the responsive action which will result.

Insubordination:

Insubordination is a serious offense. In all cases involving insubordination, the student will be referred to the principal, and, if conditions warrant, be suspended for a period not to exceed five (5) days.

Suspension and Expulsion

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive to the educational process are subject to corrective discipline.

The School Board hereby delegates to the superintendent and each principal the authority to deal with disciplinary problems in his/her school.

A principal or the superintendent may suspend a student for up to ten (10) consecutive days or recommend expulsion of a student and shall allow the student's parent or representative an opportunity to be heard prior to the commencement of the suspension. The Board may expel a student for the remainder of the current school year after providing notice and a hearing. Conduct including but not limited to the following, exhibited while on school grounds, during a school sponsored activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause physical damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects.

5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Disobedience or defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language, whether or not if it is obscene, defamatory, or meant to incite to violence, where it is disruptive or the educational process.
10. Any student behavior which is detrimental or disruptive to the educational process as determined by the principal.

Suspension:

Suspension involves either in-school suspension or the dismissal of a pupil from school classes, buildings, and the grounds. Suspension is indicated only in grave situations, and shall not be for more than ten (10) days. The parent(s) of the pupil are to be notified promptly by the school principal that the suspension has been issued.

The authority to initially determine whether or not a student shall be suspended, for a period not to exceed ten days, rests with the principal and can be exercised after the student is given oral or written notice of the charges against him/her, an explanation of the evidence against him/her, an opportunity to present his/her side of the story, and an opportunity for the parent(s) to participate.

There need be no delay between the time the notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any outgoing threat of disrupting the educational process, the student may be immediately removed.

Expulsion:

Expulsion of a pupil is under the authority of the School Board, and, except when the behavior is bringing a firearm (as defined by the Gun-Free Schools Act) to school, may not extend beyond the end of the current school year. Such action would follow only after suspension and following a conference of the parent(s) and the administration. If the pupil involved has a disability, a determination that the conduct is not a manifestation of the disability must precede the recommendation for expulsion.

The responsibility of the school does not end with the expulsion. The guidance department shall notify other appropriate agencies when a student has been expelled. A file shall be kept and an effort made to help the student.

Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The district is not required to refer for special education assessment and evaluation a regular education student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension.

Suspension of Students with Disabilities:

Students with disabilities may be suspended for a period of not to exceed ten school days for any conduct which would warrant suspension for a student who does not have a disability. The suspension may be effected immediately upon the decision of the designated building administrator who will review the file to ascertain if the Individual Education Plan (IEP) addresses the behavior in question. If the IEP does address the behavior, the specified procedure should be followed. The administration must take and document effort to contact and notify the parent(s) prior to the suspension.

A student with disabilities may be suspended for additional periods of up to ten school days for separate acts of misconduct as long as such removals do not constitute a pattern or change in placement. Educational services must be provided in cases of removals (suspension) in excess of ten days in a school year. The services are to be provided to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of he/her IEP. The principal in consultation with the student's special education teacher shall make the service determination. Beginning with the eleventh day of suspension in a school year, the school must also comply with the provisions of Regulation 300.520 of the Individuals with Disabilities Education Act (IDEA). If suspension in excess of 10 days in a school year constitute a change of placement as defined in IDEA Regulation 300.519(b), then a manifestation determination review (Regulation 300.523(a) must be conducted before a suspension is implemented.

In any suspension, the student's parent(s) or representative shall be given oral or written notice of the charges, an explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.

Expulsion of Students with Disabilities:

An expulsion may be effected for a student with a disability for any conduct which would warrant expulsion for a student without a disability. Prior to expulsion, the Individual Education Plan (IEP) Team will meet to determine whether the misbehavior is a manifestation of the

disability *based on the criteria of Regulation 300.523(c) of IDEA. If the IEP Team determines that the misbehavior is a manifestation of the disability, the student may not be expelled. The District has an obligation to provide educational services during the time of expulsion. The manner in which the services are provided will be determined by the IEP Team.

A student with a disability must continue to receive a free appropriate public education whether or not they are expelled. A student with a disability for whom expulsion has been recommended is entitled to all the due process rights available to a student without a disability for whom expulsion has been recommended. In addition, the student with a disability under the Individual Disabilities Education Act and applicable state policies and procedures.

A special education student who is a danger to self or others or who has carried a weapon as defined by IDEA regulations to school or to a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative placement in accordance with the IDEA Regulation 300.521-529.

Expulsion Hearing:

The student and the student's parent(s) shall be provided with the following notices, prior to the hearing outlines below:

1. Notice of charges: The specific charges against the student shall be stated clearly enough for the student and the parent to understand the grounds of the charge and to be able to prepare a defense.
2. Notice of nature of testimony and witness: The nature of the evidence against the student, and the names of any witnesses whose testimony may be used against the student, shall be provided.
3. Notice of hearing: The date of a hearing, which shall be within a reasonable time not to exceed ten days, if the student is currently under suspension, unless a postponement is requested or agreed to by the parent(s), shall be provided.
4. Notice of right to present evidence: The right to present witnesses or documentary evidence to rebut the charges against the student shall be explained.
5. Notice of right to adult representation: The right to be represented and/or assisted at the hearing by a lawyer or other adult shall be explained. A parent or guardian who is unable to attend the hearing may provide written designation of another adult to assist the student in the parent(s) absence

Enrollment of Suspended or Expelled Students:

Any student who has been suspended or expelled from another school district will not be permitted to enroll in the District until eligible to re-enroll in his/her former district or until the Board or the superintendent has reviewed the prior suspension or expulsion and determines that the suspension was illegal or improperly given.

Dress Code

The style and fashion of clothing worn by students is a matter of individual taste and reflects the pride each student places in himself/herself. The school officials will not attempt to regulate clothing except in cases where the student's clothing is dangerous to himself/herself or classmates. Clothing disruptive to the classroom will not be tolerated. Caps will not be worn in the school building during school hours.

Early Entrance Requirements

The Zeeland Public School will use the following procedures for students seeking early admission to the first grade as adopted by the Zeeland School Board of Education and approved by the North Dakota Department of Public Instruction. News release is local newspaper explaining new legislation which permits children with special talents or abilities to start the grade early if their sixth birthday falls after August 1st but no later than December 31st. Parent(s) may request and complete application form for evaluation of the child for early entrance to first grade on the basis of this testing after the first day of school.

The next procedural step will be a parent(s) interview and conference.

Implementation of the Evaluation Process:

1. Group Mental Maturity Test: Minimum score as set by state standards is an IQ of 125. If the student scores less than 125 on this test, he/she does not go on to the next phase. (Name of test: Otis Lemmon Primary 1)

2. Social and Emotional Maturity: The child is interviewed by several people. The interviewers may include the first grade teacher, second grade teacher, counselor, or principal using a scale of 1 through 5. During the screening, the child shall demonstrate social and emotional characteristics that would permit him/her to conform with the pattern of behavior commonly expected of children in the first grade he/she is to enter. The child must score four (4) or above on the list of criteria for evaluation showing social and emotional maturity.
 1. Individual Mental Maturity Test: This test must be administered by a psychologist or someone approved by the American Psychological Association. Minimum score on the test must be: 128 if birthday is in September or October, 130 if birthday is in November or December (name of test: Wics. Of Benst)
 2. Verbal Ability-Peabody Picture Vocabulary Test, Form A and books Test of Basic Concepts Form A, Book 1 and 2. The test will be administered by a primary teacher and/or the principal. The student must score in the upper percentile.

3. Physical Development: Complete physical examination will be conducted by a physician including the following:

General health and well-being, vision screening, fine and gross motor skills, physician=s report should include neurological impressions, physical development (general height and weight) and review of medical history, Purdue perceptual motor survey (physical checklist). This test will be administered by an elementary teacher or counselor.

4. Final Parent Conference: Results of evaluation are reported to parents and discussed. The final decision relative to the placement of the child is made at this time.
5. Qualifying factors: Costs involved for evaluating students shall be borne by the parents. Parents will be notified in writing as to the results of the evaluation of the child. For children who qualify for acceptance to the early entrance program school records are established to record the evaluation results and to identify this pupil for study purposes as he/she progresses in school. These records shall also be available to the state office.

The first six (6) weeks of the regular school period will be considered a trial period for students qualifying for early entrance to school. At the end of the six (6) weeks, the teacher, parent, and school administrator will have a conference to evaluate the students progress. The school will then determine the student’s final assignment.

It shall be the policy of the Zeeland School Board and the Zeeland School District that a child who reaches legal school attendance age but does not meet the readiness requirements, including the passage of pre-school testing shall be required to wait an additional year to be allowed to attend school in Zeeland School District. (Adopted by the Board of Education: September 14, 1982)

REQUIRED

Descriptor Code: FDB

EDUCATION OF THE HOMELESS STUDENTS

The District must comply with the Zeeland Public School Homeless Education Assistance Improvement Act. The District shall seek to eliminate barriers to school attendance for homeless students as defined by law. When feasible and consistent with a parent, guardian, or unaccompanied youth’s wishes, the homeless student must be enrolled in his or her school of origin and transportation must be provided in accordance with law.

When not feasible for a homeless student to attend his or her school of origin, as determined by the Superintendent in consultation with the parent, guardian, or student, the student must be placed in a school that is in the “best interest of the student.” The Superintendent must submit such placement decisions to the parent or guardian in writing, along with notice of the right to appeal and a dispute resolution procedure.

Dispute Resolution

The District shall comply with all interim measures required by law during the dispute Resolution process. The parent, guardian, or student wishing to file an appeal of a determination made through the district-level dispute resolution procedure shall notify the homeless student liaison. The liaison shall follow the dispute resolution procedure created by the state.

Homeless Student Liaison

The Board designates Trudy Fraase Wolf, elementary and secondary principal, as the homeless student liaison. This individual must perform all duties required by law, including participation in professional development and technical assistance activities.

Adopted: January 8, 2018

REQUIRED Descriptor Code: FDE

EDUCATION OF SPECIAL EDUCATION/DISABLED STUDENTS

The Zeeland School District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individuals with Disabilities Education Act and North Dakota law. In addition, the District complies with Section 504 requirements. For the purpose of compliance with state and federal laws concerning special education/disabled students and providing this assurance, the Hebron School District is a member of the South Central Prairie Special Ed Unit and subscribes to its policies and procedures. These policies and procedures include those required to comply with IDEA and Section 504, such as but not limited to, childfind and procedural safeguards.

End of Zeeland School District #4 Policy FDE..... Adopted: 8/13/2018

Eligibility Rules

Eligibility Rules: Zeeland Public School is a member of the North Dakota High School Activities Association and abides by its regulations. To be eligible to participate in extra-curricular activities, a student must be passing in all subjects each reporting period. Eligibility will be checked every week and the cumulative average each semester has to be passing for any student in grades first through twelfth grade to be eligible to participate in any extra-curricular activity.

Field Trips and Excursions

Field trips and other student activities involving travel may be authorized by the superintendent when such trips and/or activities contribute to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration shall be given to the educational values to be derived and the safety and welfare of the students.

Home Schooled Students

The Zeeland Public School acknowledges the right of a parent to provide their own child's education in a home based setting. The Superintendent will accept as correct the information on the statement of intent filed with the District in accordance with North Dakota Century Code.

Students who are being home-educated are eligible to participate in individual classes within the Zeeland School District curriculum and in all extra-curricular activities on the same basis as students who are enrolled in the Zeeland Public School District.

The parent(s) of any student seeking to transfer from home education to the Zeeland Public School District will provide the District with all records concerning the courses taken by the child and the child's academic progress assessments that the parent has maintained according to law. These records, along with those of the standardized achievement test that have been filed with the District, will be considered in placing the child in appropriate classes. Students who arrive without transcripts or other educational records which would indicate proper placement will be given standardized tests in the basic skills areas within three (3) weeks of enrollment to facilitate proper placement.

Students thought to be individuals with disabilities as defined by 20>U>S>C> 1413, Section 504, and/or North Dakota law will be referred for testing and will receive an assessment within 30 days of the time the child was referred.

Evaluation resources used to determine placement will be the current achievement test and competency test for each required subject for the particular grade being transferred into. For instance, a senior transferring to the Zeeland Public School from a home school will be placed according to the principal's recommendation, after the student has taken the competency and achievement tests. Results of the competency tests will be weighed against the results of the achievement tests and class averages for both. A minimum course selection will be English, Math, Social Science, and Science (for the appropriate grade). The same resources will be used to determine eligibility for any credits that the student may be awarded toward high school graduation.

(The Zeeland Public School will issue a diploma to a home-educated student if the parent or legal guardian provides proper documentation that the student has met all the graduation requirements of the Zeeland Public School District. This documentation will include a description of the course material covered in each high school subject, a description of the course objectives and how the objectives were met, and a transcript of the student's performance in

grades nine through twelve. This documentation must assure the District that the standards of the district's grading system have been met.)

Cross Ref: Policy FBEB/GCAE Placement Adjustment of Transfer Students

Legal Ref: NDCC 15, 1-20-02 Compulsory attendance-Exceptions

NDCC 15, 1-20-04 Home education-definition

NDCC Ch. 15.1-23 Home education

POLICY ADOPTED: April 14, 2003

Honor Roll

The honor roll is reported at the conclusion of the quarter period. The following system used in figuring GPA for the honor roll:

A	=	4.0
A-	=	3.67
B+	=	3.33
B	=	3.0
B-	=	2.67
C+	=	2.33
C	=	2.0
C-	=	1.67
D+	=	1.33
D	=	1.0
D-	=	.67
F	=	0

NOTE: Anyone receiving a D or lower will not qualify for the honor roll. The honor roll will be based on the following minimum grade averages.

A Honor Roll 3.6 to 4.0

Students with accumulated grade point average of 3.33 or higher are listed as Honor Students on the Commencement Program. Two (2) Honor Juniors (Boy and Girl) will act as escorts for the Senior Class.

Honored Group - Graduation

All graduating seniors who have attained a 3.33 or better grade average in high school through the third nine-week period of the senior year shall receive recognition as a member of the honor group at graduation exercises. The student in the senior class honors group who has attained the highest grade average shall be known as the class valedictorian and shall present a valedictory address to the class during graduation exercises. The student in the senior class honors groups with the second highest grade average shall be known as the class salutatorian and shall present a salutatory address to the class during graduation exercises.

Escorts and Ushers for Exercises: One junior boy and one junior girl with the highest grade average shall act as escorts of the commencement exercises.

Medicine

All medicine (including aspirin) sent to school must be accompanied by a note from the parents or legal guardians. No medicine, including aspirin, will be given out at the office unless the parent or legal guardian is contacted and allow such medication to be given out.

Only upon written order of a physician and with written consent of the parent or legal guardian may a member of the school staff assist in or supervise the administration of any other medication. Students who must depend on receiving medication during school hours for medical reason must have a written order from a physician giving specific directions for taking the medication. Directions must be clearly marked on the original container.

The school district will assist in dispensing the prescribed medication, but it is the ultimate responsibility of the student to see that the medication is taken at the prescribed times. The school district will not be held liable in any way for its role in dispensing prescription medication.

- All medication kept in the schools for administration to students will be kept in a manner to protect the safety of the student and other students.
- A record shall be kept of the administration of the medication, noting date, time, and the initial of the person administering it. All such records shall be confidential.

- All medications are to be returned to the parent(s) or legal guardian at the end of each school year or when the student withdraws from a school.

ADOPTED 4/13/2015

REQUIRED Descriptor Code: FAAA

OPEN ENROLLMENT

Open enrollment applications received from residents of other North Dakota school districts will be acted upon by the Board at a regular or special meeting prior to the deadline established by law. All applications will be reviewed and acted upon in the same chronological order as they were received.

Criteria for acceptance or rejection shall be based upon the capacity of a program, class, grade level, or school building as defined in regulations. The Board will not deny an application on the basis of previous academic achievement, participation in extracurricular activities, disabilities, English language proficiency, or previous disciplinary proceedings.

The District will not give or offer to give remuneration or directly or indirectly exert influence upon the student or the student's family, in order to encourage participation in the open enrollment program.

The Business Manager or designee will notify the parent or guardian and the resident district of the acceptance or rejection of an application within the deadline established by law.

The District reserves the right for the Superintendent to determine the class schedule for students who are accepted under this policy.

The District will not be responsible for transportation of resident students who have enrolled in other districts through the open enrollment process or for students from other districts admitted through open enrollment.

End of Zeeland School District #4 Policy FAAA..... Adopted: 8/13/2018

Pregnant and Parenting Students

The marriage or pregnancy of students will not affect their rights to receive a public education: their privileges as students of the district, nor their opportunities to take part in any extracurricular activities or honors offered by the school. Girls who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician will state whether or not attendance and full participation in the regular school

program is medically advisable. If continued attendance is not advised by the physician, the school is authorized to make special arrangement for the instruction of the student and to provide an educational program designed to meet her special needs.

Recess Discipline

1. 1. Playground supervisor will enforce all playground rules set forth by the principal. Playground rules are posted by the West door.
2. 2. Rules apply to playground, gym, or tennis courts.
3. 3. If a student misbehaves during any recess they will be given one warning by the teacher. If they misbehave again during that day, they will immediately be sent to the principal.
4. 4. The principal will decide on the consequence.
5. 5. If any unnecessary physical contact (pushing, shoving, hitting, kicking) takes place, no warning will be given. They student will immediately be sent to the principal.
6. 6. The principal will decide whether students will stay in or go out.

The following is a list of playground rules:

1. No pushing, shoving, hitting, or tackling games.
2. No playing with animals of any kind.
3. If you need to go inside for any reason, ask the supervisor for permission.
4. On days when other shoes or boots are necessary, and you don't have any, you will need to stay on the cement.
5. All playground equipment needs to be used correctly. Example: No crawling up the slide. Supervisors, use your own discretion.
6. No snowball fights.
7. No swearing.
8. Students will play on the South side of the school building. If, for any reason, this does not work, the principal will decide on an optional playground site.

School Activities

Supervision: It shall be the duty of each activity and/or class advisor to supervise that class or activity organization. No students should be in the building without the supervision of a teacher.

All group funds shall be checked through the superintendent's office for deposit in the school Activity Fund. The superintendent shall be responsible for the activity fund, including the payment of activity bills when presented from the proper account.

Adopted 1996: Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or any activity is discontinued.

Student Alcohol Use

Students are prohibited from drinking, selling or having in their possession alcoholic beverages on or in school property or other areas where regular school functions are in session. This includes prohibition of alcohol at any interscholastic athletic contest, on any field trip, or any other board approved trip or activity. The first violation of this policy may result in suspension from school. A subsequent violation could subject the student to expulsion, as may be determined by the board.

Student Drug Abuse:

The board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's school.

Therefore, the district's policy on drugs requires:

1. The education of students in being aware and understanding the dangers inherent in the use of controlled drugs.
2. The provision of the school counseling services that will make it possible for drug troubled students to seek and get counseling without fear of reprisal and with the assurance of confidentiality.
3. Close cooperation by school officials with parents or guardians of students seriously suspected of or reliably reported to be illegally involved with controlled drugs.
4. The prohibition of the use, possession, or distribution of illegal drugs on school property or in connection with any school activity.

Student Conduct and Discipline

Detention

Teachers shall be responsible for the student they detain. Junior and senior high school students may be detained as long after school as it is deemed necessary by the teacher and superintendent. However, good judgment should prevail. It is to be understood that if a student is kept after school, the teacher responsible shall remain in the room with such student(s), and constructive school work shall be in progress at such times by the student(s). Bus students will be given at least one prior notice of detention after school hours.

Corporal Punishment

Superintendent, principal, supervisors and teachers shall have authority to administer such physical restraint on a disobedient student that is reasonable and necessary for supervisory control over the student, like authority over student is given any person delegated to supervise students who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding, boarding, or leaving the bus.

REQUIRED

Descriptor Code:

FGA

STUDENT EDUCATION RECORDS AND PRIVACY

The Zeeland School Board believes that while collection and use of student information is necessary to provide educational and student support services, the District must implement safeguards to ensure information is appropriately protected and used to serve the best interests of students. The purpose of this policy is to establish such safeguards.

Definitions

- *Directory information* is defined as personally identifiable information contained in a student education record that is generally considered **not** harmful or an invasion of privacy if disclosed and includes:
 - a. Address
 - b. Date and place of birth
 - c. Dates of attendance
 - d. Degrees, honors, and awards received
 - e. Grade level
 - f. Most recent school attended
 - g. Name (first and last)
 - h. Participation in officially recognized activities and sports
 - i. Photograph
 - j. School email address
 - k. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number
 - l. Telephone listing
 - m. Weight and height of members of athletic teams
- *Education record* is defined as any record that directly relates to a student and is maintained by the District or by a party acting for the District. This definition excludes

law enforcement records and records in the sole possession of the maker used only as a memory aid.

- *Eligible student* means a student who has reached the age of 18.
- *FERPA* stands for the Family Educational Rights and Privacy Act.
- *Legitimate educational interest* is defined as access that is needed in order for a school Official to fulfill his/her professional responsibility.
- Parent means a parent of a student and includes a natural parent, a guardian, or an Individual acting as a parent in the absence of a parent or a guardian.
- *Permanent record* is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.
- *Personally Identifiable Information (PII)* includes information maintained in the student's education record that could be used alone or in combination to trace a student's identity directly or indirectly and would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- *Record* means any information recorded in anyway including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.
- *School official* is defined as an individual who has a legitimate educational interest in accessing student educational records and is affiliated with the District in one of the following capacities:
 - a. An individual employed by the District in an administrative, instructional, or Support staff position
 - b. School board members
 - c. Contractors, consultants, volunteers, service providers, or other party with whom the school or District has outsourced institutional services or functions for which the school or District would otherwise use employees; records provided to these third parties must remain directly under the district's control for purposes of maintenance and use and the third party must agree to comply with 34 C.F.R. 99.33(a.) Examples include, but are not limited to, school resource officers, interns, student teachers, the district's attorney, PowerSchool, SLDS, learning management software, hot lunch tracking software, STARS, and district alert systems.

Designation and Responsibilities of Privacy Officers

The Superintendent or designee shall serve as Chief Privacy Officer. In this role, the Superintendent is responsible for submitting to the Board for approval student information sharing requests from third-party individuals/entities other than parties to which the District reports student information under law. The Superintendent shall also maintain a master list of all individuals and entities having access to student information, including school district personnel

listed by title. To ensure this list remains current and is manageable to maintain, it shall not contain names of individuals who have access to data.

The Superintendent may designate privacy officers at the district and building level. These Privacy officers are responsible for:

1. Maintaining a list of school personnel by title who have access to student information; this list shall be provided to the Superintendent each time it is updated.
2. Submitting to the Superintendent for board approval new requests to share student information with third-party individuals and entities other than parties to which District reports student information under law.
3. Ensuring that access to student information is granted only to the extent there is a legitimate educational interest and in accordance with this policy and any applicable agreements.
4. Enforcing this and other applicable district confidentiality and data protection policies.
5. Providing a list of students who have opted-out of directory information to classroom Teachers and other district staff who have a need to know.

Information Release Safeguards.

1. Access by Parents and Eligible Students

To ensure compliance with parental and eligible student access requirements under FERPA:

- a. The District shall comply with a request by a parent or eligible student to access Education records within a reasonable period of time, not to exceed 45 days after receipt of a request.
- b. The Board shall develop procedures for a parent/guardian/student to review and amend education records. These procedures shall include procedures to verify the identity of a requesting parent/eligible student. The regulations shall be delineated in board approved regulations and disseminated annually in accordance with law.

2. Classroom Use of Instructional Tool Requiring Release of Student Information

Teachers are encouraged to use instructional technological tools that allow for use of an alias or that do not require submission of directory information (other than or in addition to name) or PII. Whenever a teacher wishes to use an instructional tool that requires release of directory information, other than or in addition to name, or PII such as, but not limited to, software or an app, the teacher shall submit a request to the building-level privacy officer. The privacy officer shall check the district's master list of individuals and entities approved to receive student information. If the entity is not on this list or the teacher's request is beyond the scope of information sharing permission previously granted, the privacy officer shall either deny the teacher's request or submit an

information-sharing request to the Superintendent for board approval. If the teacher is authorized to use the instructional tool, the building-level privacy officer shall ensure the teacher complies with any parental consent requirements and directory Information opt-out requests before using the tool.

3. Data Breaches

District employees are responsible for informing a privacy officer of any known or suspected breach of PII. When a privacy officer becomes aware of a breach of student PII, she/he shall contact the Chief Privacy Officer. The Chief Privacy Officer shall determine if enactment of data breach response procedures contained in policy IDC and NDCC Ch. 51-30 is appropriate.

4. Information Storage and Destruction

Student education records shall be reviewed annually and any records unnecessary for progression to the next grade level, not needed for college entrance purposes, not needed for extracurricular participation, not needed for disciplinary purposes, and records that are not part of the permanent record will be shredded or destroyed. Exceptions apply for any content that may reasonably be related to litigation or anticipated litigation (retain for six years after a student turns eighteen), bullying reports (retain in accordance with policy ACEA), concussion documentation (retain in accordance with policy FCAF), executive session tapes (retain for at least six months), PowerSchool records, and special education records (retain in accordance with the Individuals with Disabilities Education Act).

5. Directory Information

The District may disclose directory information without parental/eligible student consent if it has given parents/eligible students a reasonable amount of time to opt-out of directory information release. Opt-out notices should be provided at the beginning of the school year and when a student otherwise enrolls in the District. These notices shall contain a reasonable deadline of at least 10 days for parents/eligible students to opt out.

The Board approves release of directory information as follows:

- a. Publication on the district's website.
- b. To board-approved vendors for purposes of sale of school-related items such as but not limited to, yearbooks, school pictures, graduation items, district apparel, and book orders.
- c. To military and college recruiters in accordance with applicable laws (NDCC 15.1-07-25.1 and 20 U.S.C. 7908).
- d. To official district newspaper for purposes of recognizing student accomplishments and coverage of extracurricular events.
- e. To school-affiliated groups for purposes of communicating and fundraising.

- f. To school-sponsored student publications including, but not limited to newspapers and yearbooks.
- g. When the Board receives and approves a directory information release Request: directory information shall only be released and used for purposes specified in the release request and the Superintendent shall add approved requestors to the district's master list of individuals and entities having access to student information. The Board shall develop criteria in regulations for approving and denying these requests.

Any district employee who wishes to disseminate student directory information to a third party shall contact his/her privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval, the Superintendent shall instruct the privacy officer to ensure compliance with any opt-out requests made by parents.

6. Personally Identifiable Information (PII)

Any third party requesting or receiving access to student PII must receive board approval unless the third party is required to receive PII under state or federal law. Any school employee who wishes to share PII with a third party shall contact his/her privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval of any PII release request, the applicable privacy officer shall inform the requestor of any parental consent requirements (see #7) and ensure the requestor complies with such requirements.

Parent/eligible student consent is not required to release PII under the following circumstances:

- a. The District receives information under 42 U.S.C. 14071 and applicable Federal guidelines about a student who is a registered sex offender under Section 170701 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071), and the District has a need to disclose the student's status as a sex offender for safety purposes.
- b. In connection with a health or safety emergency under the conditions Described in 34 C.F.R. 99.36.
- c. If records have been de-identified by the District; third party individuals and entities that receive de-identified information shall be included on the district's master list of individuals and entities having access to student information.

- d. To a school official who has a legitimate educational interest in the education records if the following conditions are satisfied:
 - i. Access shall be limited to only information the school official has a legitimate need to know.
 - ii. School officials shall use the information only for the purposes for which the disclosure was made and shall not redisclose the information to any other party without proper consent or legal authority.
 - iii. Titles of individuals and entities considered school officials shall be included on the district's master list of individuals and entities having access to student information.
- e. To a court without a court order or subpoena when the District initiates legal action against a parent/student or a parent/student initiates legal action against the District.
- f. To accrediting bodies for purposes of accreditation.
- g. To an organization conducting a study for the District to develop, validate, or administer a predictive test; administer student aid programs; or improve instruction so long as the organization has entered into a written agreement with the Board in accordance with law; if the organization is conducting a survey of students, the District shall ensure parents are notified in compliance with policy GCC and shall obtain parental consent, if applicable (see #7).
- h. To another school in which the student seeks, intends to, or is already enrolled.
- i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and the state and local educational authorities for audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs.
- j. To comply with a judicial order or lawfully issued subpoena; the District must Make reasonable attempt to contact the parent/eligible student before disclosure unless the court order instructs otherwise.
- k. To the parents of an eligible student who is also a "dependent student" as defined in IRS Section 152.

The District will take measure necessary to ensure that individuals and entities to which PII is released shall only have access to information necessary to fulfill their responsibilities under law and to the District. Measures may include, but not be limited to, controlling access to computer data through password restrictions, controlled access to paper records, and ensuring that any information access agreements required by law are properly executed by the Board.

7. When Parental Consent is Required.

The District must obtain parental/eligible student consent to release student Information under the following circumstances:

- a. The Board has approved release of PII to an individual or entity not meeting the definition of school official under law and/or not meeting an exception to the parental consent requirement under FERPA.
- b. The Board has approved release of directory information, other than or in addition to name, or PII to an online service provider for commercial purposes and the impacted students are under 13.
- c. When administering a survey funded in whole or in part by the U.S. Department of Education and concerning any of the following areas:
 - I. Political affiliations or beliefs of the student or the student's parent
 - II. Mental or psychological problems of the student or the student's family
 - III. Sex behavior or attitudes
 - IV. Illegal, anti-social, self-incriminating, or demeaning behavior
 - V. Critical appraisals of other individuals with whom respondents have close family relationships
 - VI. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 - VII. Religious practices, affiliations, or beliefs of the student or student's parent
 - VIII. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

504 Plans and Individual Educational Programs (IEPs)

Sharing of student information necessary for developing, amending, or implementing an IEP or 504 Plan sharing student information needed to determine eligibility for special education or disability services are not subject to board approval requirements in NDCC Ch. 15.1-07-25.3 because the District provides these services in fulfillment of requirements under state and federal law.

Policy Violations

Failure by a district employee or volunteer to comply with this policy, other district confidentiality requirements, or any improper disclosure of student information by a school employee or volunteer shall result in disciplinary action up to and including dismissal in accordance with applicable law. Failure by a third party to comply with this policy, any

information-sharing agreements between the District and third party, or any improper disclosure of student information by the third party may result in termination of the third-party's access to student information and termination of the district's agreement with the third party if permitted under the terms of such agreement.

Training

School officials employed or volunteering for the District shall receive information and/or training on confidentiality requirements pertaining to student education records and consequences for breaching confidentiality. The District shall also provide training to applicable school personnel on the procedures for requesting to release student information contained in this policy.

Adopted: January 8, 2018

REQUIRED Descriptor Code: FGDD

STUDENT PUBLICATIONS

School-sponsored media as defined by NDCC Ch. 15.1-19-25 shall be supervised by a student media advisor but shall not be reviewed by an administrator unless the publication is believed to contain restricted content as listed below.

The following material is prohibited from being published in school-sponsored media:

1. Material that is profane or pornographic.
2. Material that is slanderous or libelous in nature.
3. Material that infringes or may infringe on the privacy rights of others.
4. Material that violates federal or state law, promotes violence, terrorism, or other illegal activities, including, but not limited to, material that promotes tobacco and/or drug and alcohol use by minors.
5. Material that is reasonably forecast to materially and substantially disrupt the educational environment.
6. Material that violates or incites the violation of policy including, but not limited to, the district's policies on bullying and harassment.
7. Material that poses a direct safety threat to the District, its students, and/or staff.

A decision to prohibit publication and distribution of a student publication with restricted content shall be made by the building principal and may be appealed to the Superintendent. The Superintendent shall investigate and issue a decision in a timely manner. The superintendent's decision may be appealed to the Board within 30 calendar days after the Superintendent has issued his/her decision.

Complementary Documents

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure
- ACEA, Bullying

End of Zeeland School District #4 Policy FGDD..... Amended: 8/13/2018

Student Vehicles

Cars used by students for transportation shall be used only in driving to and from the school. Cars are not to be moved between arrival in the morning and dismissal without permission from the superintendent. No student is to be in or on any motorized vehicle during the school day without permission from the administration. All vehicles are to be parked in the designated areas.

Transfer Students:

In the event that a transfer student enrolls in the Zeeland School, it shall be the policy of the district to accept credits from another accredited school to meet the minimum standards for graduation which have been set by the local Board of Education, along with the State Board of Education. High school transfer students who are unable to meet the graduation requirements that are set by the local board because of time and scheduling constraints, but not due to course failure, shall be permitted to graduate on the basis of meeting state minimum requirements for graduation. Each case shall be evaluated and acted on independently by the administration and Board of Education.

Weapons Policy

- The Zeeland Public School District School Board 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 students will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.
- Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceeding for the expulsion for a minimum of one year for the student involved be initiated immediately by the principal. If the student has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and/or placement. Other students may receive alternate placement at the discretion of the superintendent. Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be immediately initiated by the school principal.

Curriculum Adoption

1. Elementary: Curriculum according to the Department of Public Instruction course of study, plus additions in enrichment deemed necessary by the Board of Education.
2. Secondary: The adoption of text books in accordance with the recommended procedures of the Department of Public Instruction prevails. The curriculum shall meet or exceed the minimum requirements for accreditation. The Board of Education, upon suggestion and advice from the superintendent, may make changes in the curriculum for the improvement of instruction when deemed necessary.
3. No student may carry less than five (5) half units per semester exclusive of physical education or driver's education.
4. In addition, the following state laws will be adhered to in the Zeeland Public School: 15.1-21-01, 15.1-21-02, 15.1-21-02.1-9, 15.1-21-03, 15.1-21.04, 15.1-21-27.

Grading Policies

Introduction: Grades indicate not only the quality and the quantity of work a student is doing but they may also reveal to what extent the student is showing such character traits as perseverance, industry and ambition. Grades become a part of every student's permanent record and consequently a recommendation for or against that record when it is examined. All students are required to take nine week tests. Students vary in ability in the various phases of the school work. Some are more mature mentally and physically than others. Some do not study, and others may not want to study, and some just can't study. This is our challenge. You are preparing these students for adult life - where he or she will succeed or fail. But, just like in adult life, every person that does his or her best will not be a failure. The teacher should make sure he or she has done all in his or her power to help the student. In junior and senior high school the child is passing through a stage of physical and mental development that may make for unique problems. Every attempt should be made to help the student, but if he refuses to be helped you are not required to pass him. Your responsibility is to determine if the failing is his or yours.

Grades are assigned on the basis of performance in class work. In all subjects, students will be graded on the basis of A, B, C, D, and F. There may be plus or minus attachments. An "I" (incomplete) will be given when there has been a prolonged absence near the end of the term, or at direction of the teacher when unusual circumstances prevent completion of work on schedule.

The A Student: is definitely a superior student. All phases of work are outstanding. The work shows promptness, neatness and accuracy. The student completes all required work and

regularly achieves more than is required. A student does not receive a grade of “A” merely because he has the highest achievement in a section or class. A student receiving a grade of “A” must do consistently outstanding work. The student must achieve at the 94% or higher level in the course material presented.

The B Student: does excellent work. In many instances, the work is comparable to that done by those receiving an “A”. However, some phase is usually weak. The work is definitely to be commended, but is not consistently outstanding. The student must have achieved at the 87% to 93% level in the course material presented.

The C Student: attains satisfactorily some of the goals achieved by the “A” and “B” students. There may be some phase of the student’s work which shows outstanding qualities, but there are usually numerous weaknesses evident. A “C” student is not a poor student. The student must have achieved at the 80% to 86% level in the course material presented.

The D Student: frequently fails to achieve the minimum course requirements. Although limited academic ability is many times a factor, lack of interest and application, poor attendance, and poor general attitude toward school are all important influencing factors. The student’s work is consistently poor. There is clear evidence of weakness in fundamental areas. The student must have achieved at the 70% to 79% level in the course material presented.

The F Student: fails to meet most of the minimum course requirement. The student’s work is unsatisfactory most of the time. In most cases, lack of effort and application, a dislike of school or the particular subject are easily evident. Low ability is not always the answer. Lack of effort is more frequently the cause of “F” work.

Daily Work and Weekly Tests:

Daily work will count 2/5 of nine week grades and weekly tests will count 2/5 of nine week grades. Quarter tests should be counted as one-fifth (1/5) of the quarter grade. It is recommended that the semester grade be determined in the following manner: first quarter grade plus second quarter grade, and divided by two. Students in grades 7-12 will be required to take semester exams in all classes with the only students being exempt from semester tests will be seniors with a 90% (B) average who have missed fewer than five days of school per semester or ten days for the entire year. These are both excused and un-excused absences. Also, all students will be required to take nine week tests which will be administered at the end of the first and third quarters of school.

General Music and Physical Education:

All students K-12 in general music or music and physical education class will be graded on performance and tests as students in other classes would be (A B C Etc.).

Grade Weights:

The following is the teachers' grading system for computing student grades:

- A. Daily work will count 2/5 of the final grade.
- B. Daily/weekly tests will count 2/5 of the final grade.
- C. Nine week tests will count 1/5 of the final grade.

**All physical education and music classes will receive a letter grade. Band and vocal each receive .5 credit each year. All grades for junior high and high school student will be recorded as a letter grade. The student must have mastered at least 70% of the course in order to pass the course. Nine-week tests will be administered to all students.

Report cards are distributed to students and parents four (4) times each year. Grading system continued:

95-100	A
94	A-
93	B+
92-88	B
87	B-
86	C+
85-81	C
80	C-
78-79	D+
72-77	D
70-71	D-
69-BELOW	F

Graduation Requirements

Eligibility: Any student who is currently a resident of the district, who is less than twenty-one years of age, and who has satisfactorily completed grades one through eight may enroll as a regular student in Zeeland High School.

Transfer Students: Students transferring to Zeeland High School from another school district must furnish necessary and required student records.

Enrollment Requirements: All students enrolled in Zeeland High School must take at least five classroom courses each semester.

Enrollment Changes: All changes of enrollment in classroom courses at Zeeland High School must be made during the first week of the school year for courses offered throughout the school year or during the first week of the semester the course is offered if the course runs for only one semester.

Curricular Offerings: Each school year, during the Spring semester, the administration shall provide all students enrolled in grades seven through eleven a course list which shall state the courses available to students on both a required level and an elective basis.

Requirements for Graduation: Students planning to graduate from Zeeland High School must have successfully completed a total of twenty-two (22) academic credits on the Carnegie unit scale. One (1) Carnegie unit is given to a course that meets 200 minutes per week for a school year and one-half (1/2) Carnegie unit is given to courses meeting for only a semester. Within the twenty-two credits necessary for graduation, students must have successfully completed studies in the following disciplines.

English I, II, III, IV	Four (4) credits
Mathematics	Three (3) credits
Science	Three (3) credits
Social Studies	Three (3) credits
Physical Education	One (1) credit
Foreign language, Native America Languages, Fine Arts, or Career and Technical Education	Three (3) credit
Electives	Five (5) credits

Homework Policy

The assignment of homework is considered both necessary and proper for the reinforcement of learning that takes place in the student's classes. However, this must be tempered with the idea that most of the students are involved in numerous school activities in addition to their work at home. Therefore, classes are set up to include directed study time under the direction of the teacher to allow the students to complete assigned work during school time as much as possible.

Placement, Promotion, and Retention and Acceleration of Students

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

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. Whenever retention is being considered, the teacher shall confer with the principal and other staff member involved with the child. The parents shall be invited to a meeting with the teacher, principal, and other staff members as early as possible. Discussion shall consist of an explanation to the parents of their child's current academic standing and individual ability. The final decision whether or not to retain a student shall be made by the principal after consultation with the parents. Similarly, acceleration or double promotion will be used only after consultation with all staff members involved with the child and with the parents. The principal shall make the final decision. Every effort shall be made to identify special needs and talents of children early in their school careers so appropriate placements can be made. ADOPTED: June 13, 1995

Fan Bus

The following guidelines will be followed when determining if a fan bus will be used to transport fans to school activities:

- a. Fifteen (15) riders are needed.
- b. Bus notification must be two (2) days prior to the activity
- c. Students in grades 7-12 will utilize the fan bus.
- d. The administration will determine if a fan bus will be scheduled.

Open Gym Policy:

The open gym policy regulates all school facilities for the Zeeland School program. This policy meets the required NDHSAA guidelines. The local school administration is responsible for the administration and enforcement of this policy. The following criteria for the policy are listed below.

1. The program provides that the gymnasium will be made available to all students for recreational purposes.
2. The school facilities used for the activity must be open to all students and is on voluntary basis.
3. The time and days of the open gym shall be made known to all students by the administration through announcements, bulletin board postings, school paper articles.
4. Supervision of the facilities will be by personnel approved by the Zeeland School.
5. The person in charge of open gym may not coach or teach specific skills related to the sport or instruct students in any sport not in season.
6. The school facilities will not be opened without authorization by the administration.
7. The Zeeland School District will not be responsible for injuries or accidents.

Pupil Transportation Policy

Bus students: The driver is in full charge of the pupils and the bus. The driver's relationship with the student should be the same as that of a teacher in the classroom. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administrator the names of any pupils who persist in violating the rules and regulations. Students traveling to activities will abide by the same rules as regular bus students.

Late Buses: Students who arrive at school on a late bus will report to the administration office to be admitted to class. Students will not be counted as tardy.

Activity trips: Students participating in school activities out of town must go and return from the activity on the school bus unless your parents personally see the supervisor of the activity to take you off the bus.

Conduct on School Buses: Students riding the school bus are always under the supervision of the bus driver. Misbehavior on the buses will not be tolerated. When you ride the bus to a school activity, you will come home on the same bus unless your parents personally see the administration or supervisor of the activity to take you off the bus.

1. The Zeeland School District will provide transportation for district, patrons in accordance with state regulations and the various provision of 15-34.2 of the NDCC.
2. District bus routes will be developed by the Board of Education, the superintendent of schools, bus drivers, and district patrons.
3. The disciplinary authority of the schools is transferred to the buses, and the bus drivers are charged with the control and discipline of the students while they are being transported.
4. The driver of a school bus shall be in good physical and mental health, able bodied, free from communicable diseases, and shall have normal use of both hands, both feet, both eyes, and both ears. It shall be the duty of school boards to designate reputable physicians to examine each driver annually. It shall be the duty of each driver to present the physician's certificate of physical fitness to the employing school board before a contract is signed. Such driver shall possess a good moral character, shall be at least eighteen and not more than sixty-five years of age, and shall be required to have a North Dakota driver's license. However, the school board, in its discretion, may extend the maximum age of a driver to age sixty-seven. Any driver reaching the age of sixty-seven during the school year, may be allowed to drive until the completion of that school year. All drivers over the age of sixty-five must submit to a physical examination once every six months and present the physician's certificate of physical fitness to the school board after each examination. The term school bus as used in this section shall mean a passenger motor vehicle having an actual seating capacity of seventeen or more passengers.
5. The salary, duties, responsibilities, etc., in addition to the above-listed materials, will be determined by the Zeeland School Board.
6. School sub drivers will be reimbursed for extra-curricular trips at a rate of \$10 per hour..
7. Deductions: Income Tax - Federal and Social Security
8. A bus driver shall be suspended for the following infractions:

- a. The use of, or the carrying of, or the odor of alcoholic beverages while on duty.
 - b. Excessive speeds
 - c. Reckless driving
 - d. Failure to use signals as required by law
9. **Duties:** The driver shall be responsible for seeing that oil changes and greasing are done regularly by the assigned service station. Discipline must be maintained.
10. **Bus Routes and Trips:** General Policy - The bus routes shall be determined by the school board. Patrons who have suggestions or complaints should contact the superintendent in order that the matter can be resolved or brought to the attention of the school board. The morning and evening routes shall be identical, but students may walk home from the nearest point of the route in the evening. The bus driver has complete authority concerning student conduct while riding to and from school. The bus driver may make seating assignments and set rules and regulations to protect and serve all passengers in their charge. There will be complete silence aboard the bus when approaching any railroad crossing. The buses will not wait for students more than three minutes if they are late except in an unusual situation. Students are to dress according to the weather. The driver may refuse to allow any student on the bus if not properly dressed. Students getting off at any point other than their own home must have written permission or have their parent(s) or guardians(s) notify the bus driver. Whenever a student is not riding the bus, they are to notify the bus driver. Whenever a student is not riding the bus, they are to notify the bus driver. When the weather is severe, information will be broadcast on KSJB, 600, Y93 or KFYR 550 on the radio dial. Emergency drills will be held in bus evacuation. These are required state law and regulations. In situations demanding immediate attention, the decision of the superintendent shall stand until the matter can be brought to the school board at a regular or special meeting.
11. **Extra Curricular Trips:** The above rules and regulations apply to any extra-curricular trips. The chaperones have authority along with the driver. Each trip will have a chaperone present except on team trips where a coach will be present. No student drivers are allowed. Buses will be thoroughly cleaned inside on the completion of the trip. The chaperone or bus driver shall assign cleaning. Students must return on the bus unless they go home with parents and the parents request it.

The bus driver will report any apparent malfunctions of equipment to the superintendent. The driver shall make a record and report to the proper school authorities the license number, name of driver, and make of car, in as far as possible, of any vehicle which violates any law and in doing so endangers the lives of the pupils riding his or her bus; and

shall sign a complaint against any such individual if asked to do so by the superintendent or law officials.

A substitute driver will have the same qualifications and responsibilities as a regular driver. Wages to be paid by the contracted driver, at the same daily rate the regular driver receives. If the driver is employed for an all-day activity trip, he/she receives the regular route reimbursement plus a \$10 payment from the activity fund.

Use of School Equipment and Facilities:

While the facilities and equipment of the school shall be available to students and teachers upon arrangement and scheduling from the superintendent's office, these rules must apply:

1. Use of any room, except the teacher's assigned room, after 6:00 p.m. must be scheduled.
2. School keys are never given to students.
3. Sponsored affairs in the building shall use only one outside entrance and exit.
4. The sponsor shall be the last to leave the building and shall be responsible for seeing that no water is running, that all lights are turned off, and that all doors and windows are locked.
5. Sponsors are to admit only those of their own group.
6. Sponsors shall be at school at least 15 minutes before the scheduled activity begins.
7. All facilities shall be left as they are found.
8. Sponsors shall see that all students leave the building before the building is locked for the night.

Wednesday night school activities: Wednesday night is reserved for church activities. The Zeeland School will not schedule activities after 6:00 p.m.

Parental Visitation

The Zeeland School Board allows for parental visitation of their child(ren)'s classroom. Any request to visit the school needs to be approved by the superintendent at least 48 hours prior to the visit. The visitation will be for no longer than 35 minutes, one day per month.

Public Complaints

Constructive criticism of the school will be welcomed by the board when it is motivated by a desire to improve the quality of the educational program or to assist the school in doing their tasks more effectively. Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual or group involved will be advised to take their concern to the appropriate staff member. The board believes that complaints and grievances are best handled and resolved close to their origin as possible. The staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the board. The proper channeling of complaints involving instruction, discipline, or learning material will be as follows:

- a. Teacher
- b. Principal
- c. Superintendent
- d. Board

The board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant. Parents need not fear retaliation against their students if a complaint is filed with a teacher.

When concerns and problems arise in the internal operation of the school program, the concern should be discussed at the immediate supervisor level and if an equitable solution cannot be reached, that concern should be taken to the next highest level in the administration, the superintendent of schools. If the issue is not resolved at the superintendent's level, the concern may be carried to the next higher level, the Board of Education. The discussion of the Board of Education shall be final unless the person has legal grounds to advance the process by litigation.

Policy Command

Board

Superintendent

Principal

Staff

Policy Concern

Board

Superintendent

Principal

Staff

If the superintendent is absent from the building, the secondary and/or elementary principal will be in charge.

Activities

Supervision: It shall be the duty of each activity and/or class advisor to supervise that class or activity organization. No students should be in the building without the supervision of a teacher. All group funds shall be checked through the superintendent's office for deposit in the school Activity Fund. The superintendent shall be responsible for the activity fun, including the payment of activity bills when presented from proper account. Adopted 1996: "Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or any activity is discontinued."

If an activity necessitates a group of students missing school, the superintendent shall be given a list of participants by the faculty person in charge. A master list as approved by the superintendent will then be disbursed.

Awards

At the end of the school year, special recognition for outstanding student achievement will be given through an awards program. Awards presented will include: Valedictorian and Salutatorian, School Letters in various sports and activities, Outstanding Student in each subject area, and any other awards pertinent to the subject, sport or activity.

In addition, each quarter the faculty will select a Student of the Quarter.

Accident Reports

Whenever a student under the supervision of an instructional staff member is injured, an accident report form will be completed and filed in the administrative office.

Cell Phones

Cell phone use is allowed for instructional purposes if approved by the teacher. Likewise, students must put away or surrender their cell phones for the class period if asked by the teacher. Students are allowed to use cell phones before and after school and during the lunch period as long as they follow the acceptable use policy.

Church Night

Church night will be on Wednesday. The school will not schedule activities for that evening.

Class Bells

Class bells allow you three (3) minutes to move from class to class during this passing period. You should allow for time to get to your next class before stopping at your locker and chancing tardiness.

Classroom Regulations

Each teacher shall set up his/her own rules and regulations in his/her classroom. Students must abide by these rules as though they were made by the administration. Each teacher will handle his/her own discipline unless they feel that the administration should be involved.

Dances and Parties

Any class or organization may make arrangements to hold a dance or party. Such activities must be scheduled as a regular event on the school calendar, must have the approval of the advisor and administration, and must operate under the “Closed Door” rule.

Emergency and Crisis Response Plan

Teachers should keep a copy of the Emergency and Crisis Response Plan Manual in ready and easy access in their classrooms. Teachers should familiarize themselves with the content of the manual and refer to it to deal with emergency situations.

A brief summary follows:

Fire: Evacuate school at sound of alarm. Preschool, Elementary and Library will exit through the West Wing doors. ITV, Room 108, weight room, and music room will exit through the North Wing Door. Business, History, English, Math, Science and lunchroom will exit through the South Wing Door. The office and gym will exit through the East Wing door. Move away from the building and remain in your group to be counted. Do not return to the building until “All Clear” has been given.

Severe Weather/Tornado: Proceed to designated shelter areas. Elementary in the storage areas between the classrooms. ITV, weight room and music room to the bathrooms in the North Wing. South Wing classes in the bathrooms of the South Wing. Assume the ready position – sitting, and knees up and hands around knees. Assume alert position – bring head to knees and hands behind head. Maintain alert position until “All Clear” is sounded.

Weapons/Shooting/Threatening Person: Announcement will be “Code Red, Code Red” over the PA. Implement measures for safety: 1. Evacuate building if possible. 2. Lock doors and take shelter if not possible to evacuate. Teachers check for missing students.

Fire Alarms-Fire Extinguishers

Any person tampering with fire extinguishers and/or fire alarms will be subject to dismissal from school and subject to fine, replacement of said property, or both.

Fundraising Activities:

Fund raising activities must be approved by the superintendent before the activity is initiated.

Hallway Conduct

The following rules of conduct apply in the halls of the building:

- A . No running in the halls at any time.
- B. No loud talking, shouting, pushing, or jostling.
- C. No congregating or loitering in the lavatories.
- D. No tampering with lockers.

Lost and Found Students are urged not to leave materials in the school area. Should you lose any personal property, the school will not be responsible. A lost and found center will be maintained in the custodian workroom and in a designated locker in the elementary wing.

Midterm Reports

Mid-term reports will be issued to parents or guardians during each nine-week period. Teachers should be sure all grades are entered into Power School by the midterm deadline date for accurate reporting.

Quarter and Semester Tests

Quarter and Semester Tests will be given to all students in grades 7-12. The semester tests will be administered according to a set schedule.

Students in grades 7-12 will be required to take semester exams in all classes with the only students being exempt from final tests will be seniors with a 90% (B) average who has missed fewer than five days of school per semester or ten days for the entire year. These are both excused and unexcused absences.

Scheduling of Events

1. Use a school related activity form.
2. The form is used to schedule any activity related to the school program.
3. The form is presented to the superintendent for approval and placed on the official calendar.

4. The request will be approved or disapproved and a copy returned to the teacher.
5. No activity is scheduled until it is approved on this form.
6. This form is used for class meetings, contests, practices outside of regular scheduled athletic practices, concerts, field trips, plays, student council meetings, club meetings, etc...(any student activity outside the regular every day curriculum)

School Calendar

The school calendar is an extremely important device for planning school events and activities. For the sake of minimum conflict, all school events will be scheduled through the superintendent's office. Only those affairs listed on the "Official School Calendar" will be considered as having official sanction.

Senior Privileges

Seniors who maintain a cumulative C average, are not on the ineligibility list, and have not missed more than ten days per semester in any individual class are eligible for senior privileges during the second semester of their senior year. Seniors who have earned the privilege need not report to study hall, but may spend that period and lunch period in the senior lounge. Music, TV, pop, candy and other food will be permitted in the lounge. No cooking will be allowed in the lounge. The senior lounge must be kept clean and organized.

Student Illness

If any student comes to school ill or becomes ill while in school, report this to the superintendent's office immediately. The parents will be contacted. Communicable diseases should also be reported to the office immediately.

Study Halls

1. Students will be assigned to a study hall room.
2. Students will be allowed to check out to the library, guidance counselor, restrooms, music lessons, or the administrative offices.
3. Students who sign out of the study hall must sign back in before the study hall ends.
4. Students who are ineligible because of failing grades or drug or alcohol abuse are allowed to check out of study halls to the restroom only.

Zeeland Public School

Student Bullying Report Form

Describe what happened/what is happening. _____

When did it happen? _____

Where did it happen? _____

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

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

Did anyone else witness the bullying? (If yes, please list). _____

Were you or others physically hurt? (Please explain) _____

Was there damage to anyone's personal property? _____

Have you told anyone about the bullying? _____

Have you previously filed a bullying report (this information is used to determine if retaliation is occurring). _____

OPTIONAL

Your name _____

Your grade and age _____

How can we contact you? (phone number, email, classroom) _____