MAPLE VALLEY PUBLIC SCHOOL #4

Grades 7-12
STUDENT HANDBOOK

2026-2027

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Mission Statement

Engaging students in a world class education, preparing them for lifelong success.

Vision Statement

Attend-Engage-Succeed

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MAPLE VALLEY STRATEGIC GOALS

1. Develop and implement the growth mindset to support students and staff.
2. K-12 curriculum will be aligned to North Dakota State Standards.
3. Students will use available technology to create products aligned to curriculum.
4. Students will meet or exceed grade level expectations or make expected gains.

THE RAIDER WAY

Respect for Self and Others Ignited by Developing Character, Empowered by Knowledge, Responsibility, and Safety!

WELCOME

Welcome to Maple Valley School, "Home of the Raiders". Education is a cooperative venture between parents/guardians, teachers, and administrators working toward the goal of the betterment of young people and the community. The key to cooperation is communication and an understanding of school procedures and expectations. The purpose of this handbook is to provide an important source of information for Maple Valley Public School students and parents. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures stop by the school office or visit the School Board website. If you have any questions, please see your child's classroom teacher and the building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of the Maple Valley Public School. **Failure to know the contents will not excuse a student from following the adopted student policies.**

SCHOOL SPECIFIC INFORMATION

Philosophy of Maple Valley Public Schools:

The administration of the Maple Valley School District believes that it is the mission of the district to:

1. Provide equal opportunities for intellectual, emotional, physical and social development.
2. Build attitudes of appreciation of democratic ideals, tolerance, and civil responsibilities.
3. Develop cultural interest and worthy use of leisure time.
4. Develop self-reliance, honesty, and sound decision-making skills.

An important phase of school should be to build sound character, having as its goal, worthwhile citizenship. Teachers are encouraged to take necessary time to develop desirable ethical, social skills and habits.

Notice of non-discrimination:

The Maple Valley Public School District does not discriminate on the basis of race, color, national origin, age, sex, or disability in its policies/practices. Any person who believes he or she has been discriminated against may file a written complaint with the compliance administrator who is the Superintendent of the school district.

Purpose of school policy:

The Board of Education and the school administration, working cooperatively, develop school policy which is subject to change in terms of changing conditions. Policies, once established by the Board of Education, become the guides for action by the school administration. The actual operation of the school is delegated to the Superintendent, in that he must conform to the regulations as established by the Board of Education and by laws of the Department of Public Instruction. The purpose of this handbook is to familiarize students, parents, and teachers with the procedures followed in the Maple Valley School System. **Students and parents should become familiar with the contents of the handbook so that they have an understanding of the procedures they are to follow.**

ACCREDITATION

The Maple Valley School District is accredited through Cognia. Credits earned here will be accepted in all state colleges. Colleges and employers will use the high school transcript to evaluate abilities and aptitude.

ENTRANCE REQUIREMENTS

Students who register at Maple Valley High School must present their eighth-grade completion certificates or report cards. Students transferring from other schools should see that their former school transfers their credits to Maple Valley as soon as possible. A certificate guaranteeing immunizations must be in the possession of Maple Valley before a student can attend classes.

EARLY ENTRANCE REQUIREMENTS

A parent/guardian may apply for early admission of his/her child to the Maple Valley School District if the child meets early entrance age requirements established by law. The Superintendent shall develop a procedure for testing and evaluating early entrance applicants in accordance with law. The procedure shall, at a minimum**:**

1. Require that applicants be evaluated using developmental and readiness tools developed by the Superintendent of Public Instruction.
2. Contain a prohibition disallowing an applicant from applying for early admission more than once during a twelve-month period.
3. Require a mandatory nine-week probationary period for all approved applicants at the end of which reassessment shall be made.
4. Contain a notice that application denial decisions are binding for a twelve-month period.

Fees

The Board will assess the costs of early admission evaluations for students residing in the District. Out-of-district applicants will be charged a fee as determined by the Board and such monies will revert to the District.

Transfer Students

The District will honor early admission evaluation decisions made by other North Dakota school districts. The District shall also honor early admission decisions made by other U.S. school districts for military children governed by 15.1-04.1-01 and worldwide for military children governed by 15.1-04.1-01. Despite these exceptions, the District will still require a nine-week probationary period for any student who transfers into the District and is younger than the state minimum age of attendance for kindergarten or first grade.

PLACEMENT AND ADJUSTMENT OF TRANSFER STUDENTS

Students new to the District shall be required to produce records required of students for admission in accordance with state law. Students who are unable to produce transcripts within a reasonable time shall be subject to testing for placement purposes. Students whose transcripts or educational records do not indicate proper placement shall also be subject to testing. The Superintendent shall develop testing procedures and standards for determining placement.

The Superintendent may also adjust a transfer student's placement and shall develop procedures and standards for making adjustment determinations.

Students believed to have a disability which impairs their learning shall be tested and placed in accordance with law and applicable policy.

The Compact on Educational Opportunity for Military Children, which contains requirements related to the enrollment and placement of qualifying military children, supersedes this policy; however, this law does not preclude the District from performing subsequent placement evaluations after initially honoring a sending school's placement decision.

Parents of students enrolling in the District for the first time will be asked to complete a Home Language Survey (HLS). Staff responsible for enrolling students shall be required to refer students for language proficiency testing should the results of the HLS indicate a need for this testing or should such staff members otherwise have a reason to believe a student should undergo such testing. Registration and EL

identification procedures for English Learners (ELs) shall comply with the district's EL policy (GABAA) and regulations.

Complementary Documents

- FACB, Transfer and Withdrawal Records
- FGA, Student Education Records and Privacy
- FGA-BR, Student Education Records Access and Amendment Procedure
- GABAA. English Learners
- GABAA-AR, English Learners (EL) Communication Procedure

CLASSIFICATION OF STUDENTS

7th Grade:	All students who were promoted from 6th grade. Must be promoted by the elementary principal.
8th Grade:	All students who spent one year in the 7th grade.
9th Grade:	All students who have been promoted from the 8th grade by the principal. General rule is that students must not fail more than one 8th grade course in order to be promoted to a Freshman.
Sophomore:	All students who have earned five (5) or more units of high school credit.
Junior:	All students who have earned ten (10) or more units of credit in high school which must include one unit credit of English, one unit credit of Mathematics and one unit credit in Science.
Senior:	All students who have earned fifteen (15) or more unit credits and 3/4 unit credit in Phy. Ed.

GRADUATION REQUIREMENTS

Each student shall meet the requirements for graduation as set forth by the State Department of Public Instruction. The minimum number of units for graduation from Maple Valley High School shall be 22 units. Four units of band, choir, and/or weightlifting may be included in the 22 units. **Each student shall take a minimum of six classes which have a credit value of one-half or more per semester.** (The only exception is if a student is enrolled in the Career and Tech Center and band/choir/weightlifting).

Students are classified at the beginning of the school year by the number of credits earned and not by the length of time they have been in high school. The minimum credit requirements are stated below:

Sophomore	5 or more Credits
Junior	10 or more Credits
Senior	15 or more Credits and ¾ unit credit in PE

INDEPENDENT/ONLINE CLASSES Independent study classes will be included in weekly eligibility determinations. Learners must show that they are making adequate progress towards finishing the requirements of the class. Adequate progress will be completing and passing a lesson per week, having the Principal call the instructor to receive a verbal report, or in some other manner show that adequate progress is being made. At the end of each semester, the Principal is to receive a written report outlining learner progress in the class. If the learner is not passing or making adequate progress the learner will be ineligible for the next semester. There is a Tuition Cap for CDE enrollments per semester. Learners must enroll prior

to the semester or until the tuition cap is met. The cutoff dates to enroll in the fall and winter semesters are August 11 and December 1. After these dates learners will need to pay for their own CDE courses. OHS is not responsible for paying for a retake of a failed online course. Learners enrolled in a CDE (Center for Distance Ed) course must have a score of 60% or higher and/or have less than four missing assignments to maintain eligibility.

EARLY GRADUATION

Descriptor Code: GDAA

The Board believes that with rare exception the many benefits of a high school education cannot be fully realized in less than four years. Further, it views the entire senior year as an important period during which the student should be able to enjoy many experiences providing academic growth and enrichment, exploration of new areas, and social growth and maturity.

Only in unusual or extenuating circumstances should a student forego the opportunities available during the senior year. For those who may have special needs or goals and who would benefit from early graduation, the following policy is established.

Requirements

The candidate must have:

1. Completed six semesters of high school attendance.
2. Satisfied all the requirements of a four-year graduate.
3. Earned at least a 3.0 GPA.
4. Qualified by virtue of extenuating circumstances or special goals.
5. Achieve Choice Ready Status in at least two of the Choice Ready categories.
6. Candidate will incur any costs for additional courses/programs needed to achieve early graduation.
7. For students to be considered a candidate for early graduation, the student must declare their intent within two weeks after competition of the 1st semester classes of their sophomore year
8. If a student is a candidate for early graduation, they still have a responsibility to participate and complete junior class obligations (i.e., fundraising for prom, concessions stand work, etc.)

Procedures

If the applicant meets the above requirements, the student must submit a written request for early graduation to the high school principal. The request must contain a statement of endorsement and the signatures of the parents or legal guardian and must clearly express the reasons for the request.

The matter will be thoroughly reviewed in conference to include the student, counselor, parents/legal guardians, and the high school principal. After a complete evaluation of the request, the principal will forward a recommendation to the Superintendent for approval or denial.

Graduation

If early graduation is approved, the student may participate in commencement exercises on the same basis as other graduates. Students who do not participate in commencement will receive their diplomas as soon as practical.

Complementary Documents - - - GDB, Graduation Exercises

***End of Maple Valley School District #4 Policy GDAA ……Amended: 01/10/24**

The following coursework is required for graduation:

MAPLE VALLEY GRADUATION REQUIREMENTS

English……......4

Mathematics.....3

Social Studies 3

Science 3

Health / Physical Education OR Physical Education.....1

CTE, Foreign, Native or American Sign Language or Fine Arts ……3

Required 17

Electives 5

Total credits..... 22

4 -YEAR UNIVERSITY SYSTEM REQUIREMENTS

English.....4

Mathematics (Algebra I and above) 3

Social Studies 3

Science 3

Health/Physical Education 1

Required 14

Electives 8

Total credits..... 22

Admission requirements for North Dakota Public Colleges and Universities are set by North Dakota Board of Higher Education.

No student shall be permitted to participate in commencement exercise if he/she has not met all the requirements for graduation.

FEES

Breakfast for Grades 7-12	$2.00
Lunch Tickets for Grades 7-12	$3.00
Scholastic Fee for Grades 7-8	$30.00
Scholastic Fee for Grades 9-12	$ 40.00
Band Instrument Rental Fee– Per Semester	$ 50.00

FAMILY CAP $120.00 (Grades 4-6 fee not included in family cap)
**Please refer to the Maple Valley website for Activity Fee schedule of all available activities.

SCHOOL HOURS

Classes will begin at 8:25 a.m. and dismiss at 3:25 p.m.

1) Students may enter the building at the main entrance **after 8:00 a.m.**
2) No student may enter the building in the **evening unless directed or accompanied by a teacher or responsible adult.**
3) When an event is scheduled in the gymnasium, the main part of the building is closed to all students. If a student is found within the high school without a supervisor or permission from the principal/superintendent they may face discipline based upon the Maple Valley Discipline Policy.

POSTPONEMENT/CANCELLATION OF SCHOOL

If school should close because of the weather or any other reason, you may listen to WDAY and KVLY in Fargo for school closing announcements. Parents and students can also access www.inforum.com or www.valleynewslive.com on the internet. In addition to the radio, internet, and TV announcements, we will also continue to use an All Call system. Parents please contact the school in order to ensure the correct phone number is in our system for the All Call system.

MAPLE VALLEY TOBACCO-FREE SCHOOL POLICY

Tobacco use is the leading cause of preventable death and disability in North Dakota. In order to support and model a healthy lifestyle for our students, the school board of the Maple Valley School District has established a tobacco-free policy inclusive of all Maple Valley buildings and property 24 hours a day, 365 days per year (including days when school is not in session). This shall include all district vehicles and all school-sponsored events (whether on or off district property).

The Maple Valley Tobacco-Free School Policy will be enforced with graduated penalties for students (including participation in a tobacco education program, possible suspension and/or community service), employees and visitors. Advertising of tobacco products and acceptance of gifts or funds from the tobacco industry are also prohibited.

The health hazards of tobacco use have been well established. The policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students and the general public.
3. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the School Board of the Maple Valley School District establishes the following tobacco-free policy:

Definitions:

For purposes of this policy, "tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This would include any form of electronic or alternative nicotine delivery, e.g. e-cigs. This excludes any FDA approved nicotine replacement therapy.

Use and possession prohibitions:

Students: Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

Staff/Visitors: The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property is prohibited. This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

Additional: The School District will not allow advertising of tobacco products in school buildings, on school property, at school functions on district property and in all school publications. This includes clothing that advertises tobacco products. The School District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Communicating to students, staff and the public:

This policy will be printed in employee and the student handbooks. It should be posted in highly visible places in all schools of the district, such as, but not limited to: all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

Responsibility for policy violations:

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

Tobacco cessation services:

Individuals requesting assistance with tobacco cessation services will be referred to North Dakota Tobacco Quitline at 1-800-784-8669 (1.800.QUIT.NOW), or North Dakota QuitNet @ www.quitnet.com. These are free cessation services provided to citizens of North Dakota.

ALCOHOL AND DRUG POLICY

Prohibited Activities:

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

1. To sell, deliver or give, or attempt to sell, deliver or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag, or when he owns it completely or partially.
3. To be under the influence of (legal intoxication not required) or to use or consume or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

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

Prohibited Substances:

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

Authorized Use:

Any student whose parent or guardian requests that he/she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy FEAA – Administering Medicine to Students.

Please do not simply give medications for students to bring to school. If your student is required to take medication during school hours, please call the school for more information.

Violation:

Any student violating this policy is subject to discipline which will result in suspension or expulsion and notification of the proper authorities for prosecution. Prohibited substances will be confiscated and will be turned over to laws enforcement authorities. The student may be referred to the school counselor.
Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the administrator's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the administrator may have the student removed from the school by school, medical or law enforcement personnel.

WEAPONS AND DANGEROUS INSTRUMENTS

No student, visitor or staff will possess, handle, carry or transmit any weapon or dangerous instrument in a 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/bb gun), slingshot, bludgeon, brass knuckles of any kind, irritant sprays (Mace, Pepper, CS, etc.), electronic stun devices (taser, stun guns, etc.), or any object that can reasonably be considered a weapon or dangerous instrument. Wallet chains may be considered under this policy as well. Bringing a firearm, as defined in 18 U.S. C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. This school policy does not apply to licensed law enforcement officers.

Prevention of Violence and Other Life Safety Hazards:

Any member of the Maple Valley School District or extended community may submit a report of alleged violations or concerns about any school safety issue to the Superintendent, Principal or School Resource Deputy. This information may be communicated in-person, by phone, email or text message. Contact information for district administrators and the School Resource Deputy is available on the Maple Valley Public Schools website.

The school district reserves the right to maintain a safe and effective learning environment, including elimination of weapons, controlled substances or other harmful or disruptive materials and objects from buildings, properties and sponsored events. The superintendent, principals or their designees may use reasonable and appropriate means to ensure a safe and secure campus. These include, but are not limited to, searches of lockers, containers, bags, backpacks, vehicles, desks, electronic devices and other written materials located on school property or at school sponsored events and based off a reasonable suspicion of misconduct.

On occasion, law enforcement K9 sweeps will be made inside school buildings and through school parking areas, as a deterrent to the possession of controlled substances on school grounds.

TITLE IX POLICY

You are hereby notified Maple Valley Public School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health and Human Services regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

You are further notified that inquiries concerning the application of Title IX and this Part may be referred to the Superintendent who is responsible for coordinating the efforts of Maple Valley Public School District to comply with and carry out its responsibilities under Title IX and this Part, including any investigation of complaints alleging non-compliance. The Maple Valley Public School system does not discriminate on the basis of race, color, national origin, age, sex, or disability in its educational programs/activities and employment policies/practices. Complaints concerning discrimination or harassment, sexual or otherwise, will be received by the building principal or superintendent.

SECTION 504 OF THE VOCATIONAL REHABILITATION ACT OF 1973

The School Board of Maple Valley Public School District in the Counties of Barnes and Cass and the State of North Dakota supports the provisions of Section 504 of the Vocational Rehabilitation Act of 1973, as amended, which commit all North Dakota schools to the elimination of discrimination on the basis of disabling conditions in those programs and activities which receive Federal funds, as well as in all other programs and activities offered to its students. It is the expressed intent of Maple Valley Public School District to provide equal opportunities for all students, free from limitations based upon disability condition. Complaints concerning Section 504 will be received by the building principal. Parents may also contact the superintendent who serves as the district's Section 504 Coordinator.

ATTENDANCE & ABSENCES

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Section I: Definitions

A. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

a. *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.

b. *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence.

- For the purposes of imposing disciplinary sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):
- *Approved absence* is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
- *Unapproved absence* is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

Section II: Documentation Requirements

School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship;
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Section III: Accumulated Unapproved Absence, academic consequences associated with unapproved absences.

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

Absences:

A large number of absences can be avoided. Most students do avoid them. Your studies will become easier, your nine-week grades are certain to be higher, your class attendance average will remain higher and your schoolwork will be more interesting if you are present each day. Absences and tardies become part of your permanent school record.

If you are absent:

If an absence is required, a parent or guardian MUST call the school to clarify the reason for the absence prior to 10:00 AM on the **day of the absence**. If a parent has not called to confirm the absence this absence will be deemed an unexcused absence. Not all absences, even with parental consent, will be considered excused; a student is required to be in school by North Dakota Century Code (NDCC 15.1-20-01) and certain excuses may not be accepted.

Students, if you are gone for an excused reason, you will have as many days you were gone plus one to complete your work. This may be modified based upon teacher and/or principal request due to time and school schedule. If you are gone a day that an assignment is due, that assignment will be due immediately once you return to school. If your absence is considered unexcused you may receive no credit for work due or assigned on that day (principal and teacher discretion).

If you are gone for a school sponsored event it is up to the student to speak with the teacher about assignment expectations. A teacher may require students to have work completed and turned in before the school sponsored event.

Anytime a student is absent from school, it is the students' responsibility to communicate with teachers. Do not assume that the teacher knows why you were gone, this may have a bearing on how to turn in the assignments that were assigned while you were gone.

Difference between excused & unexcused:

Excused absences shall be those caused by illness, injury, family emergency, religious observance, or those absences granted in advance by the principal.

Unexcused absences are all absences not confirmed by a parent/guardian (truancy), and all absences not falling under the absences designated excused from the above statement. Unexcused absences, even at the fault of the parent/guardian (not calling), may result in detention for the student or other consequences. A student is required by North Dakota Century Code to attend school; this is known as compulsory attendance.

At Maple Valley in order to receive credit for classes a student may not have more than 10 unexcused absences **per semester. (Or 20 unexcused absences for year-long courses 15.1 NDCC)**. A medical absence is given when a student can provide a note signed and dated from a medical professional. These medical absences do not count towards the attendance limit.

****If a student accumulates 10 unexcused absences in a class during a semester, the student will receive a W/F from that class. If a student falls below enrollment in five (5) classes during a semester the student risks being withdrawn as a student from the MVPS District for the remainder of that semester.**

Tardiness:

TARDY POLICY: The following procedures will be followed:

1. Any three (tardies) in a single class will equal an unexcused absence.
2. At two (2) absences or six (6) tardies, the student may be put on an **attendance contract**. The contract will indicate that any additional tardies will mean disciplinary action.

DETENTION: A detention will be assigned for each period of truancy and for every third tardy.

GRADES, GRADE SCALE, & REPORTING

Reporting student progress:

Parent-teacher conferences are scheduled following the first grading period and at mid-term of the third grading period (usually October and February). The conferences are an opportunity for parents to review their child's classroom progress with the teachers. Report cards are issued to students in 5-12 grades using the following grading system:

Grades will be based on a 4, 3, 2, 1 scale. All classes will be Semester classes and Semester exams will be administered at the end of each semester.

A=100-90
B=89-80
C=79-70
D=69-60
F=59 or below

Honor Roll:

Honor rolls will be published after each grading period. Students who average 3.50 and above will be on the "A" honor roll, while students who averages between 3.00 and 3.49 will be on the "B" honor roll. There will be no rounding of grades for the honor rolls. **Students must receive a grade in all courses in order to qualify for the honor roll.**

Final Exams

Near the close of each semester, a final examination in each subject is given at the discretion of the instructor. The grade received on this final examination is an important part of the final grade.

Senior Test Exemption Guidelines
Semester 2

Any Senior who has met the following criteria shall be exempt from the requirement of taking a second semester final in each of the classes in which the following measures are met:

1. At least a "C" average for the second semester grade in the class
2. All absences related to sickness must be coded as an illness, medical emergency or hospitalized.
3. Students will be allowed two or fewer excused absences per class.
4. Two or fewer tardies in a class.
5. An unlimited number of activity related absences are permitted.
6. Attendance at funerals will NOT count against a student.
7. College visits during the second semester are NOT allowed, except when the visit is REQUIRED by the college and the visit must be verified by providing written correspondence from the school attendance office.

DRESS CODE

Maple Valley should be a comfortable and professional space for learning. A dress code is an important aspect to sustaining an appropriate learning environment. Our dress code is developed to allow for student expression, but also to demonstrate good taste. If a student is found to be in noncompliance with the school's dress code, he/she will be asked to change (clothes may be provided), if the student refuses to change or comply a parent will be called and the student will need to leave the premises. All absences caused by noncompliance with the dress code will be considered unexcused and a consequence may be applied.

It is the responsibility of students who attend Maple Valley to adhere to proper dress during school hours and at school sponsored activities. Examples of non-acceptable (but not limited to) dress code infractions might be as follows:

1. Articles of clothing must not support alcohol, tobacco, drugs, violence, obscenities, foul language, sex or anything else deemed inappropriate by administration
2. All headgear must be removed and placed within the locker in a timely manner, do not wear headgear to breakfast or in any classroom (this excludes headgear that pertains to a verified religious faith or other headgear preapproved by the administration)
3. No undergarment may be visible.
4. A student may wear modest shorts and tank tops, weather permitting.
5. Clothing that allows excessive skin to be shown or exposes the midriff will not be allowed.
6. Any article of clothing deemed dirty, worn, or foul-smelling is not in-compliance with the dress code
7. Ultimately all dress code decisions will be at the discretion of the administration

****As requested by the MVPS School Board, the Dress Code will apply for all students within Maple Valley Public School Facilities at any time, this includes extra-curricular activities.

DISMISSAL FROM CLASS

Dismissal at the end of class will be handled by the teacher, not the bell. Students who do not conduct themselves properly are subjected to dismissal from class at the request of the teacher. Students must arrange for reinstatement in the office.

DISCIPLINE

Infraction Level	Infractions
Level I	• Class disruption • Inappropriate hall behavior • Inappropriate displays of affection • Leaving class without permission • Use of profane or inappropriate language • Not using proper check-out procedure • Minor or accidental vandalism • Unexcused absence • Cheating (depending on degree and teacher input) • Breaking classroom-specific rules • Personal Electronic Communication Device (PECD) violation – 1st offense • Tardy report after five tardies • Any other minor infraction as determined by the administration
Level II	• Fighting • Stealing • Being overly disrespectful to staff • Openly defying authority • Bullying/Harassment • Use of tobacco or nicotine-based substances (including electronic cigarettes/cigars) in or around school, during travel to and from school, or at school-related functions (nicotine abatement products may be used if approved by administration) • Use of alcohol, narcotics, or other illegal substances in or around school, during travel to and from school, or at school-related functions • Major vandalism • 3rd Level I offense • Personal Electronic Communication Device (PECD) violation – 2nd offense • Any other moderately severe infraction as determined by the administration
Level III	• Physically assaulting a school employee • Causing major physical harm to another student • Deliberate action that can endanger the life, health, or safety of another student or staff member • 3rd Level II offense • Personal Electronic Communication Device (PECD) violation – 3rd offense • Any other severe infraction as determined by the administration
Level IV	• Possession of any firearm or other weapon • 3rd Level III offense • Personal Electronic Communication Device (PECD) violation – 4th offense • Any other extreme infraction as determined by the administration

Failure to comply with these or other requirements and duties as listed or as dictated by common sense will mean a student is guilty of misconduct. If this is the case, the student may lose the privilege of attending school. Each case of misconduct will be handled on an individual basis (as each student is treated as an individual); this document will be used as a guide and with that may be changed at the administrator's discretion.

When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact the local law enforcement and provide full and unprejudiced participation.

HOT LUNCH AND BREAKFAST PROGRAMS

Breakfast and Hot Lunch is available to all students in grades 7-12 when school is in session. Students may be excused to go home for lunch under special circumstances and must obtain permission from the administration. A parent may be required to call to provide permission in the event a student needs to go home for lunch. Students may **NOT** bring friends or other students' home for lunch. If a student brings a sack lunch to school, they will be expected to report to the lunchroom during the noon period.

Lunch Behavior

Students are approximately 20-minutes for lunch. Students are required to stay in the lunchroom during this time, the bathroom will be available as long as students do not abuse the privilege. Locker trips will **not** be allowed during lunch due to the fact that other classes will be going on at this time. A student may only go to a classroom if the classroom teacher agrees and is present with the student. Inappropriate lunchroom behavior will be addressed using the Maple Valley High School Discipline Schedule. The lunchroom is seen as a classroom. The specific rules of the lunchroom will be determined by the head cook. These rules include but are not limited to amount of noise, and inappropriate actions within the lunchroom.

PARKING LOT

The parking lot is to allow for students to park within a shorter distance to the school. Please be cautious of younger students and classmates if you drive to school. It is mandatory that students DO NOT LEAVE until the buses have left the school parking lot. This is to ensure student safety, but also to help students make appropriate driving decisions.

If a student is caught acting inappropriately (spinning tires, revving the engine, excessive music or noise, etc.) within the parking lot or leaving the parking lot too early they may be subject to discipline.

Please only park in the designated Maple Valley High School parking lot. This is the area immediately in front (Southside) of the high school. If you are caught parking in other unapproved areas consequences will be delivered. If you choose to park in an area deemed private property, the owners of the property will be called and administration will suggest that the offending vehicle be towed at the student's expense.

STUDENT INFORMATION

FFI - PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME

The **Maple Valley School District #4** is committed to providing the necessary support for academics and student well-being in a positive educational environment that

is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

- *Instructional time* means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.
- *Parent* means a parent or guardian of a student who is authorized to make decisions regarding education for the student.
- *Personal electronic communication device* means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, Bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
    a. School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
    b. Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].
- *School* means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.
- *School-related activity* means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.
- *Student* means an individual currently enrolled or registered at a public school as defined under this policy.

- *Inappropriate content* is defined as content that:
  a. Violates a district student conduct policy;
  b. Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
  c. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
  d. Is obscene or pornographic as defined by community standards.
  e. Is reasonably forecasted to materially or substantially disrupt the educational environment;
  f. Poses a direct threat to the physical safety of the school population; and
  g. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-41, the **Maple Valley School District #4** prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

1. Silenced or turned off, ***and***
2. Securely stowed away***, and***
3. Inaccessible to students during instructional time.

The District may develop additional administrative regulations or rules, which outline the specific procedures each school building will follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

4. *School-owned devices provided to a student*, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.
5. *School-approved devices used by a student*, including personal electronic communication devices that have been approved by **administration** to be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may result in approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.
6. *Medical-provider recommendation*, which includes a medical provider licensed under N.D.C.C. Title 43 (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.
7. *Required accommodation*, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
    a. The Individuals with Disabilities Education Act [20 U.S.C. 1400];
    b. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]; or
    c. A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities

The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by **administration**.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

1. Bus rides
2. Field trips
3. Sporting events
4. School dances
5. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using any devices or technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy;
3. Students are prohibited from using any devices or technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using any devices or technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using any devices or technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event; and
6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Superintendent may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

Enforcement Provisions

The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

1. **Employee Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

   In complying with this policy, the following school employee expectations apply:

a. *School Staff Reporting Requirements.* School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").

b. Any alleged school staff violations of this policy should be addressed in accordance with **[policy KACB ("Complaints about Personnel") or other applicable complaint and investigation policies or procedures].**

c. *Administration Investigation and Response.* Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").

d. Any alleged administrator violations of this policy should be addressed in accordance with **[policy KACB ("Complaints about Personnel") or other applicable policies or procedures].**

e. *Identification of Policy Exceptions.* All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.

f. *Compliance with Policy Exceptions.* The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy.

School employees are expressly prohibited from openly/ publicly discussing students' medical conditions, accommodations, or other legally protected confidential information. Inquiries or concerns may be directed to administration,

particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.

g. *Employee Use of Personal Electronic Communication Devices.* Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time. Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices druing instructional time. Employees may use personal devices, for non-school related reasons, during non-instructional times and other breaks in the school day.

Student Expectations and Disciplinary Measures.

The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may 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. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

The District may develop administrative regulations or rules outlining the specific disciplinary procedures to ensure compliance with this policy and the law. Those disciplinary procedures will be defined in student and staff handbooks.

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.
b. Only administration may determine an actual infraction of this policy and administer discipline.
c. If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move to the next level.
d. At no time should a District administrator or staff member attempt to physically or forcibly take an electronic device from a student.
e. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.
f. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and

must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If the administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

a. Ensure the policy is communicated to students, parents, and authorized caregivers; and

b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AACA, Section 504 of the Rehabilitation Act
- ACAA, Emergency Closings
- ACDA, Acceptable Use
- DE, Staff Code of Conduct
- FDE, Education of Special Education/ Disabled Students
- FGA, Student Education Records and Privacy
- FGDB, Student Handbooks
- FF, Student Conduct and Discipline
- FFK-BR, Suspension and Expulsion Regulations
- FFK-AR1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-AR2, Suspension and Expulsion of Special Education Students
- KACB, Complaints about Personnel

Legal References

- 20 U.S.C. 1400, Individuals with Disabilities Education Act
- 21 U.S.C. 9 et seq., Federal Food, Drug, and Cosmetic Act
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973
- NDCC ch.15.1-07, School Districts
- NDCC Title 43, Occupations and Professions

End of Maple Valley District #4 Policy FFI..... Adopted: [8.13.25]

Library/Media services:

The library is intended to serve the needs and interests of the Maple Valley students. The library is open during school hours. The librarian serves the elementary and the high school. The card catalog is available at www.odin.nodak.edu. Databases are able to be accessed at home using the following information:
All materials are to be checked out of the library. If books are not returned or are returned in poor condition, the student will be required to pay for the replacement of the book.

COLLEGE VISITATION POLICY FOR SENIORS

The following guidelines are in effect regarding taking campus visits. Each student must abide by these guidelines or be given an unexcused absence for the day missed.

Purpose of a campus visit:

1. To familiarize yourself with the campus, its programs, facilities and services.
2. To gain information that you will need in your career/education decision-making process.
3. To ask questions that cannot be determined by consulting the college handbook/catalog.

School policy regarding campus visits:

1. Each senior will be allowed two (2) school days to take a campus tour. Juniors will be allowed (1) campus visit the second semester of their junior year. All college visits must be arranged through the counseling department.
2. Students will be accompanied, when possible, by a parent/guardian.
3. No more than three (3) students will be allowed gone on any single school day unless accompanied by a parent.
4. All attempts will be made to schedule a campus visit on a non-school day (Teacher's Convention, Spring Break, etc.)
5. Each student is responsible for any schoolwork missed during a campus visit.
6. Each student must secure the following at least five school days prior to their campus visit:
    A. A written permission slip from the parent stating approval, day of visit and if applicable, permission to drive a vehicle. Transportation liability is the responsibility of the parents.
    B. A written approval from each teacher, stating assignments to be made up.
    C. Signed permission of the principal, counselor.

COUNSELING

A Counselor is available to Maple Valley students for a variety of counseling services. Individual and group counseling is offered to those who may be experiencing difficulties in school, at home, or in the community. The Counselor is able to help advise students in the area of course scheduling, college visits, scholarship preparation, choosing a college, or exploring a career.

WEIGHT ROOM & SCHOOL FACILITIES

We want our students to be able to use our school's facilities. We also encourage students to be physically active whenever possible. We also offer a weightlifting course throughout the year; this may be a great option for you.

Regarding the use of other school facilities (gym, classrooms, etc.) please consult with the District Administration. Paperwork (Application for Use or Rental) must be completed prior to use of school facilities as per liability and insurance issues. Administration cannot simply give a yes or no based upon requests to use the facilities. Even though this is a public school, funded by public taxes, students and community members need to follow proper procedures to use the facilities.

The gym will not be occupied by a student unless there is a supervisor assigned. For example, before the 1st-class of the day students may NOT wait in the gym.

STUDENT RESOURCE DEPUTY

Students, staff, and community members have access to a full-time Student Resource Deputy (SRD). This individual is here to assist the school and stakeholders in any way he or she can. Ultimately this individual is a wonderful resource, and they shall be involved with school activities as much as possible.

The SRD will be available at Maple Valley. This will allow the SRD to be available for students, staff, and others needing their assistance within all of the communities that we serve. The SRD will serve many duties within the school. These duties will be assigned by the District Administration with the guidance of the SRD and community needs.

CAREER AND TECHNICAL EDUCATION BUS

All students attending the Career and Tech Center in Valley City must ride the bus down and back unless they have a permit to drive. Permits to drive must be signed by District Administration, the student's parents, and the Career and Tech school director. Driving without permission will mean loss of future driving privileges and possible loss of course credit, along with other consequences.

On the rare occasion that a student may be able to drive themselves (and do not have a driving permission permit) a parent/guardian needs to call the school and give permission to drive. This does not allow passengers within the vehicle unless permission is given from those students' parent/guardian. **It is also the student's responsibility to notify the bus driver if they have permission to drive. Any disregard for these rules may cause the student to lose driving privileges for the remainder of the year.**

STUDY HELP

TutorND.com is available for all North Dakota Students free of charge. This service provides a live, one-on-one tutor in many academic areas. If you would like to learn more, please make arrangements with the school counselor.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

Policies governing extra-curricular activities:

Each student participating in regular scheduled interscholastic activities, which include team sports, band, chorus, drama, SADD, FCCLA, speech, etc. is, by nature of the activity, a representative of their home, school, and community. This should be kept in mind by all students. It is a privilege to participate in these activities. All students planning to participate in these activities must meet and maintain certain eligibility requirements.

1. Regular school attendance and attendance at scheduled practices or meetings of activity groups is required. Students must be in school by the beginning of the third period of the day to participate in a scheduled practice or activity. Any exceptions must be excused beforehand by the principal. An absence the morning after an event may be considered unexcused. Extra-curricular activities should be limited to those students with the physical stamina to handle both school attendance and activities.
2. In order to be considered academically eligible **a student must be passing in all subject areas (including dual credit classes)**, this means that if a student is failing one course, they will be deemed academically ineligible. Grades will be checked by 3pm Friday, or the last school day of the week, and eligibilities will run from Sunday to Sunday. Quarter 4 grades in the spring will be carried over to determine fall eligibility. The eligibility grade checks will be different from the mid-terms which are sent home.
3. The athletic coach, supervisor, or activity director shall determine whether or not a suspended student (either academically or otherwise) may practice with the group during suspension. **Students under academic ineligibility may not leave school early to attend any extra-curricular activity.**
4. Proper dress attire will be determined by the activities coach or advisor.

5. All students involved in school activities are expected to ride to the scheduled event with the group and return with the group. The only exception to this rule would be parents taking the student with them with prior arrangement made with the coach or activities director or principal.
6. Additional training rules may be given by the coaches or activity director regarding but not restricted to dress codes, curfew, team discipline, and travel rules.
7. The use of or possession of tobacco (all forms including e-cigs), alcohol, other harmful substances, illegal use or possession of narcotics or habit-forming drugs, huffing or the intentional misuse of inhalants is prohibited. Any extra-curricular participant will be suspended from all game participation, all school events, all public appearances from the time the school administrator gives notice to the student for six weeks for the first infraction and eighteen weeks for each violation thereafter. Any student found guilty in a criminal activity (except a minor traffic violation) would be subject to the same role. Violations will be cumulative from 7th grade through 12th grade. Students are considered a 7th grader after the last day of 6th grade. Summer infractions will carry the same penalty as an infraction during the school year and will be counted toward the cumulative record of that student.
8. Any extra-curricular participant who attends a party when alcohol or drugs are being used or who is a member of a group in a car, or elsewhere, where alcohol or drugs are being used shall be suspended from their next two events upon the first offense. These measures will be taken even though the individual is proven to have not indulged in the consumption of alcohol or use of drugs.
9. The student shall have the right to a hearing within three school days after notification. The superintendent shall be the hearing officer. The student shall have the right to be present at the hearing, to present testimony and evidence and to confront the person(s) who have filed the complaint. The student may also have their parents present if desired. If the student is not satisfied with the ruling of the hearing officer, the student shall have the right to have the ruling reviewed by the school board.
10. The Maple Valley School District supports all branches of military and is extremely proud of their students who are devoted to protecting our freedom. Missed time (practices, games, performances, etc.) for military matters will be deemed as an excused absence. The MVHS administration recommends a very prompt and open line of communication between the student-athlete and his/her coach/advisor to ensure both parties understand the situation.
11. Coaches, directors, and advisors have the authority to control participation or playtime based upon what they feel helps the organization's performance.
12. Concussion Protocol: Every incoming 7th, 9th and 11th grade student will be tested. Tests are valid for two years. Return to play criteria forms may be obtained from the district Activities Director or the trainer.

Ineligibility from participation:

Students who are under academic ineligibility are encouraged to practice and to travel with their respective teams or groups if allowed by the coach, supervisor, and/or activities director. However, ineligible students will not be allowed to miss school time to travel with the team or activity. This policy shall be in effect 12 months per year, including those days and months when school and extra-curricular activities are not in session. It shall be in effect for all extra-curricular activities including those of junior high students.

A student shall be ineligible for a period of six (6) consecutive weeks from participation in extra-curricular activities for the first offense and a period of eighteen (18) weeks for any subsequent offense(s). If multiple offenses take place within the timeframe of an original suspension the additional suspension time will be added at the end of the original suspension.

In the event the ineligibility is administered during a season when the student is not actively participating (i.e. summer – for all students, fall – for a student participating in track, etc.) the student's suspension shall be

extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concluded at the end of the season (i.e. does not start and quit). Should the student's next activity not be until the following year, the two-week or two-contest rule will be applied at that time. These policies apply to all activities that are not considered curricular. This means if the event is not included within a student's grade, the event falls under the policies of extra-curricular and co-curricular activities. For clarification, these policies control all athletic teams as well as student groups.

These policies will affect all school sanctioned activities deemed extra-curricular or co-curricular activities. Alcohol, tobacco, or drug use may be reported by any individual employed by Maple Valley Schools and law enforcement. These reports will be investigated. By the standards set by the NDHSAA the suspension will begin the moment the student is talked to by the administration.

Conduct:

Each student engaged in extra-curricular activities must at all times conduct themselves as worthy members of the Maple Valley School District. Students must uphold the integrity and honor of the institution. At no time will students leave the site of the contest or program in which the group is engaged without the consent of the faculty member in charge. When leave of absence is granted, the student must conduct themselves in a responsible manner.

Infraction of Rules:

Any student who willfully violates the rules of extra-curricular and co-curricular activities will be subject to suspension or expulsion from that activity (removal from the team). The final decision regarding this issue will be made by the head coach and administration. The superintendent will be consulted if necessary.

Transportation:

Transportation for all contests and events out of town will be arranged for under supervision of the faculty member in charge of such activity and will be cleared through the superintendent's office. Students will not be allowed to ride in vehicles other than those to which the student is assigned by the faculty member or principal.

Bus rules and regulations will apply to any trip under school sponsorship. If a student does not ride on the bus or vehicle assigned by the instructor in charge or without the permission of the person in charge, he/she will not be permitted to take part in the activity or the next activity if the violation occurs on the way home.

Activity awards & lettering:

Maple Valley Public School believes that students should be recognized for their success within the various organizations they are a part of. The program of awards and the ways of earning such will be left to the coaches, directors, and supervisors of the various activities. These individuals will set up their own criteria for awards and lettering. The criteria shall be at a minimum based upon commitment, dedication, practice participation, event participation, and ability amongst others. Ultimately the decision to letter a student participant is left in the hands of the coach, director, and/or supervisor. Administration will not interfere with a lettering decision unless asked by the coach, director or supervisor for input on the matter.

Understand that lettering within an activity is a privilege and is not a right. The coach, director, and supervisor set the standard for lettering for all their participants to reach. If the participant reaches those set standards and is in good standing with the school, they will receive their letter in good faith.

Awards will be presented during the awards ceremony at the end of the year. If any mistakes were made with the end of year awards, please contact the administration.

Concussion Management Program:

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels "foggy"
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported

1. **Removal**

   a. An official district, designee with direct responsibility for a student athlete during practice, training, or competition shall remove from practice, training, or competition a student:
      i. Who reports any sign or symptom of a concussion
      ii. Who exhibits any sign or symptom of a concussion

   b. A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal authority if s/he determines, after observing the student, that the student may have a concussion.

   c. If two or more parties listed above with removal-from-play authority disagree on whether or not a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the District requires that the ruling be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

2. **When to Call for Emergency Assistance***

If an athlete exhibits the following symptoms, a district employee, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance:

a. The athlete lost consciousness or has a decreasing level of consciousness;
b. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
c. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal);
d. The athlete's respiration is decreasing or irregular;
e. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
f. The athlete exhibits seizure symptoms/activity.

3. Transportation when Emergency Assistance is NOT Activated

Under no circumstances should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

4. Examination

A student removed from practice, training, or competition for one or more of the reasons in #1 above must be examined as soon as practical by a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board.

5. Return-to-Play Requirements

A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains written authorization from a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board. This written authorization must be given to the district official designated in policy and retained in accordance with policy.

Training

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority due to suspected or reported concussions shall receive training regarding the nature and risk of concussions.[1]

The athletic director shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

[1] NOTE: NDHSAA officials have received concussion management training in accordance with law.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school.

HARASSMENT, BULLYING, & REPORTING

Harassment:

Maple Valley School District will maintain a learning and working environment free of harassment of any kind. All complaints will be treated fairly in order to prevent frivolous or malicious accusations. Harassment is defined as an unreasonable interference, intimidation, hostility, or offensive behavior on the part of any employee, student or visitor. Harassment will not be tolerated by this school district.

Any person who believes he/she has been the victim of harassment may 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 districts legal obligations and with the necessity to investigate allegations or harassment and to take disciplinary action when appropriated.

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.

Sexual harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favor and other verbal or physical conduct or communication of a sexual nature when such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating intimidating, hostile or offensive education environment.

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

1. Sex oriented verbal "kidding", abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcomed touching, such as patting, pinching or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Any person who believes he/she has been the victim of sexual harassment by any student of the Maple Valley School District or any person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the Administration. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a Maple Valley student will subject such member to disciplinary action, which may include suspension/expulsion.

Complaint procedure:

Any person or any specific class of individuals who believe they are being subjected to harassment may file a complaint as outlined below. A complaint must be filed no later than 60 days from the date of the alleged harassment unless the time for filing is extended by the superintendent of the Maple Valley School District.
A student may file a complaint alleging harassment in any school building or at any school sponsored activity as follows:

1. An oral complaint may be informally filed with the building principal.
2. The online bullying form may be filled out and submitted.
3. A formal written complaint form may be filed with the building principal.
4. A formal written complaint may be filed with the school district superintendent.
5. A formal written complaint form may be filed with the school board president.
    a. Complaint forms are available in the building.

A formal written complaint will be acknowledged within ten working days by the appropriate administrator. Normally, the resolution of the complaint, including substantiation of the charges and any actions taken will be communicated to the complainant by the administrator with 45 days. The action taken may be appealed by the Maple Valley School Board within 30 days.
Any person lodging an informal oral complaint reserves the right to file a formal written complaint form within the allotted 60 days from the date of the alleged harassment.

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

- *School-sponsored* activity is an activity that the District has approved through policy or other board action for inclusion in the district's extra-curricular program and is controlled and funded primarily by the District.
- *School staff* includes all employees of the Maple Valley School District, school volunteers and sponsors of school-sanctioned activities.

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

Prohibitions:

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

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

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violations 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 members shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.
2. 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:
   a. 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.
   b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously. This may be found on the Maple Valley Public Schools website.
   c. File an oral report with any school staff member.

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.

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

Reporting to Law Enforcement & Others Forms of Redress:

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

Documentation & Retention:

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

1. Initiate a report of 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 he/she:

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

School administrators (i.e., a principal, an assistant 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 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 the 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 included, but are not limited to:

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

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

For bullying initiated off campus and received on campus (e.g. 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 la*w*.

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 reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but are not limited to, the following:

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