

Mohall Lansford Sherwood Public School

Elementary Student/Parent Handbook



Mohall-Lansford-Sherwood Elementary Student Parent Handbook

Mission --- Purpose --- Vision

MLS Mohall Public School

2026 - 2027

Our Mission is to **M**ake **L**earners **S**uccessful

Purpose:

The MLS School District exists to provide opportunities that allow all students to develop their potential. Our vision is to build confident learners by providing all students a quality education. Each student will be given the opportunity to develop intellectually, socially, physically, emotionally, and vocationally to become competent lifelong learners.

MLS School strives to:

Support each student's learning

Promote success by engaging students in their learning

Provide a safe, respectful school climate for all

Use progressive techniques to empower learners.

Believe in excellence in all that we do.

Vision:

MLS School District deals with youth and their individual interests and personalities. We provide educational instruction that models the values of **respect** for others, **responsibility** for one's actions, and **reliability** for completion of their tasks.

Our responsibility is to motivate every student to optimum individual achievement, as well as to promote effective group and social skills, and above all, to increase the quality and rate of retention of learning. Our dedication and commitment will be directed to the premise that every student shall receive an appropriate education with the least restrictive environment.

**Where MLS School Board policies are referenced in handbook - please refer to complete policy online at <https://www.mls.k12.nd.us/our-district/school-board-policy>

If you would like to request a printed copy, please contact the main office at 756-6660 or email Kelsea Bowers at kelsea.bowers@k12.nd.us

Nondiscrimination & Anti-Harassment Policy

The Mohall-Lansford-Sherwood Public School District is committed to maintaining a learning environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It shall be a violation of this policy for any district student or employee or third party to harass or discriminate against another district student or employee based on any status protected by law if the conduct occurred within the context of an education program or activity or had a continuing effect in the educational setting on campus or in an off-campus program or activity. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to try and prevent recurrence of harassment, discrimination or retaliation and remedy discriminatory effects on the complainant and others if appropriate.

Complaint Filing Procedure

The Board has created an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in the policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law. The MLS Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Superintendent Newgard has been designated as the Title IX coordinator to handle inquiries regarding the nondiscrimination policies: *Supt. Heidi Newgard, PO Box 187, 101 3rd St. NW, Mohall, ND 58761, telephone 701-756-6660, email Heidi.Newgard@k12.nd.us*

Student Bullying (Policy ACEA):

The Mohall Lansford Sherwood School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed.

Therefore, it is the policy of the state and the school district that students and school staff members shall not engage in bullying behavior while on school property.

While on school property a student or school staff member may not:

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

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 (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in the library. The form may be returned to any school staff member or filed in a school building's main office.
- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Family Educational Rights and Privacy Act

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

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-4605

A complete text of the FERPA regulations is available at the office.

Chain of Command

Chain of command refers to an organization's hierarchy of reporting relationships from the bottom to the top. The chain of command not only establishes accountability, it also lays out an organization's line of authority and decision-making responsibility. The following table has been developed to help you when you have an area of concern within the MLS District. The Chain of Command **MUST BE FOLLOWED IN THE ORDER IN WHICH IT IS LISTED BELOW!**

Refer to policy BGA in reference to contacting board members about complaints.

Area of Concern	Level 1 (start here)	Level 2	Level 3	Level 4
ELEMENTARY				
Academics/ Curriculum	Teacher	Principal	Superintendent	School Board
Athletics	Coach	Athletic Director	Superintendent	School Board
Athletic Facilities	Athletic Director	Superintendent	School Board	--
Attendance	Teacher	Principal	Superintendent	--
Discipline	Teacher	Principal	Superintendent	School Board
Facilities	Principal	Superintendent	School Board	--
Guidance	School Counselor	Superintendent	School Board	--
Instruction	Teacher	Principal	Superintendent	School Board
Special Education	Teacher	Principal	Superintendent	School Board
Transportation	Bus Driver	Principal	Superintendent	School Board

Admission and Registration

The MLS Public School district follows North Dakota Century Code § 15.1-06-01 regarding the starting ages for preschool, kindergarten, and first grade.

Age Requirements:

- Pre-Kindergarten: Students must be 4 years old before August 1 of the school year.
(Note: Pre-K is offered as a district program and is not required by state law.)
- Kindergarten: Students must be 5 years old before August 1 of the school year.
 - If a child turns 5 between August 1 and December 1, they may still be considered for early enrollment if they demonstrate superior academic talents and social-emotional readiness, as determined by district-administered developmental screenings approved by the ND Department of Public Instruction.
- Grade 1: Students must be 6 years old before August 1 of the school year.
 - If a child turns 6 between August 1 and December 1, they may still be considered for early enrollment if they either:
 - Complete an approved kindergarten program; or
 - Demonstrate academic, social, and emotional readiness on a district-administered, state-approved screening.

Students who turn the required age on or before August 1 are automatically eligible. Families interested in early entrance (for children who meet the December 1 cutoff) must contact the school to arrange the required screening process.

Registration Process

- Pre-K
Registration for the following school year typically takes place in March. Parents should contact the school office to register their child.

Required Documents:

- State-certified birth certificate
 - Immunization record meeting state requirements
 - Custody papers, if applicable
 - MLS Registration Form with current contact information. Please notify the office of any changes during the year.
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- Kindergarten - Grade 6
Students in grades K-6 register during Open House or on the first day of school in their classroom. All contact information should be updated at this time.
 - New students entering grades K-6 must request that their previous school send all official records to the MLS School office. Forms are available in the office.

Materials & Supplies

- Textbooks and workbooks are provided by the MLS School District at no cost.
- Students are expected to bring their own supplies (e.g., pencils, paper, crayons, glue). Supply lists are available on our website at mls.k12.nd.us.

Immunizations: Parents are required to have their child's immunization records updated and presented to the Superintendent's office at the start of the school year. These records will be kept in the student's cumulative file. ND Dept. of Health Immunization requirements can be found on the school website mls.k12.nd.us

North Dakota law requires students who are attending school to be up to date on immunizations. This law was put in place to keep our kids safe from diseases that can spread quickly in settings such as schools. If students are not protected by vaccines, they are left vulnerable to diseases such as measles, chickenpox, mumps, or pertussis. Additionally, some students are unable to be vaccinated for medical reasons, so it is important for other students around them to be vaccinated to prevent these diseases from entering the school and spreading quickly through that environment. When outbreaks occur, not only is health at stake, but students who become ill or who are exempt from vaccines will have to spend time out of school.

North Dakota Century Code, 23-07-17.1, mandated all students in kindergarten through 12th grade meet a minimum number of required immunizations before school entrance, and each school is legally responsible for excluding non-compliant students within 30 calendar days from the start of school. Compliance with North Dakota State law is not optional.

The telephone number of the MLS School is 756-6660.

Child Custody

In most cases when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the right of one parent in matters such as custody or visitation, a copy must be on file in the school office. *Unless your court order is on file with the school, we must provide equal rights to both parents.*

Child Supervision Guidelines

The North Dakota Department of Human Services provided the following factors to consider before leaving a child home alone:

- Age and maturity, emotional health, the child's physical or cognitive abilities, length of time alone, time of day or night, whether the child will be expected to supervise other children, location and safety of the area, frequency of being home alone, and how far a parent or other adult would be from home.

- A parent or caregiver is responsible for the safety, care, well-being, and behavior of their children, whether they are present to supervise them or not.

- At age 9, children may be left home alone for two hours or less during daytime hours, they may not provide care for other children.

- At age 12, children may be left alone for more than two hours during hours before curfew. They may provide care for other children with child care classes recommended.

Abuse and Neglect

Professionals having knowledge of or reasonable cause to suspect that a child is abused or neglected, or has died as a result of abuse or neglect, must make a report of the circumstances. Those professionals required to report are any: school teacher, administrator, or school counselor.

School Day Arrival and Dismissal

Supervision of elementary classrooms begins at 8:00 A.M. until 3:50 or thirty minutes after dismissal Monday through Thursday and after the buses leave on Friday.

Grades PK - 6 begin school at 8:30 A.M. each school day.

Elementary students will be dismissed at 3:20 P.M. each school day.

All school buses leave from the bus zone at 3:27 P.M.

Parents are not to have their children come to school before 8:00 A.M. each school day. Students are expected to leave the school grounds immediately following dismissal. Supervision is not provided before (8:00 A.M.) or after school (3:30) unless the student is enrolled in special activities.

Attendance & Tardies

Students who are at school until 2:00 P.M. will be counted as a full day of attendance.

Students who leave between 10:00 A.M. and 2:00 P.M. will be counted as one half day of attendance. Students will be considered tardy if they come to school one to thirty minutes late. Thirty-one minutes or more will be considered one half day absence.

Consistent and regular school attendance has a huge impact on students' academic success starting in pre-kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

The North Dakota Century Code, 15.1-20-01, states any person having responsibility for a child between the ages of seven and sixteen years shall ensure that the child is in attendance at a public school for the duration of each school year. If a person enrolls a child of age six in the public school, the person shall ensure that the child is in attendance at the public school for the duration of the school year.

Pupil Safety Control Policy

No student can be taken from school during the regular school day unless a written request is presented to your child's teacher who in turn will present it to the Elementary Principal and/or the Superintendent's office. All parents are asked to check into the main office to pick up their children. The office will call the class room to have your child sent to you in the office. Do not go to the class room unless instructed to do so by the office.

Pre-Kindergarten Policies

Preschool Students will follow the policies set forth in the MLS Student/Parent Handbook that all students follow. The preschool will have these additional policies.

Mohall-Lansford-Sherwood School District provides a preschool program for four year olds in a safe, structured caring environment. Our goals for preschool are to stimulate the mental, emotional, social, and creative growth of each child, so they will be better prepared to enter Kindergarten. At the completion of their time in our preschool we will have helped them

enhance their motor skill, listening skills, social skills, and their ability to better interact with other peers.

Throughout the year, preschool students will develop the ability to follow directions, lengthen their attention span, and become more responsible for themselves through group and individual activities.

MLS School District preschool will follow the North Dakota State Pre-Kindergarten/Early Childhood Content Standards to guide their activities.

- **Age Requirements**

- We require that children be 4 years old, or older, by AUGUST 1 of the year they are beginning preschool, to attend preschool.
- If your child is on an IEP (Individualized Education Plan) and there is no space available in preschool your child would still be able to receive Special Education Services at our school with our Early Childhood Special Education teacher. In addition three-year old students also receive Special Education Services at the school through our Preschool Special Needs teacher.

- **Maximum Number of Students**

- In order for us to better serve all students, and their families, the MLS School Board has set a maximum number of slots we have available for preschool students to 25. The Best in Class grant sets a limit of 20 students with additional requirements. In the event that there are more than 20 students, there will be a discussion amongst district administrators and the school board on how to run the preschool program for that year.

- **Order of Acceptance Preferences**

1. Students who are 4-years old, on an IEP and live in the MLS School District.
2. Students who are 4-years old and live in the MLS School District.
3. Students who are 4-years old.

- **Preschool Daily Schedule**

- The preschool day is 8:20-3:20. MLS School District will provide busing both before and after school, along with the use of safety seat harnesses in the school bus. During the school day students will receive breakfast, hot lunch, and an afternoon snack. The preschool will follow the same school calendar schedule as K-12 grade students.

- **Safety Seats**

- On school buses preschool children will be provided with a bus safety seat, which they will be required to use, while riding on MLS School District buses. If students do not stay seated in their safety seats, the bus driver and/or the Principal will contact parents to work out a plan to keep their child safe. Non-compliance with car seat rules will not be accepted.

- **Toilet Training / Bathrooms**

- We encourage all preschool students to be toilet trained before starting school. However, we recognize that some children may still be learning, and others may have medical or developmental needs that affect toileting.
- If your child is not yet fully toilet trained:
 - Please let the teacher know before the first day of school so we can plan how to best support your child.

- If your child has a medical condition or disability that affects toileting, please share any relevant information or documentation with us so we can make appropriate accommodations.
 - For sanitary reasons, we ask that children who are not yet fully toilet trained wear pull-ups, and that families provide a supply for school use.
- We also ask all families to send an extra change of clothes – including underwear, socks, a shirt, and pants – in a large Ziploc bag labeled with your child's first and last name. This helps us handle accidents discreetly and comfortably for your child.
- We are committed to working in partnership with families to meet each child's needs respectfully and inclusively.
- **Preschool Fees / Tuition**
 - For the 2026-2027 school year, the MLS preschool program is funded through the ND Best in Class grant, and there will be no tuition fees charged to families during these grant-funded years.
 - In the event that grant funding is not available in future years, families will be responsible for tuition.
 - You will be billed quarterly for preschool tuition, or you may choose to pay for the full year at once. Bills are sent at the beginning of each quarter.
 - Preschool tuition is \$125 per quarter.
 - Families eligible for free meals (through the free and reduced-price meal application) may attend preschool at no charge.
 - Families eligible for reduced-price meals will pay a reduced tuition rate.
 - No deductions will be made for days missed due to illness or vacation.
 - Please be sure to complete the free and reduced-price meal application at the beginning of the school year to determine eligibility for reduced or waived tuition.

Responsible Behavior & Discipline

We believe every student has the right to learn in a safe, respectful, and productive environment. To make this possible, all students, staff, and families are expected to demonstrate respect for themselves, others, and school property.

All staff have the authority and responsibility to address student behavior anywhere on school grounds, including classrooms, hallways, playgrounds, and buses. Parents will be kept informed when behavior becomes a concern so that home and school can work together to support the student.

Students are expected to:

- Follow directions from staff the first time given.
- Treat others with kindness and respect.

- Take care of school property and personal belongings.
- Be responsible for their own actions and choices.

When behavior disrupts learning or the safety of others, the following steps will generally be taken. Serious behaviors (e.g., fighting, threats, destruction of property) may result in immediate higher-level consequences at the discretion of the principal.

Levels of Intervention & Consequences

1. Reminder & Redirection

The teacher or staff member will remind the student of expectations and help them get back on track.

2. Loss of Privilege

If the behavior continues, the student may lose a privilege (e.g., field trip, special activity) or be removed from the group briefly to reflect on their behavior.

3. Parent Contact & Behavior Plan

If the behavior persists or is serious, the teacher or principal will contact parents to discuss concerns. Together, a plan will be developed to help the student improve their behavior.

4. Office Referral & Detention

If disruptive behavior continues despite prior interventions, the student will be removed from the classroom and sent to the office. The student may serve detention or spend the remainder of the day in an alternate location. Parents will be called, and a meeting with the student, parents, teacher, and principal may be required before returning to class.

5. Suspension

If a student earns a second office referral for significant disruptive or unsafe behavior, they may be suspended from school for up to two days. Parents will be notified, and a plan for re-entry will be created.

6. School Board Referral

If a student's behavior becomes incorrigible or does not improve after repeated interventions, the matter will be referred to the School Board for further action, which may include longer-term suspension or expulsion.

School Lunch Program

Students may participate in our school lunch program for a planned nutritious breakfast and lunch. Breakfast and Lunch fees will be posted at the start of the school year. For students who bring lunch from home, milk is available for a nominal cost.

Free and reduced price meal applications are available in the school office. Forms are also sent home with students at the beginning of the school year. If income status changes during the year, families are asked to reapply. Students who were approved the previous year remain approved for the first thirty days of school while applications are being processed. Please contact the Superintendent of School/ Business Office for an application.

The First District Health Unit and the Division of Food Services, Department of Public Instruction, visit the MLS Mohall School Lunch Program during the school year.

Peanut and Tree Nut Awareness

MLS is a peanut and tree nut free school during regular school hours. To help maintain a safe learning environment for students with severe food allergies, students and families are asked not to bring foods or snacks containing peanuts or tree nuts into the school building during the school day. This includes items brought for lunches, snacks, classroom celebrations, and special events (including field trips) held during regular school hours.

We appreciate the cooperation of all families in helping us provide a safe environment for every student. Parents with questions regarding food allergies or approved food items should contact the school office.

Electronic Device Use

To ensure a safe, respectful, and distraction-free learning environment, MLS Elementary follows North Dakota law (NDCC § 15.1-06-16) and School Board Policy FFI regarding student use of personal electronic devices at school.

Under this law and policy:

- Students **are not allowed to use personal electronic devices** (such as cell phones, smart watches, tablets, or similar devices, including Bluetooth-capable devices) throughout the entirety of the school day **unless permitted by the Superintendent for educational purposes.**
- All personal devices **must remain turned off and stored in a designated, secure area within each elementary classroom that is inaccessible to students throughout the entire school day.**
- The use of **school-issued technology is allowed** as directed by teachers and staff for educational purposes.

Consequences for unauthorized use of personal electronic devices are as follows:

1. **First offense:** Confiscate device, contact parent, administrator returns device to student at the end of the school day.

2. **Second offense:** Confiscate device, contact parent, administrator returns device to parent during a conference/meeting, develop a compliance plan.
3. **Third offense:** Confiscate device, contact parent, administrator returns device during a conference/meeting, develop a compliance plan, 30 minutes detention to be served before or after school within 24 hours of meeting with parents.
4. **Fourth offense:** Confiscate device, contact parent, administrator returns device to parent during a conference/meeting, develop a compliance plan, 1 day ISS to be served the following school day.
5. **Fifth Offense:** Confiscate device, contact parent, administrator returns device to parent during a conference/meeting, develop a compliance plan, 3 days ISS to be served the following days.
6. **Sixth Offense:** Confiscate device, contact parent, administrator returns device to parent during a conference/meeting, develop a compliance plan, 3 days OSS to be served the following days.
7. **Seventh Offense:** Confiscate device, contact parent, administrator returns device to parent during a conference/meeting, develop a compliance plan, 10 days OSS to be served the following days and recommendation for expulsion. Due process procedures shall be followed according to policy FFK.

Technology

MLS is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational, and legal manner. An acceptable use of technology form will be signed by the parent/guardian at the beginning of the school year.

Video Surveillance & Recording (ACDB):

The MLS district uses electronic surveillance systems in order to help ensure that school premises and individuals on school premises are safe and secure. Any person entering a school facility, on school property, [or] at a school function, [or riding a school bus] is subject to being videotaped.

Cameras may be used for the following purposes:

- a. To protect the school premises from property damage;
- b. To deter property damage;
- c. To ensure the safety and security of individuals who are on the school premises;
- d. To monitor and deter criminal activity from occurring. Cameras will have no audio capabilities and will be installed on a closed circuit network.

Illness & Attendance Policy

Regular attendance is important for learning, but keeping students and staff healthy is our top priority. If your child is sick, please keep them home to rest and recover — and to help prevent the spread of illness at school.

Reporting Absences

If your child will be absent, please call the school office or send a message explaining the reason for the absence. If your child is absent due to illness, please share the specific symptoms or diagnosis if known.

When to Keep Your Child Home

Do not send your child to school if they have any of the following symptoms:

- Fever of 100.4°F or higher
- Sore throat with fever or difficulty swallowing
- Uncontrolled cough or difficulty breathing
- New loss of taste or smell
- Undiagnosed rash or open sores
- Diarrhea or vomiting
- Abdominal pain that prevents participation
- Contagious illness diagnosed by a healthcare provider (e.g., strep throat, pink eye, influenza)

When They Can Return

Your child may return to school when:

- They have been fever-free for at least 24 hours without fever-reducing medication (e.g., Tylenol, ibuprofen).
- They have not vomited or had diarrhea for at least 24 hours without medication.
- If prescribed antibiotics for a contagious infection (e.g., strep throat), they have taken the medication for at least 24 hours and feel well enough to participate in class.

School Health

In case of a serious injury on the school premises, first aid will be rendered and medical assistance will be secured. The school district provides no medical insurance benefits for school related injuries. Damage to or loss of glasses or any other personal property is not covered under any school-provided insurance plan.

Screening tests for hearing problems are completed through Peace Garden Special Education Services to Pre-School, Kindergarten, third, fifth, eighth, eleventh, and all Special Education students.

Individual pupil cumulative Health Records are maintained in your child's school pupil cumulative files. ND Dept. of Health Immunization Requirements are posted on the mls.k12.nd.us website.

Medication

It is the responsibility of the parent/guardian to have their child's physician fill out a required Medication Authorization Form if prescription medication is to be administered at school. Each Medication Authorization form signed by the physician must be signed by the parent/guardian. The medication form is available on the MLS school website. Directions should also be clearly marked on the bottle.

All non-prescription drugs such as pain relievers, will be administered through the office only with a parent/guardian signature. The school does not provide any medications for students. If your child needs an over the counter medication, it must be provided by the parents/guardians. Children using asthma medication may carry inhalers with written permission from a medical doctor. The classroom teacher may manage the inhaler when age appropriate/if necessary.

Head Lice

Any student with live lice on the scalp or nits in the hair may remain in school until the end of the day. Immediate treatment is required once the student arrives home. The student will be readmitted to school after the initial treatment. No student should be out of school for longer than 24 hours.

Recess

Please dress for the weather conditions. You will be going outside for recess. If winter gear (warm coat, snow-pants, snow-boots, hat /gloves) becomes a persistent problem, parents will be contacted.

With temperature 50* or colder, students will wear coats.

Wind chill below -10*, recess will **not** be outside.

The health and safety of all children will be the major consideration when making decisions about the appropriateness of going outside during extremely cold or wet conditions. Other considerations will be the need of children for fresh air, exercise, work breaks, and unstructured play time for social development. If children are well enough to attend school, they will go out for recess unless a written excuse is provided by a doctor. Students should come to school dressed appropriately to be outside during the weather expected that day. Outdoor recess will not normally occur when the wind chill drops below -10 degrees Fahrenheit. Keep in mind that actual time outside during recess breaks is generally limited to twenty – thirty minutes.

Grading

Grades K through 6 are on the Nine (9) weeks marking period, with Parent/Teacher Conferences scheduled the first nine weeks marking period and third nine weeks marking period. Kindergarten through 6th grade follow a standards based system.

Grading indicators will be based on a proficiency scale of 4, 3, 2, or 1. These indicators will give families an idea of where a student is performing on the grade level standards. The numbers entered into PowerSchool show a student's progress of learning throughout the year. Each level is explained further below.

4 = Advanced - Exceeds the standard

The student consistently demonstrates full knowledge and application of the standard while exceeding what is expected.

3 = Proficient - Meets the standard

The student demonstrates and applies full knowledge of the standard independently. This represents appropriate grade level performance and the goal is for students to reach this level.

2 = Emerging - Progressing toward the standard

The student may have mastered some of the content but not all. Working on foundational skills at a Level 2 will help the student succeed in putting the parts together to demonstrate the standard at Level 3.

1 = Beginning – Beginning learning of the standard

All new learning begins at Level 1. With help, the student demonstrates emerging foundational skills.

Retention

No student shall be retained in a grade without consultation between parents and school staff. The school administrator has final authority in the matter.

Curriculum Modifications

To assist students with learning needs the assigned curriculum may be modified. For regular education students, modifications in curriculum will be made by the teacher who is teaching the course. Curriculum modifications for students with disabilities are identified in the IEP plan as developed by the current team involved with the individual case. An asterisk (*) is used on the report card and transcript to indicate that a modified curriculum has been used.

MTSS Process

MTSS is a systemic, continuous-improvement framework in which data-based problem solving and decision making is practiced across all levels of the educational system for supporting students.

Storm Days and Emergency Weather

- On every school day, when there is a question of whether school will be held because of "storm conditions" that information will be made available by broadcast over ALERT NOW and Facebook.
- Please do not call the school for closings due to weather. Please wait for the announcement.
- When storm conditions develop during a school day, the students may be sent home on school buses. School will be dismissed at the safest period of time in relation to the known approaching weather conditions.
- In the event a situation would arise that would have the MLS School responsible for emergency mass housing and feeding of the students, such a standby plan is in effect whereby the students could be housed in their storm homes.

- All Parents of bus students should supply the school with the name of a storm home family at the time of registration.

Fire and other Emergency Evacuation Drills

- Throughout the months of every school year, special fire drills, tornado drills, and other emergency evacuation drills are held.
- Teachers and students know exact traffic lanes to follow in leaving the school buildings at any time during the school day.
- Teachers and students go to designated assembly areas away from the school buildings, where, if necessary, they could be transported by school bus to other emergency safety areas.

Bus

- Bus Policy parent responsibility/bus rules signed forms will be signed prior to school start.
- Students and parents should know the number of the school bus and the name of your bus driver.
- School buses, all conditions considered, are not to arrive at school before 8:00 A.M.
- All school buses depart each day from the school bus zone at 3:27 P.M.
- Your child's bus will stop a maximum of three minutes at pick up points.
- Please have your child wear the proper type of clothing in relation to changing weather conditions that will happen throughout the school year.
- We ask that you do not park your cars in the bus zone before school and between 2:30 and 3:35 P.M. Buses need to have room to unload and load the students in their specified area.
- If misbehavior continues by any one student, or a group of students, those students will not be allowed bus transportation to school.

Bus Rules:

- The bus driver is in charge of the bus at all times. Follow directions the first time every time.
- Be on your best behavior, it is a privilege to ride the bus. Be courteous to everyone, at all times.
- Stay in your seat while riding the bus, do not get up and move around.
- Keep personal items out of the aisle.
- Keep hands, feet, and personal items to yourself. No objects are to be thrown inside or outside of the bus.
- No pushing, shoving, or fighting
- Talk to your seat neighbor and bus driver in a respectful inside voice using appropriate language. (no harassing, rude, or obscene language or gestures)
- Do not destroy property
- All objects prohibited in school are prohibited on buses.
- Cell phones/video games may be used for personal use only. You may play games or listen to music using headphones. No pictures or video may be taken of others.

Special Days

Elementary school parties are scheduled during the fall, winter, and spring. Parents are asked to support teachers with carrying out these occasions. Each family is asked to help with at least one of these special school parties.

Invitations to private parties may not be distributed during school hours.

When possible, other experiences are given to students, such as attendance at pep rallies, HS Plays, field trips, elementary music festivals, etc.

When out-of-town trips are made, a Parent Permission Slip may be sent home with your child for you to authorize their participation in these events. School transportation, with chaperones, is provided for these activities.

Some classes may collect money for an activity or special treat at their party.

Other special programs

Title I Programs are Federal support programs that require concentration on student skill needs in the areas of reading and mathematics. The money available to a School District is determined each year by the Coordinator of the Title One Programs at the Department of Public Instruction.

Elementary **Physical Education** is scheduled into the program of the elementary school for grades Pre- K through 6

Elementary School **Instrumental Program** provides an opportunity for students starting in Grade Five and continuing in Grade Six.

Elementary School **Vocal Music Program** is scheduled into the program of the Elementary School for grades Pre-K through 6.

Special Education Services is a cooperative service that is maintained with the Peace Garden Special Services in the areas of Special Education. All MISO3 guidelines are met.

The **school counseling program** is to assist all students in understanding themselves and adapting to their ever-changing world. In order to serve all students, the program emphasis is development and prevention rather than remedial and crisis oriented. Elementary guidance provides classroom presentations and individual or small group counseling. Individual regularly scheduled sessions will require a counseling permission and consent form for parents to sign. This form can be obtained under the forms section of the MLS web page.

The **school library** is accessible to all students. Each classroom has a regularly scheduled weekly library class. Children are encouraged to check out books. Parents are responsible to pay for books not returned or damaged.

Sports Eligibility

All students participating in sports activities must be eligible to participate in any athletic practice or game. Students can become ineligible and are unable to participate in extra-curriculars, practice, or games when their behavior is not meeting our standards or they fall behind pace in their classwork.

- If students are ineligible for behavior they must sit out a whole week (7 calendar days).
- Students will become ineligible if they are not making appropriate progress in their classes. If the student has 5 or more missing assignments in their classes combined, they are ineligible for participation for a week (7 calendar days). If they are behind pace we will reinstate them when they have caught up.
- The parents of the student on probation will be notified of the action to be taken with ineligibility.

Student Dress Code

Students are expected to dress in a way that supports a positive, respectful, and distraction-free learning environment. Students are expected to wear clothing that is appropriate for school activities, modest, and weather-appropriate.

Our dress code is designed to apply equally to all students and to respect students' rights while maintaining a focus on learning.

General Expectations:

- Clothing must cover undergarments and the torso.
- Tops must have straps and bottoms must be an appropriate length for movement and comfort.
- Clothing may not display or promote:
 - Drugs, alcohol, tobacco
 - Violence, hate speech, or discriminatory messages
 - Profanity, sexual content, or inappropriate innuendo
- Head coverings (hats, hoods, caps, bandanas) are not allowed indoors unless worn for:
 - Religions or cultural reasons
 - Medical needs
 - School-approved activities

Students not meeting these expectations will be respectfully and privately asked to change. Parents may be contacted if needed. The principal has the final say on dress code concerns.

Family Engagement

When families are involved in the education process, children do better in school. Families and school personnel are effective partners when:

- families meet their basic obligations (ensuring children's health and safety, feeding and clothing them, providing supervision and guidance, ensuring regular school attendance)
- families participate in activities and events at school (attend school events and volunteer time at the school)
- and when families engage in learning activities at home with their children.

Parent-Teacher Organization

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

Personal belongings

Students' names should be on their personal belongings so found items may be identified. The school does not accept responsibility for lost or damaged personal items. Found items will be placed in a designated area. Articles not claimed will be donated or disposed of.

Attendance at After School Activities

Students in grade 6 and below are welcome to attend after-school activities at MLS starting at 3:20 p.m., but they must be directly supervised by a responsible person at all times while in the building.

The supervising person must:

- Be in grade 9 or above
- Actively watch and remain with the student(s) throughout the activity
- Ensure the student behaves appropriately and stays in designated areas

This policy helps maintain a safe and positive environment for all students, staff, and guests. Unsupervised students often run through the multipurpose area or gymnasium, creating safety hazards and disruptions. To prevent this, we ask that families ensure younger students are properly supervised during all events.

Thank you for partnering with us to keep our school community safe and enjoyable for everyone.

Animals

MLS has a specific policy (ACBC) regarding animals in the classroom. The only animals allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal. The principal shall approve any animals to be housed in the classroom.

Bicycles and Scooters

Bicycle and scooter owners are expected to use designated bike racks on the playground. Bikes and scooters will remain parked from arrival until dismissal. Helmets are recommended. Students are not to ride their bikes or scooters in the bus zone (including on sidewalks between the school building and the buses) before or after school while the buses are arriving, parked, or leaving the bus zone.