Maple Valley Elementary School
Student Handbook 2026-2027

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I. GENERAL INFORMATION

MISSION STATEMENT

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

VISION STATEMENT

Attend – Engage – Succeed

MAPLE VALLEY SCHOOL DISTRICT GOALS

1. To promote and implement the growth mindset to support students and staff;
2. To provide a safe and fair environment for all individuals, allowing productive learning;
3. To encourage the promotion of all school and extracurricular activities;
4. To meet or exceed grade level expectations or make expected gains;
5. To use available technology to create products aligned to curriculum;
6. To provide continuity in the elementary schools' curriculum

THE RAIDER WAY

Respect for self and others is 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 elementary principal. It is important that everyone involved thoroughly understands the organization, regulations, and activities of Maple Valley Public School. **Failure to know the contents will not excuse a student from following the adopted student policies.**

This handbook has been prepared to serve as a guide for parents, guardians, and students. The material, for the most part, is a compilation of practices now generally followed in Maple Valley Elementary School. This handbook only serves as a guide. For further information, please call or stop at the principal's office.

AT MAPLE VALLEY ELEMENTARY SCHOOL WE BELIEVE

1. All students can learn;
2. Parents/guardians play an important role in their child's education;

3. Each person is responsible to do his/her best work;
4. Each person is responsible for his/her behavior;
5. The school environment needs to be a safe place for everyone to work and play.

ALL STUDENTS CAN LEARN

All students will have the opportunity to learn and develop the skills necessary to be successful in life through:

a. The core curriculum
b. Curriculum enrichment activities
c. Other enrichment activities (field trips, computer, art, band, accelerated reading, accelerated math)

All students will have available support services, if necessary, that will enable them to achieve success in the classroom.

a. Title I reading & math
b. Teacher-assisted teams
c. Special Education
d. Counseling
e. Outside agencies

PARENTS/GUARDIANS PLAY AN IMPORTANT ROLE IN THEIR CHILD'S EDUCATION

The school and home are a partnership in the education process for student learning. School is a major source of learning, but the parents/guardians serve as their child's first teachers. After formal education starts, parents/guardians can make a significant difference in how much and how well their children learn. Parents/guardians can provide support by:

<u>At Home:</u>

a. Reading to their child or listening to their child read
b. Discussing the school day with their child
c. Reviewing schoolwork, newsletters, school notices, and the school website
d. Having their child come to school prepared – homework completed, supplies, appropriately dressed for weather conditions
e. Instilling basic character traits – respect, responsibility, fairness, caring, trustworthiness, citizenship
f. Having children attend on a regular basis – arriving at school prior to 8:30 bell – providing supervision after school hours
g. Providing appropriate activities – parks, libraries, fairs, museums, walks for listening and observing

<u>At School:</u>

a. Attending parent-teacher conferences
b. Volunteering for school/classroom projects
c. Seeking information regarding school/home issues
d. Communicating with child's classroom teacher about classroom progress
e. Participating in MVP (Maple Valley Parent Group)

To reinforce learning that occurs during the school day, it is beneficial for children to have an established study time at home. Study time can be used for completing homework, studying for tests,

reviewing math facts, and reading.

EACH PERSON IS RESPONSIBLE TO DO HIS/HER BEST WORK AND TO ACT IN A RESPONSIBLE, RESPECTFUL MANNER

To develop the skills necessary to be successful in life, all students will be expected to do their best work, to act responsibly, and to accept responsibility for their actions.

Student's expectations for learning and behavior are developed cooperatively by students and teachers through:

A. Classroom beliefs
B. Classroom agreements

Teaching responsibility for learning and behavior will occur by:

A. Teachers working with students and parents/guardians in developing learning behavior plans
B. Using conflict resolution/problem solving/decision making skills
C. Accepting consequences for behavior

THE SCHOOL ENVIRONMENT NEEDS TO BE A SAFE PLACE FOR EVERYONE TO WORK AND PLAY

A safe environment will provide staff and students with opportunities to reach their potential academically, emotionally, and socially. This belief is achieved through:

A. An acceptance of individual differences
B. Emergency evacuation plans
C. A structurally safe school and grounds
D. A procedure for bottom line issues

BOTTOM LINE ISSUES

No Direct Defiance of Adult
No Weapons
No Gang Activity
No Stealing
No Vandalism
No Violence
No Drugs/Alcohol
No Harassment/Bullying

Failure to comply with bottom line items will result in disciplinary action, which includes removal from the classroom or school setting, referral to the administrator, and/or referral to appropriate law enforcement.

I. SCHOOL SPECIFIC INFORMATION

SCHOOL HOURS

8:00-8:25 a.m. - Breakfast program served to students
8:25am – Student bell to be in their classrooms
8:30 a.m. - School begins
11:00 -11:50 – Lunch/Recess - Grade: Pre-K – K – 1 – 2
11:55 -12:45 – Lunch/Recess - Grade: 3 – 4 – 5 – 6
3:15 – Prek – 4th grade Student Dismissal
3:25 – 5th grade – 12th Student Dismissal

Town students and students delivered by parents/guardian should not arrive at the school earlier than 8:00 a.m. unless other arrangements have been made with the child's teacher or principal. Students not taking part in afterschool activities should leave the school grounds after dismissal.

ATTENDANCE

Regular attendance is necessary to achieve consistent educational progress. Excused absences include illness, injury, family emergency, religious observation, or those absences granted in advance by the principal. Parents/guardians are asked to contact the school office by telephone, email or written note to report their child's absence or tardiness by 9:00 a.m. Any tardy or absence that the school is not notified by 9:00 a.m. will be considered unexcused. It is important for parents/guardians to contact the school office for all absences, so we can account for the safe arrival of students. **If your student is absent for an appointment, please bring a medical excuse letter from the provider.** The consequences for an unexcused tardy or absence (half or full day) will vary depending on the circumstances. Students who arrive at school late must report to the office along with a parent/guardian. A student will receive two days to make up assignments for each day that he/she is absent. Schoolwork missed due to family vacation should be completed by the student in advance.

To be considered for grade promotion, a student shall not have accumulated more than 20 absences during the school year. If a student is absent more than 20 days due to illness, the absences must be documented with a doctor's excuse. Parents/guardians will be informed by mail when students have accumulated 10 days of absences. A second notification will be sent if a student has reached 15 days of absences. Excessive tardiness and absenteeism can be considered educational neglect, and a report may be filled with Barnes County Social Services, Cass County Social Services, and/or law enforcement. Regular school attendance is a parent-child responsibility, and the school is required by law to report apparent infractions. Unexcused absence and tardiness will not be tolerated. Parents/guardians will be notified by mail when a student accumulates 5 unexcused absences or tardies and again at 10. Any further unexcused absences or tardies will be reported to Barnes County Social Service or Cass County Social Service Agency

GUIDELINES FOR WHEN A CHILD IS SICK

Students must stay home if they:

1. Have a temperature over 100 degrees
2. Have yellow or green nasal discharge coupled with sneezing, coughing or both
3. Have pink eye. Keep students' home for the first 24 hours after they have had the medicine. They cannot be expected to keep their fingers/hands out of their eyes and avoid spreading infection
4. Are in the first 24 hours of their antibiotics. If your child needs to take the medicine during school hours, please contact the school for instructions and the process of how this needs to be done.
5. Have thrown up or have had diarrhea in the last 24 hours.

PERMISSION TO LEAVE SCHOOL

Students cannot leave the school grounds during the school day (arrival in the morning until dismissal) without permission from the principal or classroom teacher. No student who is ill will be permitted to go home without arrangements being made for his/her care and safety after leaving school.

NOON SCHEDULE

Students will eat at the following times:

Grade: Pre-K	Lunch: 11:00-11:25	Recess: 11:25-11:50
Grade: K	Lunch: 11:00-11:25	Recess: 11:25-11:50
Grade: 1	Lunch: 11:00-11:25	Recess: 11:25-11:50
Grade: 2	Lunch: 11:00-11:25	Recess: 11:25-11:50
Grade: 3	Lunch: 11:55-12:20	Recess: 12:20-12:45
Grade: 4	Lunch: 11:55-12:20	Recess: 12:20-12:45
Grade: 5	Lunch: 11:55-12:20	Recess: 12:20-12:45
Grade: 6	Lunch: 11:55-12:20	Recess: 12:20-12:45

All students are expected to play outside during the recess period. Exceptions are (1) inclement weather and (2) a child returning to school after an illness with note requesting that the child remain indoors

BUS RIDING RULES

The safety and care of our students, while riding on the school buses, is a priority for all of us. Student behavior data indicates that the bus is the second most frequent location of discipline problems in Maple Valley School. To help ensure the bus driver can concentrate on the job of transporting students safely, it is necessary for students to adhere to certain expectations and procedures. First and foremost, the bus drivers are in complete charge of the bus and students are expected to comply with their requests at all times. Secondly, the school bus is an extension of the school, and all school rules and regulations that pertain to student conduct in the school are applicable to student conduct on the school bus. If a student creates a safety hazard or causes a discipline problem on the bus, these steps will be taken:

1. **First Violation**: Bus driver will contact parent/guardian.
2. **Second Violation**: Building principal will contact parent/guardian and mail written warning
3. **Third Violation**: 1 Day Suspension: Student and parent/guardian must meet with the building

principal before the student is allowed back on the bus.

4. **Fourth Violation**: 3 Day Suspension: Student and parent/guardian must meet with the building principal before the student is allowed back on the bus.
5. **Fifth Violation**: Student and parent/guardian will meet with the superintendent to determine suspension of bus riding privileges for the rest of the school year.

Please note that certain violations may warrant an immediate suspension, e.g. possession of alcohol/tobacco. All offenses will be recorded at the student's school and the Superintendent's office.

POSTPONEMENT/CANCELLATION

If school should close because of the weather or any other reason, you may listen to WDAY and KVLY stations in Fargo for school closing announcements. **In addition to TV announcements, we will also continue to use the Alert Now system and school website.**

HOT LUNCH & BREAKFAST PROGRAM

Hot Lunch and Breakfast will be offered to all students.
Breakfast: $2.00 Lunch: $3.00

NAME AND PICTURE PUBLICATION

Student picture and identifying names will be printed in the school annual, school paper, school publicity release, hand bills, or program brochures, and given to news media on those occasions that warrant printing, However, if a student is under the age of 18, a student or student's parents/guardian/ may request that his/her picture not be published in news media or in school publications. Requests are to be made in writing to the school principal.

REPORTING STUDENT PROGRESS

Parent-teacher conferences are scheduled following the first grading period and mid-term of the third grading period. **October 27th from 1:30pm-7:30pm and February 18th from 1:30pm-7:30pm**. The conferences are an opportunity for parents/guardians to review their child's classroom progress with the classroom teachers. Parents/guardians are encouraged to access PowerSchool and email teachers when they have questions throughout the year. Report cards are issued to students in the kindergarten through sixth grade using the following grading system:

K-4 Grading Scale		**5th-12th Grading scale**
S: Satisfactory	A: 100-92	A: 100-90
N: Needs Improvement	B: 91-85	B: 89-80
I: Improving	C: 84-75	C: 79-70
U: Unsatisfactory	D: 74-70	D: 69-60
	F: 69 and below	F: 59 and below

STUDENT DRESS

It is the responsibility of the parents/guardians to see that their children are appropriately dressed for school and weather conditions. Elementary students spend approximately 20 minutes outside during their noon recess. It is important for students to have the appropriate clothing for playing outside (boots, hats, gloves, snow pants, warm coat – winter season). Under certain weather conditions, students will remain inside during recess. Students may wear shorts and modest tank tops, weather permitting. Students are expected to dress modestly.

CARE OF PROPERTY

The care of school and personal property by the students is important in keeping our school safe and clean. Students will be assessed at the full replacement cost for willful damage to school or personal property.

STUDENT CONDUCT

Expectations for student behavior are developed and reviewed with the students by their classroom teachers. Guidelines are established that will enable students to work and play in a safe environment throughout the school. Students are expected to take responsibility for their own behavior. Inappropriate behavior is dealt with on an individual basis. Consequences for incomplete work or inappropriate behavior can include coming in before school or staying after school. If a student needs to come early or stay after school, the parents/guardians will be notified.

DISCIPLINE INFRACTION LEVELS

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.

IMMUNIZATION OR WAIVER

All students attending Maple Valley Elementary need to have a current record of immunization or submit a current certificate of immunization waiver. Please make sure to update the school with current immunization records.

MEDICATIONS

For the safety of our children at Maple Valley, pain relievers (Tylenol, Ibuprofen, Advil) will not be readily available to the students. If you wish to have your child receive pain relievers during school hours, you must complete and sign the consent for medication form, allowing your child to receive pain relievers from trained school personnel. You must then bring your own supplies to the school, labeled with the child's name. Students are not allowed to bring medications to school.

BICYCLES

Students should park their bikes at the designated area on school property. Students need to follow all traffic regulations when riding their bicycles to and from school. Riding a bicycle on the playground before and after school is not permitted.

VISITORS

All visitors must sign in at the office upon arrival. Parents/guardians are welcome and encouraged to come to the school to observe their child in the school setting. Students desiring to bring a visitor must receive permission from the principal the day before. Under most circumstances, student visitors will be discouraged. Student visitors must conform to the rules and regulations of the school, or they will be asked to leave.

INVITATIONS TO PARTIES

Invitations to private (birthday) parties are not to be handed out at school. The only exception to this guideline would be if the student invites every one of his/her class members to the party. Three classroom parties are sponsored by the elementary school – Halloween, Christmas, and Valentine's Day.

BRINGING TREATS TO SCHOOL

Students are not to bring pop or candy to school unless it is for birthday treats or a special occasion approved by the classroom teacher.

TELEPHONE USE

The school telephone is a business phone. Permission must be received from a staff member before students may use the telephone. Teachers can receive telephone calls during their preparation period. Parents/guardians may call their children to the office telephone for an emergency. Parents may also leave a message for the children.

CHILD ABUSE/NEGLECT

By state law, staff members are legally required to report any cases of suspected child abuse or neglect to appropriate authorities.

LEGAL CUSTODY

In situations where one parent has custody or is considered the legal guardian of a child, legal documentation should be brought to school and placed in the child's cumulative file. This is particularly important in cases where one parent is legally denied contact with the child. In such cases, the school will make every effort to cooperate with the court order.

FIRE/TORNADO DRILL AND CIVIL DEFENSE ALERT

All students participate in the fire/tornado drill and civil defense alert. Classroom teachers provide students with directions prior to the first drill. Procedures to be followed are posted in each classroom.

PARENT-TEACHER ORGANIZATION

All parents/guardians are invited to take part in the Maple Valley Parent Group (MVP). MVP helps fund many activities for the school during the school year. If you are interested in joining MVP, please contact Jessica Theurer via email at jessica.theurer@k12.nd.us

III. SUPPORT SERVICES

Maple Valley Elementary School has many support services that supplement regular classroom teaching. These services are:

TITLE I

The title I program provides supplemental instruction for students who need small groups or individual assistance to help master the basic skills in reading or math.

PHYSICAL EDUCATION

Students in K-6 will receive physical education classes 2-3 times each week provided by a physical education instructor. Gym shoes are required.

MUSIC

Students in grades K-6 will receive music classes 2-3 times per week. Programs are normally presented to the public at Christmas and in the spring.

BAND

Band is available to fifth and six grade students. Students will receive band instruction 2-3 times per week.

ART

Each class will be taught art by a certified teacher. Students are given an overview of many interesting, unique, and challenging art projects displayed throughout the school building.

TECHNOLOGY

All students will have access to their own school-issued iPad. IPads for grades PreK-4th grade will remain at school unless there is an expected storm day with virtual learning. Students in 5th and 6th grade may take their iPads home at the discretion of the classroom teachers. Students and parents/guardians must sign the iPad & Network acceptable Use Policy before students are issued their device.

LIBRARY

The school library is available to all students for library skill development, general reading, research, and checking out books. The library sessions are 30 minutes each week and are conducted by the librarian. Books are checked out for a one-week period. They may be renewed for an additional week. If books are not returned or are returned damaged, you will be billed for the price of replacing the book.

SCHOOL COUNSELOR

The school counselor is available each day. Each classroom will have a 30-minute classroom activity every other week. Individual counseling is provided as requested by students (self-referral, and parent/guardian referral). Parents/guardians, teachers, and students are encouraged to visit with the counselor if the need arises.

SPECIAL EDUCATION

The special education program provides instruction to students who are experiencing difficulties in school due to a disability in processing verbal or written language. The function of the learning disabilities program is to evaluate students to assess their learning problems, identify strengths and weaknesses, assist teachers in making classroom accommodations, and to provide direct services to those with learning disability.

SPEECH/LANGUAGE

The speech therapy program provides services to eligible students in the areas of articulation, language, fluency, voice, and argumentative communication. Students are referred for possible services from the kindergarten screening, parents/guardians, or classroom teachers. The function of the speech therapy program is to assess students to determine if a delay is present, assist teachers in making classroom accommodations, and to provide direct services.

Hearing screening is also available for students at any time during the school year. All kindergarten students receive a hearing screening in the fall. In addition to this, any student can be referred for a screening by the parent or teacher.

VISION

Vision screenings are conducted by the Barnes/Cass County Health Department for PreK-6 in the fall. Any referrals from the initial screening are sent home to parents/guardians.

DENTAL

Dental screenings, fluoride varnish, and dental sealants are conducted twice a year by SEAL! ND School-Based Sealant Program offered by the North Dakota Department of Health & Human

Services. Permission forms will be sent home in the fall. Permission in the fall also gives permission for the spring checkup.

IV. SCHOOL DISTRICT POLICIES

ATTENDANCE

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

Students are expected to be in the class(es) to which they are assigned every school day except in the case of illness or injury, school related activity, family emergency or religious observance. It is the responsibility of the school administration to monitor students' attendance and communicate with students and their parents/guardians when attendance patterns do not meet district standards. It is the parents/guardians' responsibility to ensure that their children are in school unless a valid reason for absence exists and to notify the school when their child will be absent. Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. Family vacations should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, as much as possible of the schoolwork that would be missed. Additional effort to make up work may be necessary upon the student's return.

To be considered for grade promotion or the granting of credit in a class, a student shall have accumulated no more than 20 absences.

1. Students in Kindergarten through sixth grade whose poor attendance has caused a notable deficiency in learning shall be retained at their present grade level if, in the judgement of the building principal, such an action is advantageous to the student. This decision is made after consultation with the teacher(s) and the parent(s) during the last month of the school year.
2. Building administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases.
3. Out-of-State suspension will count as an absence for the purposes of determining the number of absences to be considered for promotion.
4. Attendance will be taken four times a day, each counting as ¼ of a day: 8:30am, 10:30am, 12:30pm, 2:30pm.

ABSENCES

On rare occasions an absence or tardiness is unavoidable, in such cases, students will be excused for being tardy or absent. All cases shall be dealt with promptly. Students who plan to be out of school for necessary reasons shall see their instructors before the day of absences and secure instruction for making up their work before they are absent. Failure to complete the work as instructed may cause an "I" or incomplete on the student's report card. If this is not taken care of within a reasonable length of time, it becomes an "F" for the nine-week period.

TARDINESS

It is the student's responsibility to get to school on time and to be in class on time. If a student is tardy, he or she will be marked tardy by the instructor on the absence report. After five tardiness reports, the parents/guardians will be notified of the problem. This policy does not apply to those students who ride the bus.

ALCOHOL, TOBACCO, NARCOTICS, INHALANTS

Students are to be aware that the possession, use or consumption of alcohol, tobacco, narcotics, or inhalants on or about school property may result in the following disciplinary actions: suspension, expulsion, referral for prosecution. Students need to also be aware that the use of illicit drugs is not only wrong, but harmful.

MAPLE VALLEY SCHOOL DISTRICT POLICY 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.

1. **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: [8.13.2025]

PERSONAL ELECTRONIC COMMUNICATION DEVICE INFRACTIONS

- 1st Offense: Phone/device turned into principal - student may retrieve at end of school day
- 2nd Offense: Phone/device turned into principal – parent must retrieve at the end of the school day
- 3rd Offense: Phone/device turned into principal – ISS remainder of the school day – parent must retrieve device at the end of the school day
- 4th Offense: Plan will be developed for the student – OSS for the remainder of the day and up to 5-10 days of OSS

ANIMALS IN THE CLASSROOM

The Maple Valley Public School recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or on school property. The Board also recognizes that under proper conditions, animals can be an effective teaching aid. Guidelines have been adopted regarding all animals (mammals, birds, reptiles/amphibians, fish, insects) in the classroom or on school property. These guidelines are listed separately at the back of the handbook.

1. All requests to have animals in the classroom, on school property or to take field trips involving animals must be submitted to the principal in writing. Included in the request should be a description of the activity, type of animals, educational purpose/benefit, length of activity and a plan for care of the animal. The principal has the discretion to permit or deny the presence of animals.

2. Students and teachers with allergies must receive special consideration before animals are brought into school. Prior to any exposure to animals in school, the teacher should be aware of any condition such as allergies which could be exacerbated by the exposure to animals. Appropriate and reasonable accommodations will concur to protect the health of such individuals.
3. No domesticated mammals, including dogs, cats, primates, or livestock shall be allowed in school unless proof of appropriate and/or current rabies vaccination is provided. Any domesticated mammal that is too young to be immunized for rabies will not be handled by students.
4. No wild animals, (i.e., skunks, racoons, badgers, lynx, bobcats, bats, ground hogs, monkeys, coyotes, or fox) shall be allowed unless under control of an individual trained in the care and management of the animals (i.e., zookeepers, veterinarians, etc.).
    a. All animals brought for exhibit must be restrained by the owner/handler.
    b. No poisonous animals are allowed unless brought in cages/containers that prevent contact with students and faculty.
    c. Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.
5. Animals will be allowed to be housed in a classroom only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal.
6. It is the responsibility of the teacher to provide a plan of care for classroom housed animals including care on weekends and during emergency closure. No animal shall be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of the animals. All waste products must be cleaned from cages daily by an adult such as a teacher, assistant, volunteer, etc. Cages will not be cleaned by students and students will not have direct contact with animal waste.
    a. Each teacher is responsible for the proper control of animals brought to the classroom for instructional purposes, including the effective protection of students. This includes keeping the animals in appropriate cages or containers for the protection of the animals and individuals.
7. No animal will be allowed free range in the facility.
8. Supervised hand washing for a minimum of 20 seconds with soap and water will be conducted by students after handling animals. Hand washing will be conducted immediately after the activity has ended and prior to any further school or classroom activity. Eating/drinking will not be allowed during the animal exhibition or during activities involving animals.
9. The principal and parent/guardian must be notified as soon as possible if an individual is bitten by an animal, or any incident occurs which could have an adverse effect on physical or emotional health. The supervising teacher will complete a written report describing the incident.

COLLECTION / MAINTENANCE OF STUDENT EDUCATION RECORDS

Student records are an essential part of the educational process. To serve this end, information about students, which is required by law necessary in accomplishing the educational goals of the school district and important in promoting the welfare of the student, is maintained by the school. The collection, maintenance, accessibility, dissemination, and retention of such information must be controlled by procedures designed to implement the primary task of the school while protecting individual rights of students and parents/guardians and preserving the confidential nature

of various types of records that are maintained. To facilitate this process, the Superintendent shall implement procedures to comply with this policy, the Family Education Rights and Privacy Act, and the Individuals with Disabilities Education Act.

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

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

Each principal shall be responsible for record maintenance and access within his or her building. All student records when not in use shall be kept under lock and key.

Parents, legal guardians, and students of legal age (18 years or older) have the right to inspect and review the student's education records. Requests to inspect and review shall be made to the building principal, and the principal shall make an appointment within a reasonable time frame. The principal shall be present when the record is inspected and reviewed. Copies of the records will be made only if failure to provide a copy would deny the parent or legal guardian the opportunity to inspect and review the record. Fees for copies of records may be charged at the school district rate.

Parents, legal guardians, or students of legal age (18 years or older) may request amendment to educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained in therein.

Parents, legal guardians, or students of legal age shall have the right to file an appeal to have items removed from the student's folder or record. This appeal will be filed with the school principal. The principal shall set a time and place for a private hearing and notify the requester in writing of the time and place. The hearing shall be held within three weeks of the request. At the hearing the principal shall have in attendance the person(s) who has entered the information in question. The person who requested the hearing shall have the right to ask questions of those present and to present evidence that would correct inaccurate, misleading, or otherwise inappropriate information. The principal shall then determine whether the information in question should be removed from the record. If the information in question is not then removed from the record, the parent may place a statement in the record that shall be retained for as long as the information in question is retained.

The school shall not permit access to or release of student records to any individual, agency, or organization other than school officials within the school or officials of the other schools or systems in which the student has enrolled, except with the written consent of the parent or guardian or the student if 18 years of older. The district will maintain directory information that will include name, address, phone number, date of birth, place of birth, participation in officially recognized activities and sports, weight, height of members of athletic teams, date of attendance, awards received, previous school attended, and name of parents. The district will also publish an honor roll. For purposes of this policy, listing on the honor roll will be considered an award. The parent or legal guardian of a student

has the right to refuse to permit the designation of any or all of the above categories as directory information with respect to that student. The superintendent shall ensure that parents and legal guardians are notified of the categories the district considers directory information at the beginning of each year and shall include in the notice a procedure and deadline for refusing permission.

Two years after graduation or three years after the termination of the provision of educational services to students, all but the Permanent Record Card may be destroyed. The Permanent Record Card shall contain only name, address and phone number, the pupils' record of grades, years enrolled, courses attended, and grade completed. The Permanent Record Card shall be retained in perpetuity.

The contents of a pupil's Special Educational Record shall be destroyed within seven years after the information no longer needed to provide educational services to the child.

Prior to destruction of such a record or data from the cumulative record which pertains to the pupil's handicapping condition, reasonable effort shall be made to notify the parents of their right to a copy of such data. Parents have the right to request that pupil's Special Educational Services Record be destroyed after the information is no longer needed to provide educational services to the child

DISSEMINATION OF STUDENT RECORDS

Student records, for the purpose of this policy, shall mean the cumulative file and the transcript of the student. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older).
2. A "Release of Information" is received by school officials in the form of a specific request from the court, a court order, or a subpoena. Only information requested shall be provided, and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
3. A "Request for Transcripts" is received by school officials from a receiving school. Only information such as grades, attendance records, and group test scores should be included. Transcripts may also be sent to prospective employers at the request of the student or parents. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per #1 above.
4. In instances where requests for information might come from an outside agency such as the VA, working for the welfare of a student, the agency will file a release from the student (if of legal age) or parent or guardian. In lieu of such release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.
5. In instances where requests for information come from Comptroller General of the United State, the Secretary of Education, and administrative head of an education agency or states educational authority in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirement which relate to such programs, only that data which does not include information (including Social Security numbers) which would permit the personal identification of such students or their parents shall be release. The only exception shall be when the collection of personally identifiable data is specifically authorized by federal

law. A student of legal age or the parent or legal guardian of a minor student shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Absent a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

EARLY ENTRANCE ASSESSMENT

The Maple Valley School District has set aside a week in May as test week for children who will be assessed for early entrance. State law requires a child entering kindergarten to be five years old by August 1st and a child entering first grade to be 6 years old by that date. There are two exceptions to the law. One exception allows children who have unique talents and abilities to be accepted if their birthday falls between August 1st and December 31st of the school term. The other allows children who have completed an approved kindergarten program out of state to enter grade one.

Qualifying for early entrance requires a high level of performance on tests assessing menta maturity, social and emotional maturity, and verbal ability. The physical development of the child is also assessed. Approximately two to five percent of the total students tested are accepted. Interested parents/guardians should contact their elementary school principal no later than May 1st for application forms and other information. No child will be accepted into kindergarten or grade one after the first day of school under the "Early Entrance" process.

The building principal will hold a parent conference prior to formal testing. The purpose for requesting early entrance, evaluation procedures, and a minimum requirement in each assessment area will be discussed during that conference. Various forms will also be discussed.

HARASSMENT/BULLYING

The Maple Valley School District will maintain a learning and working environment free of harassment/bullying of any kind. All complaints will be treated fairly and even-handed to prevent frivolous or malicious accusations.

Harassment/bullying is defined as any unreasonable interference, intimidation, hostility, or offensive behavior on the part of any employee, student, or visitor. Harassment/bullying will not be tolerated by the school district.

Any person who believes he or she has been the victim of harassment/bullying may file a complaint. Filing 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/bullying and to take disciplinary action when appropriate.

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

COMPLAINT PROCEDURE

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

A student may file a complaint alleging harassment/bullying 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. A formal written complaint form may be filed with the building principal.
3. A formal written complaint may be filed with the school district superintendent. Maple Valley School District, P.O. Box 168, Tower City, North Dakota 58071-0168.
4. A formal written complaint form may be filed with the school board president. Complaint forms are available on the school's website (myraiders.org)

CONSEQUENCES

The Principal/Counselor will document all complaints.

1. First complaint – speaks to the student(s) involved and informs them that it is the first complaint against them. Mediation may take place.
2. Second complaint – call the parents/guardians and the student is to write an apology to the complainant and must stay in from recess two days, while writing this apology.
3. Third complaint – call parents/guardians and the student will again write about his/her misdoings, while staying after school for one hour, with the parents/guardians escorting the child home.
4. Fourth complaint – call parents/guardians and student will serve in-school suspension for one day.

The appropriate administrator will acknowledge a formal written complaint within 10 working days. Normally, the administrator will communicate the resolution of the complainant including substantiation of the charges and any actions taken to complainant within 45 days. The Maple Valley School Board may appeal the action taken within 30 days

Any person lodging an informal oral complaint reserves the right to file a formal written complaint within the allotted 60 days from the date of the alleged harassment/bullying.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors 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. Unwelcome touching such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Any person who believes he or she has been the victim of sexual harassment by any student at 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 a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grade.

The right to confidentiality, both 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 the conduct has occurred.

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

SUSPENSION AND EXPULSION

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

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

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects.
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Disobedience or defiance of proper authority.
7. Behavior that is detrimental to the welfare, safety, and/or morals of other students.
8. Truancy
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or insightful to violence, where it is disruptive to the educational process.

10. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal.

ENROLLMENT OF SUSPENDED STUDENTS

Any student that has been suspended from school in this district is not eligible to attend any other school within the district until he or she is eligible to return to his or her regular school. Any student that has been suspended from another district will not be permitted to enroll in the district until eligible to re-enroll in his/her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES

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

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

Copies of these rules shall be posted in a prominent place in each school and may be distributed to each student.

WEAPONS AND DANGEROUS INSTRUMENT

No student will knowingly possess, handle, carry or transmit any weapons or dangerous instrument in any school building, on school grounds, vehicle, or at any school-sponsored activity. Such weapons include but not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun) slingshot, bludgeon, brass knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Bringing a firearm, as defined in 18 U. S. C. 921, to school will require that proceedings for the expulsion for minimum of one year of the student involved be initiated immediately by the principal. For more details on the weapons policy refer to Article XII, Section 8 of the Maple Valley School Board Policy book.

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 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 an 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.

Parents/Guardians may also contact the Superintendent:

Daniel Larson
207 Broadway
Tower City, ND 58071
701-749-2570

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 the Maple Valley Public School District to provide equal opportunities for all students, free from limitations based upon disability conditions. Complaints concerning Section 504 will be received by the building principal.

Parents/guardians may also contact the superintendent who serves as the district's Section 504 Coordinator:

Daniel Larson
207 Broadway
Tower City, ND 58071
701-749-2570

CONCUSSION MANAGEMENT PROGRAM

REQUIRED Descriptor Code: FCAF-AR

*Note: Items designated with a * are from a National Federation of State High School Associations documents entitled "Concussion in Sports: What you Need to Know" written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: www.nfhslearn.com*

Concussion Signs & Symptoms

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

Forget Plays	Nausea or vomiting
Loss of consciousness (and duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when signs & symptoms are observed/reported

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

   Note: Policy prohibits coaches and officials who are minors or current high school students from making removal decisions due to suspected concussion. Such individuals are required to inform, as soon as possible, an adult with removal authority of reported or observed signs or symptoms 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 is 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 by 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 loses consciousness or has a decreasing level of consciousness.
   b. The athlete has symptoms of concussion, and his/her condition appears to be worsening.
   c. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintain 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. **Transposition 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 students' 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, transpiration arrangement, 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 are 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 parents 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 individual designed 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]

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

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.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents/guardians. 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 school/

End of Maple Valley School Administrative Regulation FCAF-AR Amended 11-10-2021