

KINDRED PUBLIC SCHOOL DISTRICT #2

SERVING THE COMMUNITIES OF

Davenport - Hickson - Kindred - Leonard - Oxbow - Walcott



K-12

Student Handbook 2020-2021

For additional information call

Kindred High School (428-3177) – Kindred Elementary School (428-3388)

Last Updated -July 2020

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K-12 STUDENT HANDBOOK 2020-21

INTRODUCTION

We would like to welcome all students back for this new school year. We would especially like to welcome all of our kindergarten students and new students that will be attending school for the first time. We look forward to working with all of you and your parents during the school year.

Students in grades K-6 will attend school at Kindred Elementary and other students in grades 7-12 at Kindred High School.

The purpose of this handbook is to provide you, as students and parents, with information relative to various practices and procedures observed in the Kindred School District. It is our hope the information contained in this handbook will be of value to you as we work together during the school year to provide the best possible learning opportunities for all students. In order to do this, we need to have certain rules and regulations to promote orderliness and good habits. We also need them to maintain a degree of safety for students while they are under our care.

Please read through the various sections of this booklet. We welcome your comments on any part of the handbook.

We hope you will feel free to call us at school whenever you have a question or concern regarding school matters. We will do the same whenever we feel a need to call you about concerns we have involving your son and/or daughter

Nancy Kochmann
Elementary Principal
428-3388

Kent Packer
High School Principal
428-3177

KINDRED SCHOOL MISSION STATEMENT

IMPROVING TOMORROW BY LEARNING TOGETHER TODAY

The mission of the Kindred Public School District is to inspire and empower all learners as we prepare them to meet the challenges of a diverse global community.

NONDISCRIMINATION POLICY STATEMENT

NOTIFICATION OF TITLE VI, TITLE XI, SECTION 504 POLICIES

YOU ARE HEREBY NOTIFIED Kindred Public School District does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, age, or handicap in the educational programs or activities which it operates, and that it is required by Title VI, Section 504 and Part 86 of the Department of Education regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities offered to its students, as well as to employment therein.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title VI, Section 504 and this Part may be referred to Superintendent, Steve Hall, who has been designated as the person responsible for coordinating the efforts of the Kindred Public School District to comply with and carry out its responsibilities under Title VI, Title IX, Section 504 and this Part, including any investigation of complaints alleging noncompliance. The office address and telephone number of our coordinator is as follows.

Steve Hall
255 Dakota Street
Kindred, ND 58051
(701) 428-3177

It is the intent of the Kindred Public School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel the Kindred Public School District has showed discrimination. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the District Administrator, Kindred Public Schools; Kindred High School at 428-3177; Kindred Junior High School at 428-3177; or Kindred Elementary School at 428-3388.

Title IX complaints can also be filed with the Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights – Chicago Office
500 W. Madison Street Suite 1475
Chicago, IL 60661
Tel. 312-730-1560
Fax 312-730-1576
TDD 312-730-1609

E-mail OCR.Chicago@ed.gov

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

1. 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, 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.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure with 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, consultant, or therapist); 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district 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

BELL SCHEDULE – Kindred High School

Monday, Tuesday, Friday

<u>Class</u>	<u>Period</u>
8:15am	Warning Bell
8:20-9:14	Period 1
9:18-10:12	Period 2
10:16-11:10	Period 3
11:10-11:35	Lunch JH
11:35-12:29	Period 4 JH
11:14-12:08	Period 4 HS
12:08-12:33	Lunch HS
12:33-1:27	Period 5
1:31-2:25	Period 6
2:29-3:23	Period 7

Wednesday VA

8:15am	Warning Bell
8:20-9:44	Period 1
9:49-11:23	Period 3
11:23-12:21	Lunch/Viking Time
12:21-1:50	Period 5
1:55-3:23	Period 7

Thursday (Collaboration Day) VB

7:45-8:45	Teacher Collaboration
8:40	Warning Bell
8:45-10:15	Period 2
10:20-11:50	Period 4
11:50-12:50	Lunch/Viking Time
12:55-2:25	Period 6
2:30-3:23	Viking Time

ATTENDANCE

The School Board recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. In addition, North Dakota state law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exceptions for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. This School District, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Attendance Procedures

Students must be in attendance in all classes for a specific number of days per school semester in order to earn credit. As a result, the number of absences per semester is limited to 10 per class.

The parent/guardian must call the office on THE DAY OF THE ABSENCE between 7:30 a.m. - 4:30 p.m. **NOTE:** If a verification phone call is not received the day of the absence or prior to the absence, the absence will be noted as a “no call” absence.

The following days are exempt and WILL NOT count toward the class limit.

- Medical Appointment - The appointment slip must be filled out by the doctor’s office and returned to the office.
- Family Emergency
- Family Vacation
- School sponsored activities
- Post-Secondary School Visits

Grade Promotion and Credit Loss after Excessive Absences

As a matter of procedure, the office will notify parents by letter whenever a student has accumulated 5 or more non-school related absences in a class. Thereafter, it is the student’s responsibility to monitor his/her attendance to avoid credit loss. The only exceptions to the above class limit standard are in/out-of-school suspensions, and those listed above.

BICYCLES

- Bicycle racks or parking areas are provided for children who ride their bicycles to school.
- When children arrive at school with their bicycles, they should go directly to the bicycle parking area to park their bicycles. At no time should bicycles be ridden on school playground areas.
- Bicycles are not allowed on the track or any athletic field at any time.

BULLYING POLICY

Definitions

For the purposes of this policy:

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

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a) Is not part of the district's curricular or extracurricular program; and
 - b) Is established by a sponsor to serve in the absence of a district program; and
 - c) Receives district support in multiple ways (i.e., not school facility uses alone); and
 - d) Sponsors of the activity have agreed to comply with this policy; and
 - e) The District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* includes all employees of the Kindred Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

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

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

Reporting Procedures for Alleged Policy Violations

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written

report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

- Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

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

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

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary & Corrective Measures

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

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

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

For bullying initiated off campus and received on campus (e.g. cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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

Victim Protection Strategies

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

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.

- Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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

BULLYING REPORTING GUIDELINES

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the district's bullying policy. The examples serve as guidelines only and in no way, encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

Reporting Guidelines

Students should file a report under the bullying policy and staff shall file such a report when there is:

- Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
- Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
- Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
- Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
- A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

BUS BEHAVIOR

The bus drivers and the administration set bus rules. The bus driver will deal with misbehavior on a bus immediately. Consequences for misbehavior may be a warning or immediate removal from all buses.

Due to the full capacity of our buses, we do not allow students to ride on routes other than their own. This also applies to non-bus students riding. Exceptions must be approved by Victor Muscha, director of transportation.

CARE OF TEXTBOOKS, ELECTRONIC DEVICES, AND OTHER SCHOOL MATERIALS

We expect students to take proper care of textbooks, electronic devices, workbooks, library books, and other school materials used in school. The cost of these items continues to increase considerably each year. If excessive wear or damage is done to any of the above, your child may be held accountable for charges. We also expect children to keep their desks, clothing, etc., in a neat, orderly manner.

CHILD ABUSE OR NEGLECT

North Dakota State Law mandates that schoolteachers and administrators having knowledge of, or reasonable cause to suspect that a child coming before him/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.

CHURCH-SCHOOL RELATIONS

School activities over which the Kindred School has sole control will not be scheduled on Wednesday evenings after 6:00 PM or on Sundays. If necessary, exceptions to this rule may be waived at the discretion of the administration.

COLLECTION AND MAINTENANCE OF STUDENT EDUCATION RECORDS (Policy JRA)

Student records are an essential part of the educational process. Information about students which is required by law, necessary in accomplishing the educational goals of the school district, and important in promoting the welfare of the student is maintained by the school.

A permanent cumulative record shall be kept on all students from grade K through twelfth grade. This is a highly private record to be used only by the professional staff immediately concerned with the student's welfare. It shall also be made available to the student and his/her parents or guardians.

These student records may contain, but are not limited to: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The school staff shall not permit access to or release of student records to any individual, agency or organization without the written consent of the parent or guardian or the

student if 18 years or older, except as specifically provided by law. Disciplinary action taken against a student may be disclosed when the misbehavior poses a significant risk to the student or others.

For a complete copy of the district's student record policy, contact your school principal. Students who have questions or concerns about the student record policy may direct them to the building principal, the superintendent, or the U.S. Office of Education.

COMMUNICABLE DISEASE REGULATIONS (Refer to chart on school web site)

Teachers must report suspected cases; whenever any principal and/or teacher in any private, parochial or public school has reason to suspect that any pupil is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to Fargo Cass Public Health at 241-1360.

COMPLAINT & GRIEVANCE PROCEDURES

Complaints and grievances should be handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows: teacher, principal, superintendent, Board of Education. Complaints not resolved at their origin may be submitted in writing and filed with the principal of the school involved. Complaint forms are available at the Central Office or from the building principals.

COMPUTER LAB RULES

Responsible student use of the computer lab is encouraged under the following guidelines:

- A teacher or aide must supervise students in lab at all times.
- If a class is currently using the lab, the teacher in the lab will give preference for use of computers to the class even if students may have permission from another teacher. If the computer lab teacher grants students' permission to use an open computer, they may work in the lab as long as they are quiet and do not disrupt the learning of others.
- The use of computer games on any computer will be prohibited. The use of educational games under the supervision of a teacher will be allowed.
- No illegal copying of software will be allowed on any computer in the lab.
- Candy, beverages, or food will not be allowed in the lab.
- Access and/or alteration of another person's files/folders are not allowed.
- Use good judgment when operating computers.
- Teachers/staff may ask to view a student's disk to check for viruses, illegal programs, etc.

REMEMBER-if any of the above guidelines are abused your computer access privileges will be revoked.

COMPUTER NETWORK SYSTEM—RESPONSIBLE USE

HIGH SCHOOL

1. As per student/parent/guardian responsible use agreement

ELEMENTARY

1. Acceptable Use

- Must be in support of education and research consistent the District missions and goals.
- Must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited. Research material must be cited appropriately.
- Threatening or obscene material is prohibited.
- Distribution of material protected by trade secret is prohibited.
- Use for commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.
- Personal home pages will not be allowed

2. Privileges

- Access to the Internet is not a right, but a privilege.
- Unacceptable usage will result in cancellation of account.
- Training will be provided for each individual applying for an account.

3. Etiquette

- Be polite!
- Users will not use vulgar, profane, lewd, rude, inflammatory, threatening, and disrespectful or obscene language.
- Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Users will not agree to meet with someone they have met online without their parent's approval and participation.
- Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Do not repost a message that was sent to them privately without permission from the sender.
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.

4. Security

- If you identify a security problem, notify a system administrator immediately.

- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to log on, as another user will result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- User must notify the district system administrator of any change in account information.
- User may be occasionally required to update registration, password and account information in order to continue Internet access.

5. Vandalism/Harassment

- Vandalism and/or harassment will result in the cancellation of the offending user's account.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

DIRECTORY INFORMATION (Policy FGA)

Kindred School District will maintain directory information that will include student names, addresses, phone numbers, pictures, grade levels, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and names of parents. The district will also publish an honor roll, which is considered an award. The parent or legal guardian of a student has the right to refuse to permit the designation of any or all of the above categories as directory information with respect to that student. The superintendent shall insure that parents and legal guardians are notified of their rights under FERPA at the beginning of each year. The notice shall include the categories the district considers directory information and a procedure and deadline for refusing permission.

EMERGENCY PROCEDURES

Our schools have developed an Emergency Procedure Plan for the purpose of protecting the health and safety of every school student and the school staff in case of a fire, tornado, or other emergencies. The students and staff practice procedures and are made aware of what to do and where to go if it does become necessary to sound the alarm in case of an emergency.

FIELD TRIPS

Field trips are important enrichment activities intended to enhance the curriculum. Every student is expected to participate and therefore fees cannot be charged. We request that the cost of admission be donated to the school to help defray the cost of the field trip. Transportation will be provided by the school district. Notice will be sent home to inform parents prior to the planned outing.

FOOD AND DRINK

Students may eat and drink in the school cafeteria/commons area only. No eating or drinking in hallways is allowed.

HALL PASSES

Class time is very important and teachers have the responsibility to help students use their time wisely. Students who leave a class or study hall for any purpose must have the teacher's permission and be signed out using the Hallway Pass pages in the student planner. These pages should not be removed from the planners.

HARASSMENT (Policy GAFAB)

The Kindred School District will endeavor to maintain a learning and working environment that is free of harassment. 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.

Harassment may include, but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include, but is not limited to, hostile, demeaning or intimidating behavior or conversation.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of laws, which prohibit sex discriminations. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district should report the alleged acts immediately to the appropriate school district official. 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.

HEAD LICE PROCEDURE

Following recommendations by the Center for Disease Control (CDC), National Association of School Nurses (NASN), North Dakota Department of Health, and Fargo Cass Public Health, it is believed the management of head lice should not disrupt the educational process and therefore the school does not follow "no nit" policy. No disease is associated with head lice, and in-school transmission is considered to be rare.

In order to control the spread of head lice the following steps will be taken:

- If a student has been identified as having head lice the parents will be contacted to pick up student and instructions will be sent home on how to eliminate all lice and nits (eggs) along with the necessary environmental cleaning required at home. The student's name will be kept confidential.
- Students found with only nits can stay in school but parents will be notified. Reasoning for that is that nits are strongly attached to the hair shaft and are not easily transferrable to another student's head and nits further than ¼ inch from the scalp are considered "non-viable" or empty casings, which will not hatch into lice.
- Any student who has been found to have head lice may continue to ride the bus to and from school after being treated.
- Classroom checks will not be done unless several occurrences of lice/nits found in particular classroom.
- Siblings and close friends may be checked if given permission by parents.
- If parent makes school aware of head lice, school nurse will assist in providing weekly head checks on student until all lice/nits are eliminated.

HEALTH INFORMATION FORM

This is a form that is completed yearly by the parents for the school and the school nurses' use. This form is considered an educational record, the disclosure of which is governed by state and federal laws including the Health Insurance Portability & Accountability Act (HIPAA) and the Federal Educational Rights & Privacy Act (FERPA). As a parent or legal guardian when you sign the form, you are giving permission to allow the information on the card to be disclosed only as authorized by the above laws or regulations and also to create an Emergency Care Plan if indicated.

Fargo Cass Public Health (FCPH) and the Kindred Public School District #2 provide an opportunity for notification to parents of the regulations followed to maintain the privacy of the health information. FCPH provides an opportunity to review our privacy practice notice, our legal duties and your rights concerning your health information related to HIPAA. This notice is available when you complete the yearly health card, at the school nurse's office or on the City of Fargo's web site. For further information, you can also contact the public health office at 241-1360.

HOMEWORK

Homework shall be viewed as an integral part of the school program to aid students in their development. The type, frequency, and quantity of homework should be at the discretion of the school district professional staff. If students are absent and parents request that homework be sent home, please be aware that the teachers and office will do their best to accommodate. It is best to pick up homework assignments at the end of the day. If at all possible, please call before coming to get homework to allow time for the collection of all the materials.

ILLNESS GUIDELINES

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

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

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

- Any indication of communicable diseases as listed on the communicable disease regulations
- Thermometer indicates a temperature of 100 degrees or above
- Undiagnosed rash or sores
- Vomiting or diarrhea
- Deep and severe cough, heavy or discolored nasal discharge
- Contagious infection diagnosed by a physician

Students may not return to school until:

- When the student is diagnosed by a physician to have a contagious infection and places the student on a prescription medication, the student may not return to school until they have taken the medication for a full 24 hours and their temperature has stayed below 100 degrees for 24 hours without the use of acetaminophen, etc.
- Their temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (Tylenol) etc. to keep the temperature down.
- There has been no vomiting or diarrhea for 24 hours.

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

IMMUNIZATION RECORDS

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

LIBRARY RULES

The Library Media Center welcomes students and faculty. The Center provides resources for pleasure and for learning. These resources are available between 8:00 a.m. and 4:00

p.m. To ensure fair, timely, and efficient use of materials, the following regulations will apply.

- Respect Library Media Center users and personnel by maintaining quiet and order so that anyone in the room may work undisturbed. Students who do not comply will be sent out and restricted from using the Center for an appropriate length of time.
- Respect Library Media Center materials by handling them with reasonable care and returning them to their proper places when you have finished using them.
- Refrain from defacing, mutilating, or destroying materials. Refrain from bringing food or drink to the Library Media Center.
- Check out all materials to be taken from the Library Media Center. The Center lends materials; students and faculty borrow them.
- Return all materials promptly when they are due or have them renewed. This will allow every student fair access to materials needed. Fines may be charged for overdue materials. Cost of repairing or replacing damaged or lost items will be charged to the borrower.
- Observe rules regarding student behavior in general as outlined in the Student Handbook with consequences as specified.

Arrangements for use of the Library Media Center by students in a class or in the study hall will depend on availability of library personnel. A schedule for study hall will be given to study hall teachers and posted on the study hall bulletin board. Classroom visits arranged by teachers will be given priority.

LOST AND FOUND

The Kindred Elementary and Kindred High School both maintain an area where found items can be turned in, and lost items may be reclaimed. It would help if personal items were marked with names so lost items could be promptly returned to their rightful owners.

MEDICATION

6. If a student needs to take a prescription medication at school, it can be given by school personnel if the "Prescription and Authorization for Medication Administration" form is signed by licensed prescriber and parent or legal guardian. Over-the-counter medications also require an authorization form signed by parent and will be administered according to the manufacturer's recommendation as written on the container, unless physician order obtained specifying otherwise. These forms are available at the school office and most clinics. A new form must be submitted at the start of the school year or when any changes occur. The school will also carry a stock supply of Tylenol, Ibuprofen, and TUMS. A parent or legal guardian must indicate permission for these medications to be given on the student health form filled out prior to the start of each school year.
7. All medication will be located in and dispensed from the school office or other designated areas. **All medication must be brought to the school in the original container by a parent. This includes medication refills.** When a prescription is

ordered at a pharmacy, you can request the order be placed in two bottles. An adult must pick up medication left at the end of the school year or the nurse will dispose of it two weeks after school is completed for the year.

PARENT-TEACHER CONFERENCES

We encourage all parents to attend the two scheduled conferences. One conference is set in the fall and the other conference in the spring. Notices about these conferences and scheduled conference times will be sent home with your children at a later date or placed in the school newsletter.

PETS

No pets should be brought on school property without securing permission from the principal. Pets are not allowed to be transported on our buses.

PERSONAL COMMUNICATION DEVICES

Personal wireless communication devices including but not limited to cellular phones and pagers are disruptive to the educational environment; students may not use these devices, unless necessary for the educational process, in any school building of the Kindred School District. Exceptions to these guidelines are at the discretion of the Kindred School District administration. Consequences for inappropriate use are as follows:

First offense: Device will be taken and kept until the end of the next school day. If this is a Friday, it will be kept until the following Monday.

Second offense: Device will be taken and returned only to the parent/guardian.

Third offense: Student will not be able to possess such device inside the school building during normal school hours.

REPORT CARDS

Elementary, middle and high school report cards will be issued four times a year (after each nine-week period).

ROLLER BLADES/SCOOTERS/SKATEBOARDS

No roller blades, scooters, or bicycles allowed in the school buildings or on the school track. Skateboards are prohibited on school property.

SCHOOL CANCELLATIONS AND EARLY DISMISSAL

Reports of school cancellations or early dismissal will be announced over WDAY Radio, KFGO Radio, TV and the use of a parent notification system. Please listen carefully for these announcements during questionable weather conditions.

SCHOOL COLORS

Kindred school colors are royal blue and white. All uniforms worn for game competition should be these colors. The color black may be used as an accent color only, which is the current practice. Uniform should be defined as that which is worn when one takes the court, field, etc. for warm-ups/competition, which would include shooting shirts/warm-ups.

Special consideration may be given to activities, which may require a variance to the above due to circumstances created by the specific requirements of that activity.

SCHOOL HOURS

All entry doors to the elementary school will remain locked until 8:00 a.m. each morning. Door 10 will open from 8-8:30 a.m. for students walking to school or being dropped off by parents. Only students riding the bus will be allowed to enter through Door 13. After 8:30, parents and visitors must use door 13 to enter the building. All doors will be locked throughout the day. Doors will open for dismissal and lock again at 4:00 p.m. unless school activities are taking place, in which case Door 10 (south door) will remain open. Students remaining after school dismissal MUST be under the direct supervision of a faculty member or in the south commons, or he/she will be asked to leave the building. School for elementary students will begin promptly at 8:30 a.m. and end at 3:15 p.m. Please see bell schedules for start and end times at the high school.

SCHOOL NURSE

A school nurse employed through Fargo Cass Public Health is available on an intermittent basis. The telephone number to contact is 701-428-3177. The school nurse is funded through Kindred Public School District #2 and Fargo Cass Public Health.

SPECIAL SERVICES

A number of special services are available to students who may qualify for such services. Teachers or parents may refer students needing special instructional or related services to the response to Intervention/Principal Team. Upon approval of the referral, special service personnel complete a formal assessment. Following the completion of the assessment, a parent conference is scheduled to determine the child's eligibility for special services.

SPORTS PHYSICALS

Students in grades 7-12 must have a medical physical before participation in any sport. Physicals must be completed before the first practice. Forms may be picked up at the High School Office or downloaded from the Kindred School website.

STANDARDIZED TESTING PROGRAM

During the school year, standardized achievement tests will be given to students as scheduled by the North Dakota Department of Public Instruction. We will make every effort to get the test results to you as soon as possible. Students in grade K-10 will also take

the NWEA MAP tests in the fall and spring each year. This data may be shared during parent teacher conferences and also placed in the students' files.

We encourage you to talk with your child's teacher, counselor and/or principal about test results. It is important to keep in mind, however, that no test is perfect, and children react differently to test situations. No single test should be taken as an absolute measure of aptitude, ability, and/or achievement.

STUDENT BEHAVIOR

Kindred School District Philosophy of Discipline and Motivation

Every person in the Kindred School is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action that interferes with another person's growth or the student's own growth will not be tolerated. Should problems occur, the student will be asked to look at his/her own behavior and asked if she/he is following this motto.

When every person in a school is doing his/her best, the school becomes an exciting and warm place where every person is learning new things every single day.

Everyone in the school is encouraged to actively work on the following goals:

- Always try.
- Do your best.
- Cooperate with other people and treat them with respect.
- Manage yourself.
- Respect the property and rights of others.

Students will follow the teacher's classroom rules. Since every teacher teaches differently, each teacher will communicate how students are expected to behave in each activity. When students are trying their best, the teacher will acknowledge this effort.

Students will behave in a way that respects the physical safety and the emotional security of themselves and others. Therefore, no students will be allowed to run in the halls, engage in cruel teasing, or to behave in any manner that might harm another person.

Every staff person in the school is an equal and contributing part of the discipline policy and procedures. Students and staff should treat each other with respect. All school staff members have the right to implement consequences for infractions of school rules. This is true for janitor, aides, secretaries, transportation personnel and cafeteria staff.

General Rules of Conduct.

- Show respect for fellow students, faculty and school employees.
- Respect and abide by all school rules.
- Maintain high standards of courtesy, decency, morality, honesty, language, and attendance.
- WALK in halls.
- Prevent injury to others by not throwing snowballs or any other projectiles.

- Accept punishment for cheating, but better yet, AVOID cheating.
- Keep your voice and language under control at all times.
- No pop or candy in classrooms without teacher permission. No sunflower seeds in the school building.
- Resolve conflicts in an acceptable, nonviolent manner.
- Cooperate and assist in keeping our school building and grounds clean, well maintained, and inviting to promote a positive educational environment.

STUDENT PLANNERS

Students in grades 4-12 are required to have a student planner. The purpose of the planner is to help students become better organized and to help parents know what is expected of their children at school. Teachers will work with students to reinforce writing down assignments, taking responsibility for work completion, and time management. If lost, a replacement planner must be purchased for \$8.00.

SUSPENSION AND EXPULSION

Students are expected to conduct themselves in a manner suitable to their age and grade. Students willfully disobedient or consistently disturbing the class are subject to corrective discipline.

A principal has complete authority to deal with disciplinary problems at school or during school-related activities, and the superintendent shall be called into a disciplinary action only when requested by the principal or upon written request of the student involved, or his/her parent(s).

A principal may suspend a student for up to five (5) days or recommend a longer suspension or expulsion of a student who does not appear to benefit from other forms of discipline. The following conduct exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion.

Cause for suspension may include, but is not limited to the following offenses:

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
- Causing or attempting to cause or threatening physical injury to another person;
- Possessing or transmitting any firearms, knives, explosives, or other dangerous objects
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Insubordination, continued disobedience or persistent defiance of proper authority;
- Habitual indolence or a refusal to work in class or complete assignments;
- Truancy;

- Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal
- Offensive and vulgar language, whether or not it is obscene, defamatory, or insightful to violence, where it is disruptive of the educational process.

Students suspended or expelled will not be allowed to attend or participate in any school function during their suspension or expulsion. This includes in-school suspension.

Enrollment of Suspended Students

Any student who has been suspended from a school of this 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 from another district will not be permitted to enroll in the District or until eligible to reenroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

TELEPHONE

As much as possible, the use of the telephone at school is limited to school business. Before sending your son/daughter to school in the morning, please arrange social activities, such things as staying after school for a ball game, going to a friend's house, etc.

TOBACCO, ALCOHOL, DRUGS, STEROIDS, MISDEMEANOR/FELONY

Students will not use or be in possession of any form of tobacco, drugs, steroids, or alcohol on school premises or at any school related functions either at home or away. Students found in violation of this regulation may be suspended from school for a period of up to five days.

Students involved in extracurricular activities will not use or be in possession of drugs, steroids, alcohol, or tobacco in any form. Regulations set by the North Dakota High School Activities Association and the Kindred Board of Education will be enforced. Students involved in extracurricular activities committing a misdemeanor or felony on or off school property and during the school term are subject to suspension and the penalties of the NDHSAA. Violations of NDHSAA rules are subject to the following penalties: suspension from activity for six weeks for the first offense and eighteen weeks for any subsequent offense.

WEAPONS (Policy FHGC)

The Kindred School District Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice

pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this policy requires that the principal initiate proceedings for the suspension and/or expulsion of the student involved immediately.

ELEMENTARY SECTION (Grades K-6)

ATTENDANCE (Please refer to the general section of this handbook for more information)

- We encourage good attendance at school. We expect children to be in school every day unless they are ill or have some other good reason not to be in school.
- If you know your child is going to be absent from school, we encourage you and/or your child to talk to his/her teacher and/or principal and try to do some work ahead of time.
- Children, when returning to school, should bring a written note from home, stating the time and cause of absence.
- Children arriving at school in the morning prior to 9:40 a.m. because of dental appointments, etc., will be counted tardy. If they arrive in school after 9:40 a.m., or if they leave school before 2:30 p.m., they will be counted absent for one-half day.
- If students are absent and parents request homework, please be aware that the teachers will do their best to accommodate. It is best that homework be picked up at the end of the day if at all possible. Please call the office before coming to allow time for the assignments to be collected. Homework may also be sent home with a sibling if requested.

ENTRANCE AGE REQUIREMENTS

- Kindergarten–All children entering kindergarten for the first time must be five years of age on or before August 1.
- First Grade–All children entering first grade for the first time must be six years of age on or before August 1. State law requires that all children enter first grade before they are seven, unless they are in kindergarten.
- Early entrance testing is available for parents interested in early entrance of their child whose birthday is between August 1 and December 31. If you were interested in early entrance testing, you would need to contact the elementary principal for more details.

HOT LUNCH/MILK BREAK

We encourage all children to eat a well-balanced hot lunch meal at school each day. We expect children to practice good manners in the lunchroom and to watch the noise they create. On a voluntary basis, a milk break program is provided for students in grades K-2. Children may bring a snack (we encourage wholesome snacks) to school to eat at snack break time in grades K-6. Hot lunch and milk prices along with the procedure to follow in applying for free or reduced lunches are available at the school office. **All hot lunch meals**

and milk served to students must be paid in advance! Students with a **milk allergy** can bring in a substitute milk that the kitchen staff can pour at lunch time. This substitute **MUST** be soy milk or Lactaid milk to be considered nutritionally equivalent, according to the USDA. We will not accept other milks such as almond, coconut, hemp, cashew, rice milk, etc. Please note that we can only do this for students with a medical allergy to milk or severe lactose intolerance and not an aversion or preference.

LOCKERS

Students in grades K-6 will be assigned lockers. Students are responsible for the locker assigned to them. Valuables should not be left in lockers. **The Kindred School District accepts no responsibility for articles lost or stolen from lockers.**

LYCEUM AND ASSEMBLY PROGRAMS

Elementary students at Kindred Elementary will have an opportunity during the school year to view lyceum programs, which have been selected for their recreational and/or educational value. All students are expected to be courteous during these programs.

MEDICAL OR DENTAL APPOINTMENTS

Whenever possible, parents should try to schedule medical and/or dental appointments on days we do not have school or after school.

OUTSIDE RECESS GUIDELINES (winter)

All students are expected to dress appropriately for cold weather play, which includes a warm winter coat, hat, gloves or mittens, boots, and snow pants. However, whenever temperatures drop below -10 degrees F or -20 degrees wind chill, the students will be kept inside for recess.

PARTY INVITATIONS

We ask that parents not send party invitations to be delivered at school. Feelings are often hurt unintentionally as a result of students being left out.

RETENTION AND PROMOTION OF STUDENTS

Retention and promotion policies must be geared to fit the best interests of each individual student. After consultation with the classroom teacher, parents, and Special Service staff, the final decision of retention or promotion of a student will be made by the principal.

SHOES

In order to provide our students with a clean school environment we are asking for your assistance. If you could send an older pair of shoes to school for outside use only this would be a big help. The older shoes can be worn for outside recess with the student's good tennis shoes used inside during the school day and for Physical Education classes.

This will not be required of any student but your cooperation in this matter would be greatly appreciated.

STUDENT BEHAVIOR

We believe the main purpose of student discipline is to maintain a school and classroom environment that is conducive to learning and one in which students feel safe and secure in their surroundings. Students need to learn there are consequences for unacceptable behavior. The teacher and/or principal will make every attempt to encourage proper behavior in school. If problems persist, parents will be contacted and a conference will be arranged to discuss the behavioral problems. It may be necessary to take recesses away or keep a student after school for various reasons. In some cases, it may be necessary to assign detention. Detention will be served with the classroom teacher or principal before or after school for a specific amount of time. If this form of discipline becomes necessary, parents will be notified by telephone or in writing. We will make every attempt to deal with discipline concerns in a positive manner.

STUDENT DRESS CODE

We recommend you check closely on the dress of your children. Whenever possible, students will go outside for recess, noon hour, physical education, etc. We expect all children to go outside at these times unless they are, or have been sick. Students returning from an illness will need a note stating the need to stay indoors for a specific time period. The teacher along with the parent will determine the child's fitness to resume outdoor activity.

Your children should dress according to weather conditions. During cold weather, we expect children to have a good warm coat and snow pants, a cap, mittens or gloves, along with winter boots or overshoes. This is a must for anyone who rides a bus to and from school. Whenever it rains, students will remain indoors. In order to play indoors (in the gym), they will need tennis shoes.

All student dress must meet standards of healthfulness and safety and it must not disrupt the educational process for other students. Acceptable shirts & blouses will not show abdomen/stomach area. Student undergarments should not be exposed. T-strap/spaghetti strap/halter tops and shorts, dresses, and skirts above mid-thigh are not appropriate dress for the school setting. No headgear is allowed during the school day.

STUDENT DROP OFF/PICKUP BEFORE AND AFTER SCHOOL

Parents who are dropping off or picking up students before or after school are asked to use the south entrance (door 10) for this purpose. **No cars will be allowed to park on the west entrance side of the building (door 13) between 8-9 a.m. and 2-4 p.m.** This is in the interest of student safety. Your cooperation is appreciated.

STUDENTS NOT RIDING A BUS TO SCHOOL

Elementary students living in Kindred, and attending Kindred Elementary, are not to come to school before 8:05 a.m. in the mornings unless authorized by their teachers and/or

principal. They are to leave the school building they attend and return home right after school unless again directed to stay with their teacher. When students arrive at school in the morning, they should report to one of their activity choices: supervised playground, walk the walk, breakfast, or library. The children living in Kindred will be told to cross the highway at a safe location (intersection by the bus barn). A paraprofessional will assist children crossing from 8:05 a.m. to 8:20 a.m. A paraprofessional will assist children (all children in grades K-6) in crossing the highway properly after school. We are asking you, as parents, to also talk to your children about safety—especially about walking along the highway and crossing the highway properly. The sidewalk on the west side of the highway across from the Kindred School should help with the safety issue at Kindred. Please encourage your children to use the sidewalks. Children using the bike path after school are to walk their bikes to the bike path using the sidewalks in front of the school. Bike racks must be used by students riding bicycles to school.

TEACHER REQUESTS

Prior to May 1st, parents may email the principal to request student placement for the next school year. However, final decisions regarding placement will be made by the administration.

VISITORS

All parents are welcome to visit the school. However, all visitors are required to sign in at the school office (or with paraprofessionals at door 10 prior to the start of school) before proceeding to the classroom. If a student wants to bring a visitor to school, he/she must get prior permission from the administrator and teachers that will be involved with the visit.

VOLUNTEERS

We encourage the use of parent volunteers. We have a need for volunteers to help in many different areas of our school. If you are interested, or know of someone who is interested in volunteering, please contact the principal at Kindred Elementary School.

Secondary School Section (7-12)

ANNOUNCEMENTS

Announcements concerning school activities will be made over the intercom at 8:20 AM each morning. Afternoon announcements will be read at approximately 3:20 PM.

ATTENDANCE

- **Absence Slips:** If a student was absent from a class or study hall on the previous day, a teacher will not admit the student unless a valid absence slip has been picked up at the principal's office.

- Attendance: Attendance will be taken each period immediately after the bell has rung. Anyone that arrives after the bell will be marked tardy. Make up work for tardy students will be left to the discretion of the instructor. Students missing more than one period will be counted absent for one half a day and students missing more than 3 periods a day are counted absent for one full day.
- If a student is to participate in any school function (this includes practice) or represent the school in a contest or event with another school, the student must have been in school **all day** on the day of the event. Only in instances where the student has no control over the absence will this requirement be waived. Some examples include dental or medical appointments, funerals, 4-H activities, school activities, church functions, etc. If there is a question about the nature of the absence, receive clarification from the principal before leaving.

CLASS LOAD AND REGISTRATION

Students will register for the next year's classes in the spring of the preceding year. All students must enroll in at least six full periods per day. Students will not be allowed to take more than one full time study hall. All students will receive credit for classes at the end of each semester. Example: students in a full year course like algebra will receive 1/2 credit at the end of 1st semester and 1/2 credit at the end of 2nd semester. Any deviation from this procedure must be arranged with and approved by the principal.

CLASS SCHEDULE – Changes

A student may drop or add a class only after receiving permission from the principal and all teachers involved.

CLOSED CAMPUS

In the interest of student safety Kindred High School is a closed campus. Students are to remain on campus from time of arrival until the close of the school day. This includes the lunch period and the school parking lot during the regular school hours. Students wishing to leave the school building for any reason during the regular school day must receive prior permission from the school office. Violation of this may result in disciplinary action.

CONDUCT AT OUT-OF-TOWN EVENTS

The standards for acceptable conduct at out-of-town events are identical to those when the event is at home. Students that drive or ride in cars to these events will be considered in the same manner as those that ride the school buses as far as their conduct at these events is concerned.

DISCIPLINE

Problem Areas & Consequences:

The illustrations on the following pages show the discipline actions which may be taken for each infraction. As you can see, a range of consequences is listed as actions may vary from

first occurrences to repeated occurrences (defined as a second or subsequent infraction). Since these problems may also violate state law, the principal may notify the appropriate authorities.

Behavior	Description/Definition	Consequences 1 st Occurrence	Consequences Subsequent
Alcohol, Tobacco, E-Cigarettes/ Vaping, or Drugs (Use or Possession)	Use, possession, sale, or being under the influence of alcohol, tobacco, or non-prescription drugs on school property or at school events; possession of paraphernalia.	<ol style="list-style-type: none"> 1. Contact parents 2. Summon SRD 3. 5 day suspension 4. Enforce extra-curricular activity suspension policy. 	<ol style="list-style-type: none"> 1. Contact parents 2. Summon SRD 3. 5 day suspension 4. Enforce extra-curricular activity suspension policy.
Automobile Misuse	Inappropriate use of an automobile on school property: includes parking, speeding, and unsafe driving.	<ol style="list-style-type: none"> 1. Informal conference with or without parental involvement. 2. Potential loss of parking privilege in school lots. 	<ol style="list-style-type: none"> 1. Contact parents 2. Summon SRD 3. Possible suspension
Destruction of Property	Defacing or damaging school property or the personal property of others.	<ol style="list-style-type: none"> 1. Repair or restitution 	<ol style="list-style-type: none"> 1. Repair or restitution 2. Minimum of one day suspension.
Disorderly Conduct	Behavior disruptive to the school climate or the educational process.	<ol style="list-style-type: none"> 1. Teacher manages minor disturbances. 2. Referral to admin will be treated as repeat offense. 	<ol style="list-style-type: none"> 1. Will consider ISS or OSS.
Fighting	Mutual physical contact between two or more individuals.	<ol style="list-style-type: none"> 1. Minimum two-day suspension. 2. May summon SRD 	<ol style="list-style-type: none"> 1. Minimum three-day suspension. 2. Summon SRD
Insubordination	Defiance of authority: refusal to follow school or class rules or reasonable requests; to include profanity, disrespect, vulgar language.	<ol style="list-style-type: none"> 1. Teacher will handle 2. Referral to admin will be treated as repeat offense. 3. Will consider ISS 	<ol style="list-style-type: none"> 1. Will consider ISS or OSS.
Theft	Taking, giving away, or receiving property not belonging to you.	<ol style="list-style-type: none"> 1. Parents contacted 2. Summon SRD 	<ol style="list-style-type: none"> 1. Parents contacted 2. Summon SRD

		3. Restitution 4. Will consider suspension	3. Restitution 4. Minimum 5 day suspension
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DRIVING DURING SCHOOL HOURS (All motorized vehicles included)

The speed limit on school grounds is 15 miles per hour. Any student driving a motor vehicle to school must leave it in the parking lot during school hours. Permission to drive during school hours must be secured from the principal or superintendent.

DUAL CREDIT/EARLY ENTRY CREDITS

Students will be allowed to earn college credits for dual credit courses or college early entry programs. The principal must approve student schedule and credit.

EARLY GRADUATION:

Students who will have met the graduation requirements at the end of Semester 1 their senior year may apply for early graduation and participate in the spring graduation ceremony if they so choose. Applications to participate in graduation ceremonies must be submitted and approved through the principal/counselor by the end of 1st semester of their senior year. Their diploma will be awarded to them after verification of said requirements have been verified by the administration. Students choosing this option will not be eligible to participate in extra-curricular activities during Semester 2, as outlined in the student handbook.

ELIGIBILITY RULES

All classes are included in determining eligibility. If a student is failing any class, the student is ineligible.

Eligibility will be checked on the designated dates listed below. If a student is failing one or more classes they will be ineligible until the next grade check. Students will be able to practice but not participate in games/activities until grades are checked again. They may ride along with their team providing the bus leaves after school. This includes academic school activities. The following are dates that grades will be checked for the 2020-21 school year. Grades will be checked at 9:00 am on the following dates.

1st Semester: Sept. 2, Sept. 16, Sept. 30, Oct. 16, Oct. 28,
Nov. 10, Nov. 24, Dec. 9, Dec. 22

2nd Semester: Jan. 13, Jan. 27, Feb. 10, Feb. 24, Mar. 12,
Mar. 24, Apr. 7, Apr. 21, May 5, May 21

Incomplete grades (I) are the same as a failing grade. Administration reserves the right to judge an incomplete grade when an illness is the factor.

To be eligible for competitions after school is out in the spring and in the upcoming fall, 4th quarter grades and second semester final grades from the 2019-2020 school year will be used in determining eligibility. Students ineligible for the fall semester will be ineligible until the first grade-checks in September of the following school year.

EXTRACURRICULAR ACTIVITIES

Student Council	Honor Society
FFA	FCCLA
FFA National Convention	Prom
LifeSmarts	Boys' Golf
Math Counts	Annual Staff
Speech	PAY
Jazz Band	Show Choir
Three-Act Play	Stage Band
Homecoming	One-Act Play
Girls Basketball	Vikettes
Wrestling	Football
Track	Boys Basketball
Girls' Golf	Volleyball
Senior Privileges	Baseball
Softball	Cross Country
Girls Soccer	

In order to help with the expense of extracurricular activities, an activity fee is required for participation in these programs. Information regarding these fees is available from coaches, advisors, or the Central Office.

GRADE CLASSIFICATION (Guide)

Grade	Credits
Freshman.....	Completion of Grade 8
Sophomore.....	5.0
Junior.....	10.0
Senior	16.0

GRADUATION REQUIREMENTS - FOR SCHOOL YEAR 2020-2021 KINDRED HIGH SCHOOL

Credits	Subject	Required Classes
4.0	Language Arts	(English I, II, III and 1 other)
3.5	Social Studies	(W. Hist, US Hist, American Gov, Econ & .5 other)
3.0	Mathematics	(Algebra I and 2 other)
3.0	Natural Science	(Physical Science, Biology and 1 other)
1.0	Physical Education	
0.5	Health	
0.5	Consumer and Resource Management	
3.0	Fine Arts, Foreign Lang., Native American Lang. or CTE course	
18.5	Required Credits	
<u>4.5</u>	Elective Credits	
<u>23.0</u>	Total Credits	

Correspondence and summer school courses will be accepted as credit for graduation only as substitutes for elective courses or required courses that have been previously failed. Correspondence courses must be completed by May 1 of the senior year. All graduation requirements must be completed before a diploma will be awarded. Students must complete Kindred High School graduation requirements in order to participate in the graduation ceremony.

FAILURE OF A COURSE - KINDRED HIGH SCHOOL:

A student will not receive credit for a course with a grade of "F" at the end of any official grading period. A student may correct the "F" grade for credit and/or total Grade Point Average in the following ways:

- Summer School:** Kindred High School will accept a passing summer school grade to enable credit to be applied for a course where a student received an official grade of "F" at the end of a semester. The summer school grade **will not replace** the official grade of "F" on the transcript. The summer school grade will be averaged into the student's cumulative GPA. The High School Principal prior to the taking of the class must approve all summer school courses if a student wishes to receive credit for it.
- Independent Study:** Kindred High School will accept a passing grade for a course taken through the North Dakota Division of Independent Study with prior approval of said course from the High School Principal. Both the independent study course grade as well as the original course grade will appear on the transcript and both will be used when calculating the student's cumulative grade point average. Other

options must be discussed and approved by the High School Principal if a student wishes to receive credit.

- **Retaking the same course at Kindred:** Upon approval of the High School Principal, a student may enroll for a second time in the same course at Kindred. The original course grade along with the grade received in the course taken the second time will be calculated into the cumulative grade point average. The original course grade will stay on the student's transcript.
- **Retaking the same course at Kindred that you have passed:** Upon approval of the High School Principal, a student may enroll for a second time in the same course at Kindred. Credit for the same course will only be given once. The original course grade along with the grade received in the course taken the second time will be calculated into the cumulative grade point average. The original course grade will stay on the student's transcript.

NORTH DAKOTA COLLEGE/UNIVERSITY ADMISSIONS REQUIREMENTS

4 units of English

3 units of social studies

3 units of math, algebra I and above

3 units of laboratory science

(Other state university admission requirements will vary. Check with the school counselor.)

HONOR ROLL

At the end of each nine-week period an honor roll based on Grade Point Average (GPA: A=4.00, B=3.00, C=2.00, D=1.00, F=0.0) will be prepared. A student must receive grades in at least the minimum number of subjects. Honor roll students must have a GPA of 3.00-3.49 for the "B" honor roll or 3.5 or greater for the "A" honor roll.

HONOR STUDENTS

All students that graduate with a Grade Point Average (GPA) of 3.50 or more will be designated as honor students on the graduation program with a star by their name. GPA will be calculated after the completion of the third quarter of their senior year. Classes, which use S-U grading, such as Driver's Ed., will not be included in GPA.

ILLNESS DURING THE DAY

If students become ill during the school day and must go home, the principal will make arrangements to see that they receive proper care. NEVER leave the building without reporting to the principal, the superintendent or a secretary. Parents must be notified before a student leaves school due to illness.

LEAVING THE BUILDING

Students may not leave the building during school hours without receiving prior approval. Before leaving, the student must have permission from the central office and sign out. Upon returning to school, students should check in at the office and get an admittance slip to allow them back into class.

LOCKERS

Each student will be assigned a locker that should be kept neat and may be inspected periodically. Students are responsible for the locker that is assigned to them. Damage to the locker will result in a fee to be charged to the student. **Valuables should NOT be left in lockers.** Locks and locker number plates should remain on lockers. **The Kindred School District accepts no responsibility for articles lost or stolen from lockers.**

LUNCHES

All meals served to students and adults must be paid in advance. Anyone that has not paid in advance will not be served. If you do not wish to eat the lunch that is served by the school, you may bring your lunch from home. Breakfast is also served from 8:00 a.m. to 8:15 a.m. Items are priced individually. The breakfast program is not part of the hot lunch program, so students must have money to purchase breakfast items.

LYCEUM AND ASSEMBLY PROGRAMS

Programs from a lyceum series are selected for their recreational or educational value. All students and faculty are expected to attend and be courteous to the performers at all times.

MAKE UP WORK

Students will be allowed one day more than the total days absent (excluding school events) to complete the make-up work. Students who are absent due to school activities should get their assignments and complete them in advance.

MARKING SYSTEM

Junior/Senior High School

The following marking system will be used for grades 7 - 12 in the Kindred Middle/High School.

100 - 94:	A
93 - 85:	B
84 - 77:	C
76 - 70:	D
69 Below:	F
Incomplete:	I

Incompletes will be given when excessive absences have made it impossible to complete all assignments before the end of the marking period. Seventh and eighth grade students will not be promoted unless they pass four or more subjects or have made up their failing grades through summer school classes previously approved by the principal. A student will receive an incomplete when absences have made it impossible to complete all assignments before the end of the marking period.

Final Tests: All students in grades 9-12 will take a final exam in each class at the end of each semester.

MEDICAL OR DENTAL APPOINTMENTS

The parent/student is urged to secure appointments on Saturdays when possible. When this is not possible, they should try to schedule them so no more than a half day of school will be missed. Student must follow checkout procedures in the office and an absence slip should be picked up BEFORE leaving the school. It is necessary to turn in the appointment slip to the office to have the absence exempt. (See Attendance Policy.)

MEETINGS OF CLASSES AND/OR ORGANIZATIONS

Classes and organizations will conduct meetings and transact business only when an advisor is present at the meeting. The time and place for all meetings must be scheduled through the principal's office by the advisor.

NO PRIVILEGE

Teachers and administrators will determine when student privileges will be lost. Privileges may be lost due to grades, student behavior, etc. When a student loses a privilege, all teachers will be notified.

OFFICE USE AND TELEPHONE

- Students will not be called from classes or study halls for telephone calls except for emergencies or extreme urgency. Messages will be delivered on the announcements at the end of the school day. Messages for students must be given to the office by 3:00 PM. Students will not use office phones for personal calls.
- The office in Kindred will be open for students to conduct business, such as change, during the following hours: 8:00-8:20 AM; Lunch hour; and 3:35-4:00 PM.

ONLINE COURSES

Students entering the 12th grade have the opportunity to take online courses during both the fall and spring semesters. Students must still take a minimum of 5 classes from teachers at Kindred High School. Students must obtain approval prior to taking the course from the high school principal and counselor if they wish to receive Kindred High School credit. Check with the school counselor for a list of colleges offering courses.

PARKING LOT

Students should park in an orderly fashion in the south parking lot. Failure to do so may result in the loss of parking privileges. The school district accepts no responsibility for articles lost or stolen from cars or for vandalism to cars in parking lots.

PEP RALLIES

Pep rallies may be requested and the request may be honored by the principal, if made at least twenty-four hours prior to the desired pep rally. All students and faculty members are expected to attend every pep rally.

PHYSICAL CONTACT (AFFECTION)

School is an educational environment and all students should feel safe, secure and comfortable about being here at all times. No area of the school or school grounds is an appropriate place for intimate physical contact (affection) between two students. Physical contact between couple, such as embracing, kissing, or fondling, is not acceptable behavior. This policy applies to any school related events/activities, during the day or evening.

PROM (Junior/Senior)

Students in grades 11 and 12 and their escort will be allowed to attend prom. To attend prom, students must not be suspended from school or extracurricular activities. The prom participants must be of high school age or older.

RULES FOR OUT-OF-TOWN BUS TRIPS

- Only students in grades seven through twelve are allowed to ride the activity buses.
- Bus drivers and chaperones have the right to exercise proper discipline on such trips under the same authority as during regular school days.
- A student riding to an activity must ride home on the same bus unless special permission (oral or written) has been given to the chaperone by the parents. (Bus drivers CANNOT accept these communications.)
- Students shall ride on the bus to which they have been assigned.
- Parents are asked to encourage their children to dress in accordance with weather conditions.
- A school official will collect \$3.00 from each student that will ride the bus to out-of-town events. This money will NOT be refunded if you change your mind later and decide not to ride. Spectator buses will not be taken unless there is a minimum of thirty paid riders.

SCHOOL PARTIES

School parties held during the week will start no earlier than 7:00 PM and end no later than 10:30 PM. Parties on Fridays, Saturdays or on nights when there is no school the next day shall start no earlier than 7:30 PM and end no later than 12:00 PM. All parties will be properly chaperoned and one-half hour after the party begins, the doors will be locked. No

one may arrive or leave after that time unless by special permission from the chaperone. The time limits do not apply to the prom.

SCHOOL PROPERTY SEARCHES AND SAFETY

In an attempt to provide a safe and drug free learning environment, students should be aware that the Kindred Public School and its property (this includes student lockers and the school parking lot) may be subject to searches by school personnel or law enforcement without notice. It should also be noted that canine searches may be conducted when deemed necessary by the administration.

SKIPPING SCHOOL

You are guilty of skipping school when you are not in school and your parent or guardian thinks you are here. Students must check out of the building at the office before leaving, or it will be skipping. Make-up work will not be accepted and missing assignments will receive a 0 in the grade book. Detention for each missed class will be assigned. Continued truancy will result in suspension.

STUDENT DRESS CODE

All student dress must meet standards of healthfulness and must not disrupt the educational process of other students. Clothing displaying drugs (alcohol), tobacco, obscene language, gestures, and inferences about sex or inferences to any of the previously mentioned will not be permitted.

Acceptable shirts & blouses will not show abdomen/stomach area. Student undergarments should not be exposed. T-strap/spaghetti strap/halter tops and shorts, dresses, and skirts above mid-thigh are not appropriate dress for the school setting. The administration makes the final decision if student dress is questioned. No caps or headgear of any kind are allowed. All headgear should remain in lockers during the school day.

STUDY HALL

- Students will have assigned seating.
- The study hall is a quiet study area. Respect for other students is expected. No talking without permission of the study hall teacher.
- No food or beverages allowed in study hall.
- Students should bring sufficient study materials to study hall.
- One sign out allowed per student/per study hall period.
- No headphones allowed in study hall
- All paper, books, magazines, etc. will be picked up off the floor and under chairs at the end of the hour.
- A student failing to follow rules is subject to consequences set by teacher and principal.

TARDINESS

Sufficient time is allowed for passing between classes unless excessive visiting takes place. If students are tardy to a class or study hall during a nine-week period, they will owe time to the teacher at the teacher's discretion. If a student is tardy three times to the same class or study hall during a nine-week period, detention may be assigned.

VISITORS

If a student wants to bring a visitor to school he/she must get permission from the administration and teachers that will be involved.