

WEST FARGO PUBLIC SCHOOLS

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WEST FARGO ELEMENTARY SCHOOLS



HANDBOOK 2011-2012

From the Principal's Desk

Dear Parents and Students,

Welcome to Harwood Elementary School! One of the keys to a successful and safe school environment where academic excellence prevails is consistent, clear, and specific communication between and among parents and students.

We hope that this year be filled with many rewarding academic and social school experiences. Our goal is to provide a quality instructional program tailored to meet the individual needs of our students. We will hold each student to high academic and behavior standards. We want them to reach their fullest potential. We can achieve our goals with everyone working together as a TEAM!

Our handbook has been created to inform our school community of our expectations and services that are available to you. If we can assist you in any way, please don't hesitate to call. You can reach us at 701-356-2040. Thanks, in advance, for all you do and will do to contribute to the success of our total school program.

Sincerely,

Jerry Barnum



HARWOOD STAFF

Jerry Barnum	- Principal
Coralie Farkas	- Administrative Assistant
Sue Becker-Olson	- School Psychologist
Shana Otteson	- School Counselor
Amy Morrison	- Reading Teacher
Stephanie Newland	- Special Ed/Speech-Language Pathologist
Mary Maynard	- General Music
Stacy Adamson	- Physical Education
Lisa Kleingartner, Sherry Olsund, Tracy Price	- Nurses
Kimberly Gruchalla	- Librarian
Bill Vistad	- Occupational Therapist
Kim Sandvig	- REACH & Enrichment Programs
Chris Boyle	- Art Teacher

CLASSROOM TEACHERS

GRADE ONE

Lori Moen

GRADE TWO

Tami Rudolph

GRADE THREE

Dawn Pederson

GRADE FOUR

Kaye Fisher

GRADE FIVE

Trent Leitheiser

SUPPORT STAFF

PARA- PROFESSIONALS

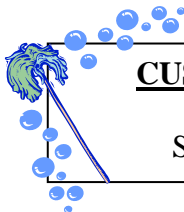
Lisa Forthun
Jan Goodyear
Sandy Lemke
Ed Norris

CUSTODIANS

Jan Goodyear
Saady Schweitzer

FOOD SERVICE

Karen Amundson
Ed Norris



WEST FARGO SCHOOL DISTRICT 2011-12 CALENDAR

August 22	Professional Development
August 23 & 24	Teacher Workshop
August 25	School Begins
September 5	Labor Day – No School
September 26	Professional Development – No School
October 20 & 21	NDEA Convention – No School (Non-Contract Days)
November 11	Veteran’s Day Observance – No School
November 23	Conf. Comp Day – No School
November 24 & 25	Thanksgiving – No School
December 22	Last School Day Prior To Winter Vacation
January 3	School Resumes
January 16	Martin Luther King Day – Professional Development - No School
February 24	Professional Development – No School
February 27 – March 1	Mid-Winter Break – No School
March 2	Conf. Comp Day – No School
April 6	Good Friday – No School
April 9 & 10	No School – Storm Make ups #2 & #1
May 28	Memorial Day – No School
May 31	Last Day of School
June 1	Teacher Grading/Record Keeping Day
June 3	High School Graduation

STUDENT CONTACT DAYS PER SCHOOL YEAR					
Quarters (Grades 6 - 12)	Dates	Contact Days	Trimesters (Grades K - 5)	Dates	Contact Days
Quarter 1	August 25 – October 31	44	Trimester 1	August 25 – November 21	58
Quarter 2	November 1 – January 17	44	Trimester 2	November 22 – February 27	58
Quarter 3	January 18 – March 27	44	Trimester 3	February 28 – May 31	59
Quarter 4	March 28 – May 31	43			
TOTAL		175	TOTAL		175

REPORTED DAYS for state aid purposes (a.d.m.)	
Sub-Total Student Contact Days	175
Legal Days: November 11 & 24, April 6 <small>Veteran’s Day Observance, Thanksgiving, Good Friday</small>	3
Staff Development Days	2
Parent/Teacher Conference Days	2
TOTAL	182

TEACHER CONTRACT DAYS PER SCHOOL YEAR	
Student Contact Days	175
Parent/Teacher Conference Days	2
Legal Days: November 11 & 24, April 6 <small>Veteran’s Day Observance, Thanksgiving, Good Friday</small>	3
Staff Development Days	2
SUB-TOTAL	182
August Teacher Workshop Days	2
District Staff Development Days	2
June Teacher Grading/Record Keeping Day	1
TOTAL	187

ADDRESSING CONCERNS

When parents or guardians have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If you do not receive satisfaction from that person, then contact the child's teacher and then building principal for assistance. If the matter is still unresolved, then contact the superintendent of schools. You may be asked by the superintendent to state the concern in writing and summarize the action taken date. Should that fail, an appeal may be filed with the School Board through the Superintendent's Office.

ATTENDANCE AND ABSENCE POLICY AND PROCEDURE

School Board Policy 5-2400 states "Students must not be absent more than 20 days in a school year to receive credit for the year. Exceptions which may be approved include excessive illness substantiated by a statement from a doctor or other special circumstances approved by the principal." If your child will not be in school, **please call the school office and provide the following information: 1. Name of Child 2. Classroom Teacher 3. Reason for Absence**

If you expect your child will be absent from school for more than one day, give the estimated duration. By giving the estimated duration of the absence you will not be required to call the school each morning. If the school does not receive a call from the parent or guardian stating the child is absent, the school will attempt to call the parent or guardian.

EXCUSABLE ABSENCES

The following are examples of excusable absences:

Illness, death or serious illness in the immediate family. Medical or dental appointments should be made **outside of school hours** if possible. If this is impossible and a student needs to leave for an appointment during school hours, the parent must come into the school office to sign the child out for the appointment and/or sign in upon returning to the school. Other reasons for being absent must be approved by the principal in advance of the absence. A written or phone request from the parent or guardian is required. All school work (when possible) must be made up **in advance** of the absence. Any absence which does not fit into the above categories will be unexcused.

Repeated unexcused absences or truancy may result in a referral to the Cass County Juvenile Authorities. Unexcused absences or truancy are a result of parents not contacting the school to either explain the reason for the absence or tardy, or the reason does not meet the excusable procedures as listed above. Unexcused absences are a form of truancy and Cass County Authorities will become involved.

AM /PM TARDINESS PROCEDURE

Regular attendance in school is essential in order for students to receive a quality education. When children are tardy it is disruptive to their education and the other students in class. Students arriving in their classrooms after 8:10 AM, but before 10:00 AM, will be counted tardy for the morning. Students arriving after 10:00 AM will be counted absent for one-half day. Students entering classrooms after the start of the afternoon classes will be counted tardy. Students must be in school until 1:25 PM to be counted as attending a full day of school.

BUS RULES AND INFORMATION

SCHOOL BUS INFORMATION FOR PARENTS

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. The West Fargo Public School bus system has the following rules and consequences in effect for all bus students:

1. Follow the driver's directions the first time they are given.
2. No moving or changing seats while the bus is in motion.
3. Keep your hands, feet, legs, and objects to yourself. Do not hang out windows.
4. Be courteous to the driver and fellow passengers. No profane language, yelling, or screaming.
5. Do not eat or drink on the bus. No smoking or lighting matches.
6. Do not litter the bus. Pick up all papers or other personal items.
7. Do not damage seats, windows, or any bus equipment.
8. Be at the bus stop on time. No pushing or shoving while loading or unloading. **NO SQUIRT GUNS, UMBRELLAS, ANIMALS, SKATEBOARDS, OR ANYTHING OF A DANGEROUS OR OBJECTIONABLE NATURE WILL BE ALLOWED ON THE BUS.**
9. Only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends unless parent or guardian has called the transportation department. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned to and not a different one. If your child is a regular bus rider and wants to get off at a stop other than their own, their parent or guardian **must** call the Transportation department to schedule a guest.
10. Cell phones must be concealed at all times. Cell phones which are being used on the bus will be taken away and returned at the end of the route. Repeated violations will be referred to the principal.
11. The bus driver is the authority on the bus.

The bus driver has the duty and responsibility to maintain discipline on his/her bus. If a student neglects to follow the rules and fails to cooperate with the driver, the following process will occur:

Low Level Infractions: Students who violate low level rules are subject to in-school consequences which are determined by the principal at each school. Upon third low level write up student may be subject to the high level consequences.

High Level - 1st offense: Student will be removed from the bus for one week.

High Level - 2nd offense: Student will be removed from the bus for two weeks.

High Level - 3rd offense: Student will be removed from the bus for one month.

High Level - 4th offense: Student will be removed from the bus for remainder of school year.

Severe Clause: Students may have their riding privileges suspend for longer durations for severe acts on the bus.

Revoking Clause: A student may have their bus riding privileges permanently denied for serious actions, or threats that pose a danger to others.

Parents should cooperate with the school authorities and bus drivers in providing safe and efficient transportation.

1. The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for those children of the schools of the district. It is not a taxi service for pupils.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. The children should be at the bus stop on time.
4. Any suggestions for changes in the transportation program which a parent thinks will improve it should be presented to the Transportation Director.
5. Parents should insure the cooperation of the children by studying with them the rules adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.
6. They should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

Please go over this information with your child as it is in your child's best interest that we work together with regard to his/her safe transportation.

BUS STUDENTS DO NOT SEND ANY MEDICATIONS WITH YOUR CHILD. Upon dismissal bus students are to immediately put on their coats and board their designated bus. The buses leave within minutes of the dismissal time. Due to the limited space on school buses, only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends on the bus. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned and not a different one. Bus students riding to and from school on a daily basis must bring a written note from a parent/guardian indicating permission to walk home from school when the situation warrants or to get off at a stop other than their own. This note should be presented to both the bus driver and teacher. Pupils missing the bus will have to contact parents and arrange for transportation.

BUS RIDER RULES

I. Previous to Loading (on the road and at school)

1. Be on time at the designated school bus stop - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

II. While on the Bus

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would furniture in your own home. Damage to seats, etc. must be paid for by the offender's parent.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out the bus window.
10. Bus riders **are not** permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils and the bus driver.
13. Skateboards, rollerblades, umbrellas and skis are not allowed on the bus.

III. After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stop, at the home or at school unless by proper authorization from the parent or school official.

The above rules and regulations also apply to any school sponsored trips. Pupils shall respect the wishes of a competent chaperon appointed by the school. Students (Page 1 of 2) - File 5 - 1000 – Philosophy

INFORMATION FOR PARENTS

Parents should cooperate with school authorities and bus drivers in providing safe and efficient transportation. Guidelines for bus transportation are as follows:

1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for those children in the district. It is not a taxi service for pupils.

2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. The children should be at the bus stop on time.
4. Any suggestions for improving the transportation program should be presented to the Transportation Director at 356-2120.
5. Parents should insure the cooperation of their children by studying with them the rules adopted for school bus operation. Parents should understand that bus riders must obey all regulations and the requests of the driver or forfeit the privilege of riding on a bus.
6. Parents should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

Please review this information with your child. It is in your child's best interest that we work together with regard to his or her safe transportation.

COLD WEATHER PROCEDURE

Specific guidelines will be used during cold weather. Students will be allowed to come into the building in the morning if the weather is inclement (guidelines used to assess weather conditions similar to those listed below for noon recess). They will wait in a designated area for school to begin. We strongly urge you not to bring students to the school before the time students are allowed to enter the building. Other factors come into consideration during the noon hour. Students have been confined for 3 1/2 hours and need exercise and fresh air. **The guidelines used to judge whether students will go outside during noon recess are dependent upon the temperature and wind chill.** The supervisor on outside duty may also decide if students will come in early before the bell. This allows flexibility in allowing for the differences in physical development and the age level of students. The temperature and wind chill information used is obtained from the National Weather Service on a daily basis.

CLOTHING FOR COLD WEATHER

North Dakota winter weather can be very cold. Therefore, dress your children warmly during the winter months. Children must wear mittens or gloves, overshoes/boots, caps, and scarves. During winter months, snow pants and boots are **required**. Bare legs should be covered in the winter. Except in the case of very severe weather, students will spend up to 30 minutes outside during the noon recess. Students must be dressed warmly enough to be comfortable. Also, if your child tends to chill while sitting in school, have them wear long sleeves, sweaters/sweatshirts, or leave a sweater/sweatshirt labeled with the child's name in school for continued use. Parents, your children must wear overshoes or boots in the winter months and when it is wet and/or muddy outside. The children's feet need to remain warm and dry, and our school must remain clean. If you are unable to purchase boots for your child, contact the school and we will make arrangements for boots. **Apparel should be marked with the child's name so it can be identified and returned if lost.**

INSTRUCTIONAL PROGRAM

An effective educational program is contingent upon continuity and coordination of instruction and curriculum. Curriculum development and improvement are based on several factors: the philosophy of education and goals established by the Board of Education, the needs and interests of children, the needs of the community and of society, current research concerning human development and the ways individuals learn. The West Fargo School Board is responsible for all matters pertaining to the operation of the school district. This responsibility for the selection of instructional materials is delegated to the certified staff, which includes the superintendent, building principal, library media specialist and teaching staff of each school unit. The school board recognizes and appreciates the importance of parents, guardians and other citizens' active participation in the process of public education. Parents and citizens are encouraged to inspect instructional materials. If there are concerns regarding the materials, citizens are encouraged to consult with the teacher or library media specialist for a prompt resolution. If the concern remains, the citizen may initiate a formal reconsideration procedure.

DISCIPLINE & RESPONSIBLE BEHAVIOR

The West Fargo Public School staff believes that appropriate behavior is a worthwhile goal for students. Learning can best take place in an orderly, safe environment, and students can best learn individual and collective responsibility and gain maturity if they are provided opportunities for exercising responsibility within the school building. The goal for all students and staff is to have respect for themselves and others. All staff members have disciplinary authority when students are on the school premises. Students have the responsibility to behave appropriately. The behavior expected from students at school is a combination of common courtesy and safety considerations. The following behaviors are never permissible: ***defiance of school staff*the use of profanity*refusal to complete assignments or to participate in class*threats to students and staff*assault to a staff member or student.** Students may be suspended for repeated or excessive violation of school behavior code. The school staff needs the support and cooperation of parents in dealing with behavior problems. School staff members are not involved in the children's conduct off the school grounds, but may become involved if the problem surfaces in school.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk or injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with district guidelines. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parent or guardians will be informed when any of these actions have occurred.

BULLYING

West Fargo Public Schools supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior. "Bullying" means:

Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school.

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

DRESS CODE

West Fargo Public Schools seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Some of the items we do not allow students to wear are: Hats, caps, or bandannas, any item that advertises drugs/alcohol/tobacco, skirts or shorts that do not reach at or near the fingertips, see-through items, tight or revealing clothing, bare midriffs or crop tops, halters, strapless dresses or tops, bright colored hair dye and visible undergarments. No clip earrings or pierced earrings that hang below the earlobe are allowed during recess or physical education activities. Students who come to school dressed inappropriately will be expected to change. Their parents will be asked to bring appropriate clothing. Students will not be permitted to attend classes in inappropriate clothing.

SNOWBALLS / KING OF THE HILL GAMES

Throwing snowballs is strictly forbidden on all school premises, including streets and sidewalks adjoining the school property. Students are not allowed to climb snow banks near streets or parking lots or play games, such as "King of the Hill." There is also no "dog piling" allowed.

GENERAL INFORMATION

BICYCLES / SKATEBOARDS/ROLLERBLADES

Bicycles should only be used for riding to and from school. They should be parked in the bike rack and left there during the school day. **Bicycles are not the responsibility of the school.** Bicycles parked at school need to be locked. Skateboard, roller shoes and rollerblades are not allowed at school or on the bus.

BIRTH CERTIFICATES

North Dakota law requires a copy of a student's birth certificate in the school file. If a copy is not submitted within 40 days of entering school, legal authorities will be notified.

CRISIS TEAM

Each elementary school has a crisis team and plan in place. You can access the plan by contacting your building principal.

EMERGENCY DRILLS-Fire Drills/Tornado Drills/Lock Down Drills

Each school year students and teachers participate in fire, lock down and tornado drills. In the event of an emergency, students will be familiar with safety procedures as a result of the drills.

INVITATIONS

Every year many of the children in our school have parties in their homes. Invitations to these parties should not be distributed at school. The problem occurs when a child is left out. It is humiliating for a child to watch party invitations being handed out in a class and not receive one. We are asking that unless everyone in the class is invited to the party; please do not pass out invitations at school. Help us avoid a situation that could cause a lot of unhappiness.

LEAVING THE SCHOOL GROUNDS

Parents must send written permission or give verbal instructions to a school adult when their child will be leaving the school early. Students leaving during school hours must be signed out and picked up at the office by their parents.

NEWSLETTER/WEEKLY ANNOUNCEMENTS/LUNCH MENU

Weekly announcements/newsletters from the principal to parents will be sent home with each student or emailed to families on Fridays. The school lunch menu will be sent home on a monthly basis. Newsletter information will also be posted on the school district website.

PERSONAL BELONGINGS

Students' names should be on their personal belongings so found items may be identified. Students **should not have** excessive money or valuables such as cell phones, mp3 players, video games, or toys in school. Cell phones cannot be used during school hours or the phone will be sent to the office. The school does not accept responsibility for lost, stolen

or damaged personal items. Cell phones are not permitted and the phone will be sent to the office to be returned personally to parents.

PETS IN SCHOOL

Pets, with the exception of fish, are not allowed in the school building. This pertains to classroom pets of any kind and parents bringing pets for Show-and-Tell. Some animals cannot handle the attention of many children. Also, some children are not adept at handling pets or are not aware of precautions or restrictions that are necessary when handling animals. Finally, certain children are allergic to animals.

SCHOOL HOURS

The Harwood School hours are from 8:15 am to 2:45 pm. Morning supervision on the playground occurs from 7:55-8:10 am. Therefore, we ask students that walk or are dropped off at school to arrive no earlier than 7:45 unless the child intends to go to the homework room. Students may enter the school building at 8:00 am when the first bell rings. Students are dismissed at 2:45 pm. Breakfast hours run from 7:45-8:00 am. **There is no outside supervision after school.** If your child is asked to remain after school to complete work or is participating in an after-school activity, supervision is provided during the scheduled activity. Children should leave the building immediately following the activity.

TELEPHONE CALLS

Students and teachers **will not be** paged to take telephone calls during school hours except in an emergency. Students may use the phone in the office or in the classroom if it is **EXTREMELY** necessary. They **must** have a phone pass issued by the classroom teacher.

HEALTH INFORMATION

SCHOOL NURSE: ACCIDENTS, INJURIES, AND ILLNESS

School nurses make regularly scheduled visits to each building. They will check and admit students who have been absent due to illness, as well as check students referred by teachers. Should the nurse wish to make any recommendations, she will contact parents. When students become ill at school, they will be taken to the nurse's office. Parents will be notified and required to remove their child if deemed necessary. If you are unable to come to the school when requested to retrieve a sick child, please make arrangements for an adult to pick up your child as soon as possible. Please do not ask the school to allow a sick child to walk home, as we are concerned for their safety and welfare. Please do not send a sick child to school to be checked by the nurse. If your child has an elevated temperature, diarrhea, or is vomiting at home, **DO NOT** send them to school. Also, if your child has had any of these symptoms in the last 24 hours, **DO NOT** send them to school. A child should not return to school until they have been fever free, no vomiting or diarrhea for 24 hours.

ACCIDENTS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

In the event of an accident on the school premises, specific school personnel are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, **the student will be taken to the nearest medical facility.** The West Fargo School District **does not** provide health or dental insurance coverage or benefit payments for students. Costs incurred for medical, dental, or hospital services due to injuries sustained by students while on school property and/or during school functions are the responsibility of the parent/guardian.

HEAD LICE - NO NITS POLICY

The West Fargo School District adopted a **No Nits Policy** when dealing with students with head lice. Students with nits or head lice will be removed from other children. The child's parents will be required to remove the child from school immediately and will be given written information on the proper treatment of head lice. Students will be re-admitted to school **only** if there are no nits and the school nurse has judged the treatment effective. When cases of disagreement arise, the city health officer will make the final decision.

IMMUNIZATIONS

A child may not be admitted to any public, private, or parochial school, or day care center, child care facility, head start program, or nursery school operating in this state or be supervised through home-based instruction unless the child's parent or guardian presents to the institution authorities a certification from a licensed physician or authorized representative of the state department of health that the child has received immunization against diphtheria, pertussis, tetanus, measles, rubella (German measles), mumps, hepatitis B, haemophilus influenza type b (HIB), varicella (chickenpox), and poliomyelitis. In the case of a child receiving home-based instruction, the child's parent or legal guardian shall file the certification with the public school district in which the child resides. (North Dakota Century Code 23-07-17.1) **Students who are not vaccinated may be excluded from educational or extracurricular activities if there is threat to their safety due to possible exposure.**

MANDATORY REPORTING OF (VARICELLA) CHICKENPOX

North Dakota Administrative Code 33-06-01-01, states that chickenpox is a mandatory reportable condition in North Dakota. Schools are required to report to the North Dakota Department of Health, the name of any student who is absent from school due to chickenpox.

HOT LUNCHESES, BREAKFASTS & MILK/JUICE PROGRAM

Breakfasts and hot lunches are served daily with a desire to provide students with nutritious meals at minimum prices. Meals are purchased with funds you have deposited into your child's account. Please keep track of your child's account by checking for notes sent home when your child's account gets low. Breakfasts are served between 7:45 - 8:00 AM. Students eligible to receive free or reduced meals will be charged accordingly. To aid the school in record keeping, students are encouraged to buy between 10 and 170 meals at a time. Children will lose the privilege of eating in the lunchroom if they do not follow the cafeteria rules. They are expected to be courteous and have appropriate table manners. Milk or juice is served during mid-morning break times. Individual cartons of milk/juice price is .35 cents, half year \$31.50 and year \$63.00.

Payschools

Meal prices and the monthly menu are posted on the WFPS website (follow the menu link). This can be done two ways: Send cash or a check (payable to WFPS) to the school office. Please pay for a minimum of 10 meals at a time. Or make online payments using the Payschools processing system –follow the link on the WFPS website. There is no fee for using this service. Please keep track of your child's lunch balance - charging is not allowed. Notes will be sent home with your child when his/her account is low. You can also receive an email reminder by using the low balance notification feature available through the Payschools processing system. Please ask your school office for your child's student ID – this is needed when setting up your Payschools account

FOOD SERVICE ACCOMMODATIONS for STUDENTS WHO HAVE ALLERGIES, CHRONIC ILLNESS or DISABILITY

SPECIAL DIETARY NEEDS-The WFPS Child Nutrition Program provides changes or substitutions to the menu for those students that have special dietary needs. The USDA requires all Child Nutrition Programs to make the necessary dietary accommodations for students with special dietary needs that have been determined by the student's physician. A Medical Statement Form signed by the student's physician must be on file for the Child Nutrition Program to make changes to the menu for the student. This is a government requirement. Medical Statement Forms are available from your school office or on the WFPS website. All information concerning any student with a special needs diet is confidential.

NEW STATE LAW PASSED

There was a North Dakota legislative change in required school age for students that started in kindergarten in the 2010 – 2011 school year. The new code states: A school district may not enroll in kindergarten a child who is not five years old before August 1. If you have further questions concerning this change, please call the Clayton A. Lodoen Kindergarten Center at 356-2020 or the Osgood Kindergarten Center at 356-2190.

PARENT-TEACHER ORGANIZATION

The PTO is an organization for parents, teachers and other community members. All parents and teachers are encouraged to join this organization each year.

PARENT-TEACHER CONFERENCES

Conferences provide the opportunity for parents and teachers to discuss the student's educational progress. There will be two regularly scheduled parent-teacher conferences during the school year. Scheduled conference times will be sent home with each child. Please make every effort to attend these important meetings with your child's teacher. We will only schedule 1 conference time per family, so we ask that both parents attend the same conference time. Bring your list of prepared questions to the conference so the teacher may assist in attaining all available information concerning your child's education. Individual teachers, parents, may schedule other conferences as needed. Oct. 17 & 18 from 4:00-7:45 pm and Feb. 16 & 21 from 4:00-7:45 pm are the dates set.

SPECIAL PROGRAMS

INTRAMURALS

The West Fargo Elementary Schools offer an after-school intramural sports program for 4th and 5th grade students. Fees for participation are charged for each activity. Information regarding intramurals will be sent home with eligible students prior to the activity.

SCHOOL COUNSELORS

The "normal" situations and problems facing students today have changed dramatically in recent years. Because of societal changes, children are experiencing a wide range of new problems. The district believes all children can benefit from the extra support and encouragement given by a quality guidance program. The Elementary Guidance and Counseling Program is designed to assist students in:

- Developing a healthy self-concept;
- Becoming more aware of individual strengths and needs;
- Acquiring and developing skills in getting along with others;
- Acquiring positive coping skills in dealing with problems;
- Preventing problems by using good decision making skills;
- Avoiding drug and alcohol use;
- Mastering life-long learning skills such as listening, organizing, remembering, thinking and problem-solving;

- Developing positive attitudes toward self, others and the school environment.

Instructional and counseling strategies include:

- Short term individual counseling - many anxieties and negative feelings can be eased or eliminated by having the chance to talk them out with someone;
- Students learn to set positive goals, take responsibility in making choices and improve their academic progress and/or social skills. Students need support during a personal crisis;
- A student may make an appointment to see the school counselor at any time. A teacher or you as a parent may recommend or request an appointment time;
- Small groups focusing on making friends and getting along with others, dealing with negative feelings, self-esteem issues or changes and loss issues in the family such as serious illness, separation, or divorce;
- Classroom guidance benefiting all students. The elementary counselor visits every classroom to introduce and teach age-appropriate concepts that help kids feel good about themselves; and,
- Sometimes it is helpful to meet privately with parents to help understand and meet individual student needs.

If you have any questions, comments or concerns, please call the elementary counselor at their respective schools. Situations facing students today have changed dramatically in recent years. Because of societal changes, children are exposed to a wide range of issues at a younger age. WFPS believes all children can benefit from a quality counseling program designed to assist students in understanding that good choices affect their lives. The counselors will address pertinent topics through classroom lessons, small educational group sessions and short term individual counseling. Children may be referred to a counselor by staff, parents or themselves.

Counseling Topics

1. Personal/Social Development: acquire self knowledge - acquire interpersonal skills - develop and apply personal safety skills
2. Academic Development: develop academics - self understanding - acquire skills to improve learning - plan to achieve goals
3. Career Development: develop career knowledge - develop work place skills

The counseling program will be enhanced by various community agency programs such as “I Wish the Hitting Would Stop” and “Red Flag, Green Flag”. These programs, in addition to the district counseling program, address personal safety and/or personal boundary and privacy needs. All fifth graders will be given an opportunity to learn about their personal development, including physical and emotional changes. Parents will be notified prior to the occasion. For more information about the content, contact your school counselor. Any questions you have regarding the counseling program should be addressed to your building counselor.

SCHOOL POLICIES

504 POLICY

PROGRAMS FOR CHILDREN WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines an eligible child with a disability if he/she: *Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The impairment must impact the child’s education.* The West Fargo School District acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel, parents, school personnel, and children. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. Under Section 504/ADA, the school has the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504/ADA, to provide access to appropriate education services. If the parent or person in parental relationship disagrees, he/she has a right to file a local grievance, request mediation, ask for a due process hearing or contact the regional Office for Civil Rights at 1-815-880-4200.

CHILD ABUSE AND NEGLECT

North Dakota state law mandates that school teachers and administrators having knowledge of or reasonable cause to suspect that a child coming before him in his/her official or professional capacity is abused or neglected shall report the circumstances to the Division of Community Services of the Social Services Board of North Dakota located at 1010 Second Avenue South, Fargo, North Dakota. In addition, any staff member having reasonable cause to suspect that a child is abused may report such fact to the Division of Community Services. The law further provides that any person required to report, but who willfully fails to do so, is guilty of a Class B misdemeanor (a Class B misdemeanor penalty is a maximum of 30 days imprisonment or \$500 fine, or both). In addition, any person who permits or encourages the unauthorized disclosure of reports made or confidential information obtained under the provisions of the law is guilty of a Class B misdemeanor. Reports may be made orally; however, each oral report shall be followed within 48 hours by a written report made on the appropriate form available in the principal's office provided for this purpose by the Division of Social Services. Any person, other than the alleged violator, participating in good faith in the making of a report or in providing protective services under this act, is immune from any liability, civil or criminal, that otherwise might result. It shall be the policy that all employees of the West Fargo Public Schools shall cooperate in fulfillment of the purposes of this act.

DISPENSING OF MEDICATIONS TO ELEMENTARY AND MIDDLE SCHOOL STUDENTS

Some students attending West Fargo Public Schools take prescribed and/or over-the-counter medications during school hours. Elementary and middle school students will have these medications administered during school hours in accordance with procedural guidelines, unless the prescribed medication pertains to North Dakota Century Code 15.1-19-16, Self-Administration of Medication by Student – Liability.

PROCEDURES FOR ADMINISTERING MEDICATIONS TO ELEMENTARY & MIDDLE STUDENTS

Students receiving medication during school hours must provide written permission from a parent or guardian giving specific directions for administering the medication by a designated employee. Acetaminophen is an exception and may be administered through verbal consent by a parent or guardian. Any medication, which is ordered by a physician to be administered at school, may be given using the following procedures:

1. The medication or inhaler brought to the school must be in a prescription or commercial container and accompanied by a signed **Medication Permission Request Form** from the parent or legal guardian.
2. The following information must be included in the parent's or physician's written order and on the label of the prescription container: The student's name; Amount of dosage; Time of administration; Name and strength of medication; Special care, such as refrigeration. Any changes in medication status (such as dosage, time of day, additional medication, and type of medication) must be accompanied by a newly signed **Medication Permission Request Form**. The directions on the **Medication Permission Request Form** must match the directions on the prescription label or original packaging.
3. Medication for emergency use only (such as a bee sting kit for known acute allergic reaction) may be administered upon written consent from the parent or the legal guardian by the school nurse or a designated employee who has been trained by the school nurse to administer such medication. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical personnel and the parents or legal guardians. The emergency number is 911.

Medications kept in the schools for administration to students will be stored in a secured cabinet in a location designated by the building administrator. The key for the medication cabinet will be the responsibility of the building administrator and any staff member assigned by said administrator. The parent or legal guardian will be notified when all the medication has been used so that the supply can be replenished if necessary. A parent or guardian must pick up all medication. Medication will not be sent home with students. Medication that has not been picked up at the end of the school year will be destroyed.

PERSONNEL RESPONSIBLE FOR ADMINISTERING THE MEDICATION

1. Personnel should be familiar with the policy and procedures for administering medication in the school through the district handbook.
2. Personnel having responsibility for supervising students shall be given information on the health portion of the student's school records, such as related medical problems (if any), suspected allergies, and emergency contact persons. School personnel shall be informed of anticipated circumstances for which they may need to be in touch with out-of-school personnel (such as medical personnel).
3. Designated personnel administering medication must receive a general orientation in the administration of medication and a specific review of instructions for a given student's medication needs.
4. It is the shared responsibility of the designated staff member administering the medication and the student receiving the medication to make certain he/she receives the medication at the designated time.
5. The administrator of each building will designate which staff member(s) will be given the responsibility to check in the medication at the office, administer the medication, and ensure that the **Medication Permission Request Form** is on file.

MEDICATION RECORDS MANAGEMENT

1. The school district shall use a uniform system of recording the administration of medication, noting date and initials of the person administering the medication.
2. The **Medication Permission Request Form** completed and signed by the parent or legal guardian must include necessary information such as possible reactions or side effects.

OTHER SAFEGUARDS OR CIRCUMSTANCES

1. Even though some students may be capable of independently administering their own medication, the school district requires students to deposit medication in the designated office area. Exceptions may be allowed for middle school students who may possess and administer their own medication with written permission from their parents or guardians. Sharing of medications between students is forbidden.
2. All personnel must be informed of proper procedures in the event of an emergency and during specific circumstances in which they are expected to directly call the emergency medical assistance number.
3. Under no circumstances will school personnel give medication to a student unless it is specifically designated for him/her.
4. The school newsletter and individual staff memos will print an annual reminder notice for parents and staff to read the policy for dispensing medications and the procedures for administering medication to elementary and middle school students in their respective handbooks.
5. All over-the-counter medication must be in its original packaging when brought to school by elementary students. It must also be accompanied by a signed **Medication Permission Request Form** from the parent or legal guardian stating the name of the medication, student name, dosage, time of administration, and number of days the medication is to be administered in school. These permission notes will be kept on file in the school office for one year. Documentation of administration will be noted daily.

SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR ANAPHYLAXIS

North Dakota Century Code section 15.1-19-16, states that a student with asthma or anaphylaxis, may possess and self-administer emergency medication for the treatment of such conditions, provided that the student's parent or guardian files with the school the appropriate documentation. Please contact your school nurse for further information.

All school district workplaces must be totally free of the illegal use of drugs. Smoking and the use of tobacco products are prohibited on school district property. This includes all school district buildings, grounds, and vehicles. The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the West Fargo Public School District.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: *Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605*

HARASSMENT POLICY

PROHIBITION OF DISCRIMINATION, HARASSMENT, AND VIOLENCE GENERAL STATEMENT OF POLICY

The West Fargo School District will maintain learning and working environment free of discrimination and harassment of any kind. The West Fargo School District prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age, or status in any group protected by federal or state law. All complaints will be treated fairly and evenhandedly in order to prevent frivolous or malicious accusations. The school board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees. Harassment is generally defined as any unreasonable and/or repetitive interference, intimidation, hostility, or offensive behavior on the part of any employee, student, or visitor. Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability, appearance, or sexual orientation. Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

HARASSMENT DEFINED

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

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

RACIAL HARASSMENT DEFINED

Racial harassment in public schools violates Title VII of the Civil Rights Act of 1964; sexual harassment violates Title IX of the Education Amendments of 1972. Racial discrimination/harassment is present if a person is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the person to participate in or benefit from the services, activities, or privileges provided by the school district. Racial discrimination/harassment may include but is not limited to: Harassing conduct that is physical, verbal, graphic or written; injury to persons or property; or conduct threatening injury to person or property.

SEXUAL HARASSMENT DEFINED

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual discrimination/harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse of a sexual nature;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
- Unwelcome behavior or words directed at an individual because of gender.

Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when appropriate. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Students, parents, or others who believe they have been discriminated against or harassed on the basis of race, color, national origin, sex, age, or disability in any of the district's programs or activities may file a complaint as follows:

1. An oral complaint may be informally filed with the building principal;
2. A formal written complaint form may be filed with the building principal; or
3. A formal written complaint form may be filed with the district superintendent, West Fargo Public Schools, 207 West Main West Fargo, North Dakota 58078.

A complete copy of Board Policy 1-9000, procedures, and complaint forms are available in all school offices and the district office. The West Fargo Public Schools acknowledges your right at any time to file a discrimination complaint with: US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, phone #(816) 880-4200.

HEALTH AND SAFETY POLICY

Public schools are expected to promote the physical health of pupils, to keep them safe from injury while in school, and to instill good habits of mental health and hygiene. It is, therefore, the duty of all staff members to see that the school environment is such as to encourage a wholesome growth in body and mind.

LEGAL NAMES POLICY

North Dakota law requires that a **pupil's legal surname** be used on all records maintained by a school and also requires the use of the legal surname in all communications involving the student. Therefore, all communications and records of pupils in the West Fargo Public Schools will use students' legal surnames.

LOST OR DAMAGED BOOK REPLACEMENT POLICY

Each student is responsible for textbooks assigned to him/her, books he/she checks out of the library, or reference books he/she uses. A West Fargo School policy requires that the cost of a lost or damaged book will be the replacement cost.

NON-DISCRIMINATION POLICY

It is the policy of the West Fargo School District not to discriminate on the basis of race, color, national origin, religion, creed, sex, or disability. This policy applies to admission or access to the educational programs and activities offered to students, and extend to employment policies and practices applicable to school district personnel.

Inquiries by Students and Parents concerning:

Program:	Contact:	Phone:
Title I of the Elementary and Secondary Education Act of 1972	Louise Dardis	701-356-2001
Title IX of the Educational Amendments Act of 1972	Curt Jones	701-356-2050
Americans with Disabilities Act	Pete Diemert	701-356-2002
Section 504 of the Rehabilitation Act of 1973	Louise Dardis	701-356-2001
Individuals with Disabilities Education Act	Mari Bell	701-356-2003

To contact these individuals in writing, please send correspondence to their attention at West Fargo Schools, 207 West Main Avenue, West Fargo, ND 58078. Inquiries may also be referred to the Office of Civil Rights, Kansas City Office, U.S. Department of

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

During the course of the school year, children may be photographed in a variety of school-related activities for publicity and public relations. If you do not wish to have your child photographed, you must notify the school office in writing of your objection. In the absence of such a written objection, any child may be photographed and the resulting image(s) displayed publicly.

RETENTION POLICY AND PROCEDURE

In accordance with Board Policy 5-6300 certain conditions of special difficulty such as immaturity, ill health, frequent absence from school, academic failure, or other circumstances may impede the proper adjustment of the student. When any of these conditions are evident, the teacher may call for a conference with the parents or guardians to discuss the student's progress and possible retention. Parents or guardians will be notified concerning the potential of retention on or before March 1. The decision to retain a student will rest with the building principal. If the parents or guardians do not agree with the decision, they may appeal the decision to the superintendent.

SEARCHES OF LOCKERS, DESKS AND STORAGE AREAS

Lockers, desks and storage areas are the property of West Fargo Public Schools and are assigned for school use only. Ownership and control of all lockers is retained by the School District. All school property, including student lockers, desks and storage areas are subject to being searched by school officials with or without prior notice to the student. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety and welfare of all students enrolled.

SPECIAL EDUCATION POLICY

It is the policy of the West Fargo School District to provide a free appropriate public school education to all students with disabilities ages 3-21. "Special Education" means specially designed instruction at no cost to the parents, to meet the unique needs of a child with a disability. Students with disabilities are integrated into regular education programs to the maximum extent appropriate based on individual needs. Related services such as occupational, physical and speech therapy, assistive technology, audiologist, psychological services and transportation are provided when necessary for the student to benefit from special education. Evaluations are provided at no cost to students or parents. The West Fargo School District provides special education services in all categories of disability.

STUDENT RECORDS ACCESS POLICY

Each year parents and students need to be reminded of the student records policy of the West Fargo School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of the district's student record policy (Student Records Policy, File 5-4000), contact your school principal. Parents who have questions or concerns contact the superintendent or the US Office of Education.

USE OF DIRECTORY INFORMATION

The directory information listed below may be released to the public as needed in regard to any individual student in the school district. Any parent of a student less than eighteen years old or any student eighteen years old or older not wanting any or all of this information released to the public must make such a refusal in writing to the principal by September 15 of each school year. The objections must be renewed annually. NAME, GRADE, AGE, ADDRESS, PARENTS' NAMES, TELEPHONE LISTING, PLACE OF BIRTH, PARTICIPATION IN OFFICIALLY RECOGNIZED CO-CURRICULAR ACTIVITIES, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, RECOGNITIONS, AWARDS RECEIVED, AND PHOTOGRAPH OR LIKENESS. If you have no objection to the release of the above information by the school, you do not need to take any action.

SUSPENSION AND EXPULSION OF STUDENTS POLICY

A student may be suspended or expelled for insubordination, habitual indolence, disorderly conduct, or any student behavior that is detrimental or disruptive to the educational process. The authority to suspend a student for up to ten days or up to twenty days for a student in an alternative education program in accordance with state law rests with the principal or other administrative personnel. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds and, except for a violation of the District's firearm policy, may extend to the termination of the current school year.

The school board has delegated the process of conducting expulsion hearings to the superintendent of schools, with the exception of expulsion hearings for the possession of a firearm on school property. The superintendent of schools will

notify the board president of all instances in which the superintendent of schools is considering expulsion. Together, the superintendent of schools and the board president may agree to have an expulsion hearing conducted by the school board. Students with disabilities will be suspended or expelled in accordance with state and federal laws. *Adopted: 07/08/91*
Reviewed: Revised: 03/08/9,05/22/95,10/26/98,10/23/00,01/26/09

Suspension of Regular Education Students

The authority to initially determine whether or not a student shall be suspended rests with the principal or other administrative personnel and can be exercised after the student is given:

- 1) Oral and/or written notice of the charges against him/her.
- 2) An explanation of the evidence against him/her.
- 3) An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the carrying out of the above procedures. The parent or guardian shall be notified regarding the suspension. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed without prior parent notification. Before reinstatement of the student, the events leading to the suspension will be discussed with the parent or guardian by telephone or conference at the administrator's discretion.

Expulsion of Regular Education Students

- 1) **Nature of the Hearing**
The hearing is not a court proceeding and should not be referred to or conducted as such. The administrative hearing should be conducted without the rigidity of court hearings, and there are no specific rules of evidence or procedure that must be followed. The thrust of the entire hearing is directed toward a determination of whether the reasons offered for the proposed suspension or expulsion is supported by substantial evidence. The evidence offered at the hearing should be directed toward attaining the truth, and each situation may call for a slightly different approach. The key to conducting a successful hearing is to search for the truth through reasonableness and fairness.
- 2) **The Hearing Panel**
The student is entitled to an impartial hearer of facts. Therefore, a three-member panel shall be established using the following procedure: The superintendent will act as chairperson and will select two building principals who are not directly involved in the incident leading to the hearing.
- 3) **Representation of the Student**
There is no definite requirement that the student must have representation at the hearing; however, if the student or his/her parent(s) request that he/she be represented by an attorney, his/her parent(s), or another adult, the request should be granted. The school should attempt to involve the parents in the disciplinary proceedings from the outset. The school may refrain from making its presentation through an attorney if counsel does not represent the student.

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

- 1) **Notice of Charges**
The student and the student's parent or guardian shall be notified in writing of the specific charges against the student. These charges will be stated clearly enough for the student and the parent to understand the grounds of the charges and to be able to prepare a defense.
- 2) **Notice of Nature of Testimony and Witnesses**
Prior to the hearing, the student and the student's parent or guardian shall be advised of the nature of the evidence against the student and be provided the names of any witnesses whose testimony may be used against the student.
- 3) **Notice of Hearing**
The student and the student's parent or guardian shall be notified of the date of a hearing within a reasonable time after notice of charges. The date of the hearing may be advanced at the request of the student or postponed on the showing of reasonable grounds.
- 4) **Notice of Right to Present Evidence**
At the time notice of the hearing is given to the student and the student's parent or guardian, they shall be notified of their right to present witnesses or documentary evidence.
- 5) **Adult Representation**
The student, or his or her parent or guardian may be represented and/or assisted at the hearing by a lawyer or another adult. A parent or guardian who is unable to attend the hearing may designate another adult to assist the student in the parent's absence. Notification of the representative's identity shall be given in advance of the hearing, or the representative shall furnish evidence of appointment at the time of the hearing.
- 6) **Right to Present Evidence**
At the hearing, the witnesses for the administration will present their evidence that supports the reason for the proposed expulsion. The student and/or his or her representative shall be given an opportunity to present witnesses and evidence to disprove the reasons offered by the school's witnesses.
- 7) **Record**
The hearing shall be tape-recorded or a secretary or court reporter shall keep an accurate record of the proceedings.
- 8) **Action of the Administration**
The administration shall render its decision by a majority of those members in attendance and written notice of the decision shall be sent promptly to the student and parent or guardian.
- 9) **Appeal to the School Board**

An appeal of the hearing panel's decision may be made to the School Board within 10 working days of the original hearing. The decision should be reviewed at the next regular meeting of the Board, except when good cause is shown

for calling a special meeting for that purpose. The School Board will only review the decision of the hearing panel; they will not hear evidence. Since the expulsion will affect or become a part of the student's educational record, the appeal hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act.

Students who have been Suspended or Expelled from Another School or School District

Any student who has been suspended or expelled from a school within the West Fargo School District is not eligible to attend any other school within the district until eligible to return to his or her regular school. Any student who has been suspended or expelled from another district will not be permitted to enroll in the West Fargo School District until eligible to reenroll in his or her former district or until the West Fargo Board of Education or the superintendent has reviewed the prior suspension or expulsion and determines that the suspension or expulsion was illegal or improperly given.

Suspension of Students with Disabilities

- 1) Summary suspension of students with disabilities for dangerous or excessively disruptive behaviors.
 - A summary suspension is the immediate removal of the student from his or her regularly scheduled school program for a period not to exceed three school days. Students with disabilities may be summarily suspended if they endanger themselves or others. The summary suspension may be in effect immediately upon the decision of the designated building administrators 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 make and document efforts to contact and notify the parent prior to the suspension.
 - The student shall be given oral or written notice of the charges, the explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.
 - A multidisciplinary team (consisting of the student's IEP team) shall convene within 24 hours of suspension to review the misbehavior and propose any needed revisions in the IEP. The District has an obligation to provide educational services during the time of summary suspension. The multidisciplinary team will determine the manner in which the services are provided.
- 2) Short-term suspension of students with disabilities.
 - A short-term suspension of five school days or less may be in effect for a student with a disability for any conduct which would warrant short-term suspension for a student who is not disabled. The multidisciplinary team must determine that the behavior in question was not related to the disability or a result of inappropriate placement before short-term suspension may be effected. No multidisciplinary team meeting will be required for those students with disabilities for whom short-term suspension has been included in the behavioral intervention section of the IEP, provided the student has engaged in conduct for which the behavioral plan allows for short-term suspension.
 - The student shall be given oral or written notice of the charges, and an informal opportunity to respond to and rebut the charges. The administration will make and document efforts to notify the parent prior to the suspension.
 - The multidisciplinary team will determine the nature and extent of services, if any, to be provided at home for students who receive short-term suspension. The district has an obligation to provide educational services during the time of short-term suspension. The multidisciplinary team will determine the manner in which the services are provided. If a student has received summary suspensions and/or short-term suspension totaling ten days during any one school year, all subsequent suspensions will be handled under the policies governing long term suspension.
- 3) Long-term suspension of students with disabilities.
 - A long-term suspension of more than five school days may be in effect for a student with a disability for any conduct that would warrant long-term suspension. The multidisciplinary team will meet to determine whether the misbehavior is related to the disability or is the result of inappropriate placement. If the multidisciplinary team determines that the misbehavior is related to the disability or is a result of an inappropriate placement, the student with a disability may not be suspended. The district has an obligation to provide educational services during the time of long term suspension. The multidisciplinary team will determine the manner in which the services are provided.
- 4) Short-term and long-term suspension of students with disabilities.
 - Except for summary suspension procedures, a student with disabilities shall remain in the current placement pending action on a suspension recommendation, unless the parents and the administration agree otherwise. A student with a disability for whom long-term suspension has been recommended is entitled to all the due process rights available to a student who is not disabled for whom long term suspension has been recommended. In addition, the student is entitled to all the due process procedures available to a student with a disability under the Education of All Handicapped Children Act, as amended, and applicable state policies and procedures.
- 5) Suspension and special referral.
 - The school district is not required to refer for special education assessment and evaluation a regular 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.

Expulsion of Students with Disabilities

When considering an expulsion of a student with a disability the district will:

- 1) Determine the need for an interim placement.
- 2) Convene, prior to the expulsion hearing, the I.E.P. team to determine whether or not:
 - a. The current placement is appropriate,
 - b. The student's I.E.P. contains a specially designed behavior intervention regarding discipline,
 - c. The behavior is a manifestation of the student's disability, and
 - d. Alternative placements have been reviewed.

- 3) Schedule a meeting of knowledgeable persons including the parents to prepare a written report related to the incident or incidents that resulted in the contemplated expulsion.
- 4) Provide the parents with the "Parents' Prior Notice Form."
- 5) Conduct a reevaluation of the student.
- 6) Modify procedures at the expulsion hearing to include:
 - a. The I.E.P. team evaluation report and recommendations, and
 - b. Additional witnesses or representatives to determine whether the student's behavior is a manifestation of the student's disability.
- 7) Modify the board expulsion order to include:
 - a. Findings regarding the I.E.P. team/evaluation report to accept, modify, or reject recommendations, and
 - b. Provision of an alternative education program consistent with the expulsion order.

TITLE PROGRAM DISPUTE RESOLUTION POLICY

West Fargo School District #6 will follow procedures for receiving and resolving disputes pertaining to all Federal Title Programs, including, but not limited to Title I, II, IIA, IID, III, IV, and V as required by North Dakota Department of Public Instruction through the "No Child Left Behind" federal mandate. Any person who believes that West Fargo School District #6 has violated the regulations or law governing any of the Federal programs may file a written complaint with the Assistant Superintendent. The written complaint must include:

- The date;
- The name of the district, unit, or individual the complaint is against;
- The name, address, and telephone number of the person making the complaint;
- A detailed description of the complaint, including specific facts supporting the allegation; and,
- The personal signature of the complainant.
- The written complaint may be sent via mail, e-mail, or hand delivered to: Assistant Superintendent West Fargo School District #6 - 207 Main Ave W West Fargo, ND 58078 -dardis@west-fargo.k12.nd.us-356-2001

The Assistant Superintendent shall investigate the complaint and provide the complainant a written response within 30 calendar days. If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the specific Title Program Director at: [Director of Specific Title Program] North Dakota Department of Public Instruction-600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440 - 701-328-3264 -701-328-4770 Fax

The director will investigate the charges and issue a report providing suggestions for resolution within 60 calendar days of receipt of the complaint. Once the complainant receives a response from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within 30 days of the date of the Title director's response. The State Superintendent will issue a final decision within 30 days of the request for reconsideration.

If the complaint is still not resolved to the satisfaction of the complainant upon receipt of the State Superintendent's reconsideration, the complaint may be forwarded to the federal level at: Secretary of Education U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC.

TRANSFER OF WEST FARGO ELEMENTARY STUDENTS OUTSIDE THEIR ATTENDANCE AREA POLICY

To prevent overcrowding in the elementary classrooms, the following procedures will normally affect the placement of students:

1. The class size will not **normally** exceed 22 students in grades K-2, 25 in grades 3-4 and 27 in grade 5.
2. Students new to a school will be assigned to a building outside their attendance area if enrollment at their grade level exceeds the numbers listed above. Transportation will be provided between the home school and the assigned school. Siblings will be given the option to attend the assigned school if space is available.
3. Random selection will be used to determine which new student will be required to attend classes in a different building.
4. Student assignment to another building will be for the academic year.
5. If space is available the following academic year, students who were placed in a building outside their attendance area the previous year will be readmitted to their home school.
6. Students who have been transferred previously will normally not be transferred again until everyone currently attending the grade level in question has also been transferred.
7. When considering transfers requested by parents, students will be assigned to schools according to the following order:

First priority will go to students who attended the school the previous year and remain in the school's attendance area and those who live outside the attendance area but had written approval to attend the school the previous year. Second priority will go to students who are new to the attendance area. The lowest priority will go to new requests for transfers. If necessary, random selection will be used in assigning students in any of the above groups. Transfers will only be granted if the receiving school has room in the grade level requested. All requested transfer students that have been approved are responsible for their own transportation. After a student has been approved to transfer, he/she becomes a permanent resident of the approved attendance area.

WEAPONS POLICY

Carrying Weapons

The West Fargo School Board places a high priority on the safety and wellbeing of students and school staff. Possession and/or use of a weapon by a student are detrimental to the welfare and safety of students and school personnel within the district. No student will knowingly possess, handle, carry, transmit, or use any weapon or dangerous instrument or any

other object used to intimidate or threaten bodily harm or irritation or to cause bodily harm or irritation to another individual in any school building, on school grounds, in any school vehicle, or at any school sponsored activity.

Violations of this policy will result in disciplinary action. All weapons will be confiscated and turned over to law enforcement officials. Bringing to school a firearm (as defined in 18 U.S.C. 921 and described in procedures for this policy) will require that the principal immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year. The superintendent may recommend a modification of the expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. The school board shall provide the student with a hearing at which time the board will take testimony and consider evidence including the existence of mitigating circumstances. A student and his/her parent/guardian may waive a hearing of the board for an administrative hearing.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative education setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act. Other violations of the policy (possessing a weapon other than a firearm) will require that proceedings be initiated by the principal for suspension and/or expulsion of students involved. Proper due process proceedings as defined in Policy 5-2500 on Suspension and Expulsion of Students will be followed in all suspensions and expulsions under this policy. *Adopted: 07/22/96 Reviewed: Revised: 11/30/09*

Procedures

Definition of "firearm" as stated in 18 U.S.C. 921: The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm.

The term "destructive device" means:

- A. Any explosive, incendiary, or poison gas such as a
 - a. Bomb
 - b. Grenade
 - c. Rocket having a propellant charge of more than four ounces
 - d. Missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. Mine
 - f. Device similar to any of the devices described in the preceding clauses
 - B. Any type of weapon (other than a shotgun or a shotgun shell which the Secretary of the Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter; and
 - C. Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph "a" or "b" and from which a destructive device may be readily assembled.
- The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed shotgun shell to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.
 - The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

WEATHER RELATED NEWS: STORM DAYS, SCHOOL POLICIES & PROCEDURES RELATING TO STORMY WEATHER
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The superintendent and many other school administrators carefully watch weather conditions. The superintendent makes every effort to remain completely informed, using contact with the National Weather Service, personal observation, telephone contact with individuals living in the rural areas of the district, law enforcement agencies, and city/county/state road maintenance personnel. Road conditions and visibility on bus routes are tested beginning as early as 4:00 am. The superintendent of schools makes the decision based on the above factors and input from others. In deciding whether children will be safe, we look at the following factors: Visibility and current/expected wind conditions, road conditions (current, anticipated, and the status of city and county road crews), the time precipitation starts and the current/expected amount, expected duration of the storm, alert level from National Weather Service, and temperature and wind-chill. On rare occasions, the decision will be made the night before by 9:30 pm, which allows sufficient time to notify the local media before the 10:00 pm news. Most often, the decision is made no later than 6:30 am. A delay or cancellation after 6:30 am is possible, but because buses must be in route by 7:00 am, later decision-making is undesirable. Consideration must be given to the desirability of sending students, particularly very young students, home to an empty house. While we have dismissed school early and sent buses out early in the past and will likely do so sometime in the future, please understand that

we are also concerned about the safety of your children if you are not home or find it impossible to get home. Students living within reasonable walking distance will be dismissed to walk home only at the discretion of the principal. Questionable cases will be handled

with a telephone call between parent(s) and the building principal. At times, students in kindergarten through grade eight may be kept at school until their parents or other designated adults come to pick them up. In cases of very severe weather, high school students could also be required to stay until individual arrangements have been made with parents. It is appropriate for you or another authorized adult to pick up your children at school when weather conditions have gotten progressively worse during the day. Please be assured that your children will be safe and well cared for in the event that it is not safe for you to come to pick them up.

How Is The Public Notified? All storm announcements relating to West Fargo Public Schools will be: reported to local radio and television stations; communicated to parents and guardians by the Connect-ED messaging system; and be posted to the school district's website (www.west-fargo.k12.nd.us). Please check more than one source, as on occasion we are unable to make contact with all media sources due to their capacity to handle all incoming calls or we may not have an accurate telephone number for a family in the Connect-ED system. If you have any questions, please call:

Superintendent	-	356-2000	Assistant Superintendent	-	356-2001
Transportation Director	-	356-2120	High School	-	356-2050
Sheyenne Ninth Grade Center-		356-2160	Cheney Middle School	-	356-2090
Aurora School	-	356-2130	South School	-	356-2100
Eastwood School	-	356-2030	Westside School	-	356-2110
Berger School	-	356-2010	Horace School	-	356-2080
Harwood School	-	356-2040	Clayton Lodoen Kindergarten Ctr	-	356-2020
STEM Center	-	356-2102	Osgood Kindergarten Center	-	356-2190

Each of us is here to help. Also, note that with the installation of the two-way radios, we are now capable of remaining in continuous radio contact with each bus and should be able to provide assistance to a bus either in the form of a wrecker or another bus without forcing the bus driver to leave the bus or the children assigned to his or her care. The decision to have or not have school due to inclement weather will be based on the safety of the students attending the district's schools. The decision whether or not to close school will be based on the best information available. Parents may choose to pick up their child at school or not to send them to school anytime they feel that the weather is a threat to their child's safety.

VISITORS POLICY

Visitors are always welcome at school, but they must **CHECK IN AT** the office when they arrive and when they leave. According to West Fargo Ordinance #12-0505, unannounced visitors may be fined \$500. Please arrange your visits so that it will not occur during the first two weeks or the last two weeks of school. **SMALL CHILDREN MUST BE ACCOMPANIED BY THEIR PARENT(S).**

Visiting School

We welcome parents and other visitors to our facility. When visiting, all parents and visitors must register in the school office upon entering the building. In order not to disrupt instructional time, all visitors/parents are required to stop in the office and let our office personnel assist you. The main entrance door is the only door unlocked during school hours. Please enter through these doors and go straight ahead into the office area. Office personnel will assist you. If you plan on picking up your child after school, please wait in the office, and have your child meet you there. Do not stand outside classroom areas or block hallways. According to West Fargo Ordinance #12-0505, unannounced visitors may be fined \$500.

Visiting - Students Bring Friends to School

Students may not bring friends or other students to visit in the classrooms or at lunchtime. Only enrolled students are allowed into their specific classroom. This rule is for the protection of all students and the instructional program. Classroom interruptions can be very detrimental to the learning process.

Visiting - Parent Classroom Visitation

Having parents visit the classroom is an important part of the elementary school experience. School staff values the concept of parents as partners in education, and understands that the student's education extends beyond the school. Parents will have the option of signing up to assist as a room parent for special projects and parties, joining PTA and performing special school activities, helping with science fairs, and volunteering time to assist on fieldtrips. It is up to the individual teacher to determine his/her classroom needs and to make any necessary arrangements for parent volunteer assistance. Parents wishing to visit the classroom to observe specific academic instruction need to visit with the building principal for approval. Parents must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The decision is entirely up to the building principal based on the purpose of the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs. This type of request is different than in volunteering your time to help with a classroom project, party, or fieldtrip. If you are granted permission to visit a classroom to watch specific academic instruction, you must follow these rules:

- Sign in at the office to receive a nametag and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria.
- Remain inconspicuous and non-disruptive to the instructional process.
- You are not there to judge the teacher's ability to teach and are there to work with the teacher to best help your own child.
- Parent visitations are limited to only one class period during the school day.
- When leaving the classroom—you are bound by confidentiality and FERPA Law. The main purpose of a visit is for individual parents to gather information on their own child to better help the educational process.