

# ELEMENTARY PARENT & STUDENT HANDBOOK 2019-2020

**R**  
**A**  
**I**  
**D**  
**E**  
**R**  
  
**N**  
**A**  
**T**  
**I**  
**O**  
**N**

**R**  
**A**  
**I**  
**D**  
**E**  
**R**  
  
**N**  
**A**  
**T**  
**I**  
**O**  
**N**

**R**espect for Self  
**A**nd Others  
**I**gnited by  
**D**eveloping Character  
**E**mpowered by  
Knowledge  
**R**esponsibility and  
**S**afety

## Maple Valley Elementary School

207 Broadway  
Tower City, ND 58071

[www.maple-valley.k12.nd.us](http://www.maple-valley.k12.nd.us) (School Website)  
<https://maple-valley.ps.state.nd.us/public> (PowerSchool)

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



# Maple Valley School District #4 Elementary Staff



Superintendent: Pat Windish  
Principal: Jayson Kocka

Pre-K:	Mckenzie Johnson	Library/Media Center:	Cindy Kapaun
Kindergarten:	Jessica Theurer	Computers:	Sue Baumgartner
Grade 1:	Tayler Lentz	PE/Health:	Nathan Hoots
Grade 2:	Jody Johnson	Art:	Mckenzie Johnson
Grade 3:	Jeff Miller	Title I:	Jodi Combs
Grade 4:	Mikayla Mellem	Special Education:	Deb Olauson
Grade 5:	Katie Pautz	Occupational Therapy:	Lori Bjerke
Grade 6:	Lindsey Johnson	Speech-Language Pathologist:	Jessica Lancaster
Counselor:	Julie Kaspari	Colony:	Sonja Jorgensen
Inst. Coach/Strategist:	Courtney Storhoff	Music K-3 & Choir 5-12:	Joel Ruby
Tech. Coordinator:	Frank Egan	Band 4-12 & Music 4-6:	Bryan Lewis

Secretaries	Maintenance/Custodian	Food Service/Cooks
Vicki Pfau	Mike Navarro	Rhonda Nelson
Penny Zaun	Tony Kuznia	Angela McGuire
Jessica Peterson	Dawayne Kruger	Roberta Carlsrud

**Bus Drivers:** Brett Kapaun, Rick McClafin, Darlene Trader, Susan Baumgartner, Betty McClafin, Angela McGuire, Terry Buringrud

**School Board Members:** Joey Bata, Meridee Erickson-Stowman, George Richman, Megan McKay, Dustin Theurer, Sara Zaun, Dan Wendel, Gil Schnase, Corrina Knecht

# Table of Contents

## **I. MISSION AND BELIEF**

1. Forward
2. Parent's Role
3. Each Person's Responsibilities

## **II. GENERAL INFORMATION**

4. Welcome  
School Hours  
Attendance
5. Attendance  
Guidelines For When A Child is Sick  
Permission to Leave School  
Noon Schedule
6. Bus Riding Rules  
Postponement/Cancellation  
Hot Lunch and Breakfast Program  
Name and Picture Publication
7. Reporting Student Progress  
Student Conduct  
Student Dress  
Care of Property  
Immunization  
Medications
8. Bicycles  
Visitors  
Invitations to Parties  
Bringing Treats to School  
Telephone Use  
Child Abuse/Neglect  
Legal Custody
9. Fire/Tornado Drill and Civil Defense Alert  
\*Maps are located towards the back of the handbook  
Parent-Teacher Organization

## **III. SUPPORT SERVICES**

10. Basic Skills  
Physical Education  
Music  
Band  
Art  
Technology  
Library
11. Elementary Guidance Counselor  
Learning Disabilities  
Speech/Language & Vision

## **SCHOOL DISTRICT POLICIES**

- 12. Attendance
  - Absences
- 13-14. Tardiness
  - Alcohol, Tobacco, Narcotics, Inhalants
  - Animals in the Classroom
- 14-16. Collection/Maintenance of Student Education Records
  - 16. Dissemination of Student Records
- 17. Early Entrance Assessment
  - Harassment/Bullying
- 18-19. Complaint Procedure
  - Consequences
  - Sexual Harassment
- 19-20. Suspension/Expulsion
  - Enrollment of Suspended Students
  - Suspension or Expulsion of Students With Disabilities
  - Weapons and Dangerous Instruments
- 21. Title IX Policy
  - Section 504
- 22-26. Wellness Policy
- 27-29. Concussion Management Program
  
- 30. Parent/Student Agreement Signature Page
  - \*Sign and return by Friday, August 31st

# I. MISSION AND BELIEF STATEMENT

## MISSION STATEMENT

*“It is the mission of the Maple Valley School District to assure all students entrusted to the district are provided the educational opportunity to gain the skills, knowledge, and attitude necessary to effectively function in a changing society.”*

## Maple Valley School District Goals

1. To promote positive encouragement by students throughout the entire school environment;
2. To provide a safe and fair environment to all individuals, allowing productive learning;
3. To encourage the promotion of all school and extra-curricular activities;
4. To enhance library skills and update the library facilities;
5. To improve the technology program and update the existing technology facilities;
6. To provide continuity in the elementary schools’ curriculum and to provide the same curriculum in both buildings.

## At Maple Valley Elementary School We Believe

1. All students can learn;
2. Parents 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.

## Forward

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

## **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 PLAY AN IMPORTANT ROLE IN THEIR CHILD'S EDUCATION**

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

### At Home:

- a. Reading to their child or listening to their child read
- b. Discussing the school day with their child
- c. Reviewing school work, 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 the 8:40 bell - providing appropriate supervision after school hours
- g. Providing enrichment activities – parks, libraries, fairs, museums, walks for listening and observing

### At School:

- 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 PTO

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 responsible and to accept responsibility for their actions.

Student 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 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 be dealt with by the students being subject to disciplinary action, which includes removal from the classroom or school setting, referral to the administrator and/or referral to appropriate law enforcement.

## II. GENERAL INFORMATION

### WELCOME

*A welcome goes out to all new and returning students attending Maple Valley Elementary School for the 2019-2020 school year. The Maple Valley Elementary staff is looking forward to working with parents and students in making this a rewarding and successful school year for all students.*

*This handbook has been prepared to serve as a guide for parents and students. The handbook includes our school's belief statement, general information, a description of support services for students and school district policies. If you have any questions, please contact your child's classroom teacher or the elementary principal.*

### SCHOOL HOURS

7:50 – 8:20 a.m.	Breakfast program served to students
8:30 a.m.	Bell for students to enter building
8:40 a.m.	Classes begin
10:55-11:45	Lunch/Recess - Grade: Pre-K
11:00-11:50	Lunch/Recess - Grade: K
11:05-11:55	Lunch/Recess - Grade: 1
11:10-12:00	Lunch/Recess - Grade: 2
11:20-12:10	Lunch/Recess - Grade: 3
11:25-12:15	Lunch/Recess - Grade: 4
11:25-12:20	Lunch/Recess - Grade 5
11:35-12:20	Lunch/Recess - Grade: 6
3:15-3:20	Students Get Ready For Dismissal
3:25 p.m.	Student Dismissal

Town students and students delivered by parents should not arrive at the school earlier than 8:10 a.m. unless other arrangements have been made with the child's teacher or principal. Students not taking part in after school activities should leave the school grounds after dismissal. If there is an activity that the student is staying for (such as piano lessons or a football game) there must be a note with the parent's signature sent to the classroom teacher stating the reason.

### ATTENDANCE

Regular attendance is necessary to achieve consistent educational progress. Excused absences include illness, injury, family emergency, religious observance or those absences granted in advance by the principal. Parents are asked to contact the school 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 to contact the school office for all absences so we can account for the safe arrival of students. Consequences for an unexcused tardy or absence (half or full-day) will vary depending on the circumstance. Students that arrive to 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 vacations 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 will be informed by mail when students have accumulated 10 days of absences. A second notification will be sent if a student reaches 15 days of absences. Excessive tardiness and absenteeism can be considered educational neglect and a report may be filed 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 absences and tardiness will not be tolerated. Parents will be notified by mail when a student has accumulated 5 unexcused absences or tardies and again if they reach 10. Any further unexcused absences or tardies will be reported to the 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 has had diarrhea within the past 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: 10:55-11:20	Recess: 11:25-11:45
Grade: K	Lunch: 11:00-11:25	Recess: 11:30-11:50
Grade: 1	Lunch: 11:05-11:30	Recess: 11:35-11:55
Grade: 2	Lunch: 11:10-11:35	Recess: 11:40-12:00
Grade: 3	Lunch: 11:20-11:45	Recess: 11:50-12:10
Grade: 4	Lunch: 11:25-11:50	Recess: 11:55-12:15
Grade: 5	Lunch: 11:55-12:20	Recess: 11:25-11:45
Grade: 6	Lunch: 11:55-12:20	Recess: 11:35-11:50

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 a note requesting that the child remain indoors.

## **BUS RIDING RULES**

The safety and care of our students, while riding on 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 the Maple Valley schools. 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 schools are applicable to student conduct on a school bus. If a student creates a safety hazard or causes a discipline problem on the bus, the following steps will be taken:

First Violation:	Bus driver will contact parent/guardian.
Second Violation:	Building Principal will contact parent/guardian and mail written warning
Third Violation:	1 Day Suspension: Student and parent/guardian must meet with building principal before student is allowed back on bus.
Fourth Violation:	3 Day Suspension: Student and parent/guardian must meet with building principal before student is allowed back on bus.
Fifth Violation:	Student and parent/guardian will meet with 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 KFGO radio stations in Fargo and KOVC in Valley City for school closing announcements. **In addition to the radio and TV announcements, we will also continue to use the Alert Now system and school website.**

## **HOT LUNCH and BREAKFAST PROGRAMS**

Hot lunch and breakfast are available to all students in grades K-6. The cost of hot lunch is \$2.10 per day. The cost of breakfast is \$1.50 per day. Applications for free and reduced meals are available at the school office.

## **NAME AND PICTURE PUBLICATION**

Student picture and identifying names will be printed in the school annual, school paper, school publicity releases, hand bills, or program brochures, and given to news media on those occasions that warrant printing. However, if the student is under the age of 18, a student or student's parents 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 at mid-term of the third grading period (usually November and March). The conferences are an opportunity for parents to review their child's classroom progress with the classroom teachers. Report cards are issued to students in first through sixth grade using the following grading system:

S = Satisfactory	A = 100-92
N = Needs Improvement	B = 91-85
I = Improving	C = 84-75
U = Unsatisfactory	D = 74-70
M = Modified Curriculum	F = 69 and below

## **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 will be notified.

## **STUDENT DRESS**

It is the responsibility of the parents to see that their children are appropriately dressed for school and weather conditions. Elementary students spend approximately 20 minutes outside for their noon recess. It is important for the students to have the appropriate clothing for playing outside (boots, hat, gloves, warm coat – winter season). Under certain weather conditions, students will remain inside during the noon hour. Students may wear shorts and tank tops, weather permitting. However, spaghetti straps will not be permitted.

## **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 the full replacement cost for willful damage to school or personal property.

## **IMMUNIZATION or Waiver**

All students attending Maple Valley Elementary will have a certificate of immunization properly completed and signed.

## **MEDICATIONS**

For the safety of our children at Maple Valley, pain relievers (Tylenol, ibuprofen, Advil) will no longer be readily available to the students. If you wish to have your child receive pain relievers during school hours, you must bring your own supply to the school, labeled with the child's name. You must first, however, come to the school and sign the consent form, allowing your child to receive pain relievers from trained school personnel.

## **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. Bicycle riding on the playground before and after school is not permitted.

## **VISITORS**

All visitors must sign in at the office upon arrival. Parents 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 everyone of his/her class members to the party. Three 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 special occasions approved by the classroom teacher.

## **TELEPHONE USE**

The school telephone is a business phone. Teachers can receive telephone calls during their preparation period. Parents may call their children to the telephone at any time if there is an emergency. They may also leave a message for the child. Permission must be received from a staff member before students may use the telephone.

## **CHILD ABUSE/NEGLECT**

By state law, school 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 orders.

## **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 are invited to take part in the Maple Valley PTO. The PTO helps fund many activities for the school during the school year.

### **III. SUPPORT SERVICES**

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

#### **Title I**

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

#### **PHYSICAL EDUCATION**

There will be 90 minutes of physical education each week provided by a physical education instructor. Ninety minutes per week is required by the state. Gym shoes are required.

#### **MUSIC**

Students in grades K-6 will have at least 90 minutes of music per week. Ninety minutes per week is required by the state. Programs are normally presented to the public at Christmas and in the spring.

#### **BAND**

Band is available to fourth, fifth and sixth grade students. Students will receive 90 minutes of band per week.

#### **ART**

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

#### **TECHNOLOGY**

Each class is provided computer classes each week. Students work with Kid Pix and many other programs. The internet is introduced to the students and grades 5-6 become well versed in searching the internet. The students must sign an "internet contract" before they are allowed to use the internet. Grades 2-6 are enrolled in keyboarding along with their regular computer class. Projects are displayed for viewing throughout the year.

#### **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 elementary 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.

## **ELEMENTARY GUIDANCE COUNSELOR**

The elementary school counselor is available each day. Each classroom will have a half hour classroom activity every other week. Small group and individual counseling is provided to K-6 as requested by students (self-referral), teacher/staff referral and parent referral. Parents, 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 a learning disability.

## **SPEECH/LANGUAGE**

The speech therapy program provides service 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 or classroom teacher. 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 screening is conducted by the Barnes/Cass County Health Department for K-6 in the fall. Any referrals from the initial screening are sent home to parents.

## **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 of ideas with teachers. The absent student loses the benefits of lectures, discussions and participation with other students. In addition, North Dakota state law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exception for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. This School District, therefore, considers encouragement of consistent and timely attendance a major responsibility.

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 student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parents' 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. School work 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 school work 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 judgment of the building principal, such 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-school suspension will count as an absence for the purposes of determining the number of absences to be considered for promotion.

### **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 absence and secure instructions 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, this 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 after school has started. 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 will be notified of the problem.** This policy does not apply to those students riding 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.

## **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 in 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 the 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 a 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 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 schools 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, raccoons, badgers, lynx, bobcats, bats, ground hogs, monkeys, coyotes or fox) shall be allowed unless under the control of an individual trained in the care and management of the animals (i.e., zoo keepers, 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 classrooms 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 animals 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 on a daily basis 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 products.
  - 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 animal 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 and preserving the confidential nature of various types of records that are maintained. To facilitate this process, the Superintendent shall implement procedure 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 are not limited to: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

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 education records of the student. Request to inspect and review shall be made to the building principal and the principal shall make an appointment within a reasonable time. 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 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 present the person(s) who have 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 shall 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 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 other schools or school systems in which the student has enrolled, except with the written consent of the parent or guardian or the student if 18 years or 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 and height of members of athletic teams, date of attendance, awards received, previous schools 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 insure 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 (2) years after graduation or three years after the termination of the provision of educational services to the student, all but the Permanent Record Card may be destroyed. The Permanent Record Card shall contain only name, address and phone number, the pupil's 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 (7) years after the information is 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 the 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 purposes 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 order in advance of compliance with the order.
3. A "Request for Transcript" 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 request 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 a 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 the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency or state 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 released. The only exception shall be when the collections 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 six years old by that date. There are two exceptions in the law. One exception allows children who have unique talents and abilities to be accepted if their birthday falls between August 1st and January 1 of the school term. The other exception 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 mental 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.

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

Interested parents should contact their elementary school principal no later than May 1st for the application form and other information. No child will be accepted into kindergarten or grade one after the first day of school under the "Early Entrance" process.

## **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 evenhandedly in order 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 this school district.

Any person who believes he or she has been the victim of harassment/bullying may file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future employment, work assignments or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school districts legal obligations and with the necessity to investigate allegations or harassment/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 the 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 ([www.maple-valley.k12.nd.us](http://www.maple-valley.k12.nd.us))

## **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 and the student is to write an apology to the complainee and must stay in from recess two days, while writing this apology.
3. Third complaint - call parents and student will again write about his/her misdoings, while staying after school for one hour, with the parents escorting the child home.
4. Fourth complaint - call parents and student will now be doing in-school suspension for one day.

The appropriate administrator will acknowledge a formal written complaint within ten working days. Normally, the administrator will communicate the resolution of the complaint including substantiation of the charges and any actions taken to the 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 form 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. Unwelcomed touching such as patting, pinching or constant brushing against another’s body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

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

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

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

## **SUSPENSION AND EXPULSION**

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of 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 after 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 drug, 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, 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 of 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 a school of this district is not eligible to attend any other school within the district until eligible to return to his or her regular school. Any student 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 a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation, which is to be made during the term of the student's suspension.

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 weapon or dangerous instrument in any school building, on school grounds, vehicle, or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun) slingshot, bludgeon, brass knuckles 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 a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

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

Parents may also contact the Superintendent:

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

Parents may also contact the Superintendent who serves as the district's Section 504 Coordinator:

Pat Windish  
207 Broadway  
Tower City, ND 58071  
701-749-2570

## **MAPLE VALLEY SCHOOL WELLNESS POLICY: 2006**

### **PURPOSE AND GOAL:**

The link between nutrition and learning is well documented. Good nutrition and improved health optimizes student performance and ensures that no child is left behind. Healthy eating patterns are essential for students to achieve their full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reducing the risk of developing many chronic diseases in both children and adults.

Schools have a responsibility to help students and staff establish and maintain lifelong, healthy eating patterns. A healthy school environment has been shown to positively influence students eating habits. All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, the staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

The Maple Valley Public School District promotes a healthy school environment. The District supports and promotes:

#### Local Wellness Policy Component 1: Nutrition Education

The Maple Valley Public School District will:

**Grades 1-6:** Students in grades K through grade 6 will receive nutrition education that is sequential, interactive and integrated with the core curriculum. The curriculum shall teach skills they need to adopt healthy eating behaviors. Curriculum used: "The Know Your Body" health education program. Additional Resource: NDSU Extension Service.

**Grades 7-12:** Students in grades 7-12 will receive nutrition/health education that is interactive and teaches the skills they need to adopt healthy behaviors. Students will receive instruction consistent with or above the North Dakota state requirements. Curriculum used: "Life skills Training". Additional Resource: NDSU Extension Service.

**Nutrition Education:** Nutrition education will be offered in the school cafeteria and in the classrooms with coordination between school foodservice staff and teachers. Resource used: "USDA Team Nutrition". Additional Resource: NDSU Extension Service.

**Positive Message:** Students will receive positive, motivating messages, about healthy eating and physical activity throughout the school, classroom, cafeteria, home, community and the media. Class trips, health fairs, Ag in the Classroom, open houses, parent/teacher conferences and teacher in-services will promote consistent positive nutrition/health messages. All school personnel will reinforce these positive messages.

**Student Input in Planning:** Schools will consider student need in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys and attention be given to their comments.

**Teacher Qualifications:** Nutrition/health classes will be taught by highly qualified teachers. Continuing education in nutrition/health education should be promoted and supported by the school's Administration.

#### Local Wellness Policy Component 2: Physical Activity Goals

All students in grades K-8 will receive physical education. Two units of physical education and numerous extracurricular activities are offered to grades 9-12. Students with disabilities, special healthcare needs, and those in alternative educational settings will be included.

**Curriculum:** The physical education curriculum should demonstrate progression and sequence and be consistent with North Dakota and/or national Physical Education standards for grades K- 12.

**Teacher Qualifications:** Highly qualified physical education teachers will teach all physical education.

**Daily Physical Activity:** Students may be given opportunities for physical activity during the school day through daily recess periods, elective physical education classes, walking programs, and the integration of physical activity into the academic curriculum.

**School-Wide Testing:** Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

**After School Programs:** Students may be given opportunities for physical activity through a range of after-school programs including intramural, interscholastic athletics, and physical activity clubs.

**Safety:** Provide a physical and social environment that encourages safe and enjoyable physical activity for all students, including those who are not athletically gifted.

**Environment:** Maple Valley School should work with the community to create an environment that is safe and supportive of students' physically active commute to and from school.

**Parental Support:** Maple Valley School will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

**Staff Training:** Maple Valley School should provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

### Local Wellness Policy Component 3: Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals: Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
- ensure that half of the served grains are whole grain.

The school should engage students and parents, through taste tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, the school should share information about the nutritional content of meals with parents and students. Such information could be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.

Breakfast: To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- The school will, to the extent possible, operate the School Breakfast Program.
- The school will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- The school when offering breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- If no program is available, the school will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced Priced Meals: The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Meal Times and Scheduling:

- To the best of the school's ability, will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities; and
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Qualifications of School Food Service Staff: Qualified Foodservice Personnel will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all Foodservice Personnel in the school. Staff development programs should include appropriate certification and/or training programs for child nutrition personnel, according to their levels of responsibility.

Sharing of Foods and Beverages: The school should discourage students from sharing their foods or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children's diets.

Elementary Schools: The administration will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals.

Middle/Junior High and High Schools: In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs, during the school day, or through programs for students after the school day, will meet the following standards:

Beverages: Pop machines will be turned off from the opening of the school building until after the last lunch period.

Foods: All food fundraising on campus, for sale or consumption within the instructional day, will be expected to follow the district nutrition standards.

Additionally, it is recognized that there may be RARE special occasions when the school principal may allow a school group to deviate from these standards.

Snacks: Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

- If eligible, schools that provide snacks through after-school programs will receive reimbursements through the National School Lunch Program.

Rewards: Schools are encouraged to not use foods or beverages, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations: Schools should try to limit celebrations that involve food during the school day.

School Sponsored Events (such as, but not limited to, athletic events, dances, or performances): Fresh Fruits and/or vegetables may be sold at any place where food and beverages are sold.

#### Local Wellness Policy Component 4: School-Based Activities

The policies described here are to create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.

Adequate Time for Eating: There will be a pleasant eating area for students and staff. The minimum eating time for each child after being served will be 10 minutes for breakfast and 20 minutes for lunch.

Sanitary Habits: School personnel will assist students in developing healthy practice of washing hands before eating.

Cafeteria Atmosphere: Schools will encourage socializing among students, and between students and adults. Adults will properly supervise dining rooms and serve as role models to students by demonstrating proper conduct and voice level. Parents are highly encouraged to dine with students in the cafeteria.

Use of Food as Punishment or Reward: The withholding of food as punishment for students is prohibited. Food and beverages used as rewards or incentives should be limited to foods and beverages that meet nutritional standards and be used on a limited basis.

Use of School Facilities Outside of School Hours: School spaces and facilities should be available to students, staff, and community members after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

Celebrations: Schools should try to limit celebrations that involve food during the school day.

Role modeling: Teachers, school administrators, staff, and other community members will role model healthy eating and being physically active.

#### Local Wellness Policy Component 5: Setting Goals and Evaluation

This policy will be reviewed by the Wellness Committee annually.

## CONCUSSION MANAGEMENT PROGRAM

*Note: Items designated with a \* are from a National Federation of State High School Associations document 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](http://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
Forgets plays	Nausea or vomiting
Loss of consciousness (any 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 direct responsibility for a student athlete during practice, training, or competition shall remove from practice, training, or competition a student:
  - i. Who reports any sign or symptom of a concussion
  - ii. Who exhibits an sign or symptom of a concussion

*NOTE: Policy prohibits coaches and officials who are minors or current high school students from making removal decision 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 if s/he determines, after observing the student, that the student may have a concussion
- c. If two or more parties listed above with removal-from-play authority disagree on whether or not a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the District requires that the ruling be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained 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 lost consciousness or has a decreasing level of consciousness;
- b. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
- c. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal);
- d. The athlete's respiration is decreasing or irregular;
- e. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- f. The athlete exhibits seizure symptoms/activity

## **3. Transportation when Emergency Assistance is NOT activated**

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

## **4. Examination**

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

## **5. Return-to-play requirements**

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

### **Training**

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

---

<sup>1</sup> **NOTE: NDHSAA officials have received concussion management training in accordance with 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. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school.

End of Maple Valley School Administrative Regulation FCAF-AR Adopted 3-14-207

[05/13]



# Maple Valley Public School District # 4

---

## Parent/Student Agreement Signature Page

Name of Student: \_\_\_\_\_ (please print)

I Acknowledge that the Parent & Student Handbook for 2019-2020 is readily available on the school website. It can be accessed at [www.maple-valley.k12.nd.us](http://www.maple-valley.k12.nd.us) at anytime.

**\*Please take some time to read and go over the Parent & Student Handbook with your child/children. It is important that you and your child/children understand the policies, procedures, and how our school operates. Listed below are a few of the important and changed areas of the handbook.**

<b>Parents Play An Important Role</b>	<b>Page 2</b>
<b>Attendance</b>	<b>Pages 4-5</b>
<b>Guidelines For When A Child Is Sick</b>	<b>Page 5</b>
<b>Bus Rules</b>	<b>Page 6</b>
<b>Student Dress</b>	<b>Page 7</b>
<b>Visitors</b>	<b>Page 8</b>
<b>Support Services</b>	<b>Pages 9-10</b>

I agree to abide by the provisions of the Parent & Student Handbook. I understand that if I have any questions about the content of the handbook, I may ask the principal at the school.

**Please sign and return this Parent/Student Agreement Signature page to the school by Friday, August 30th.**

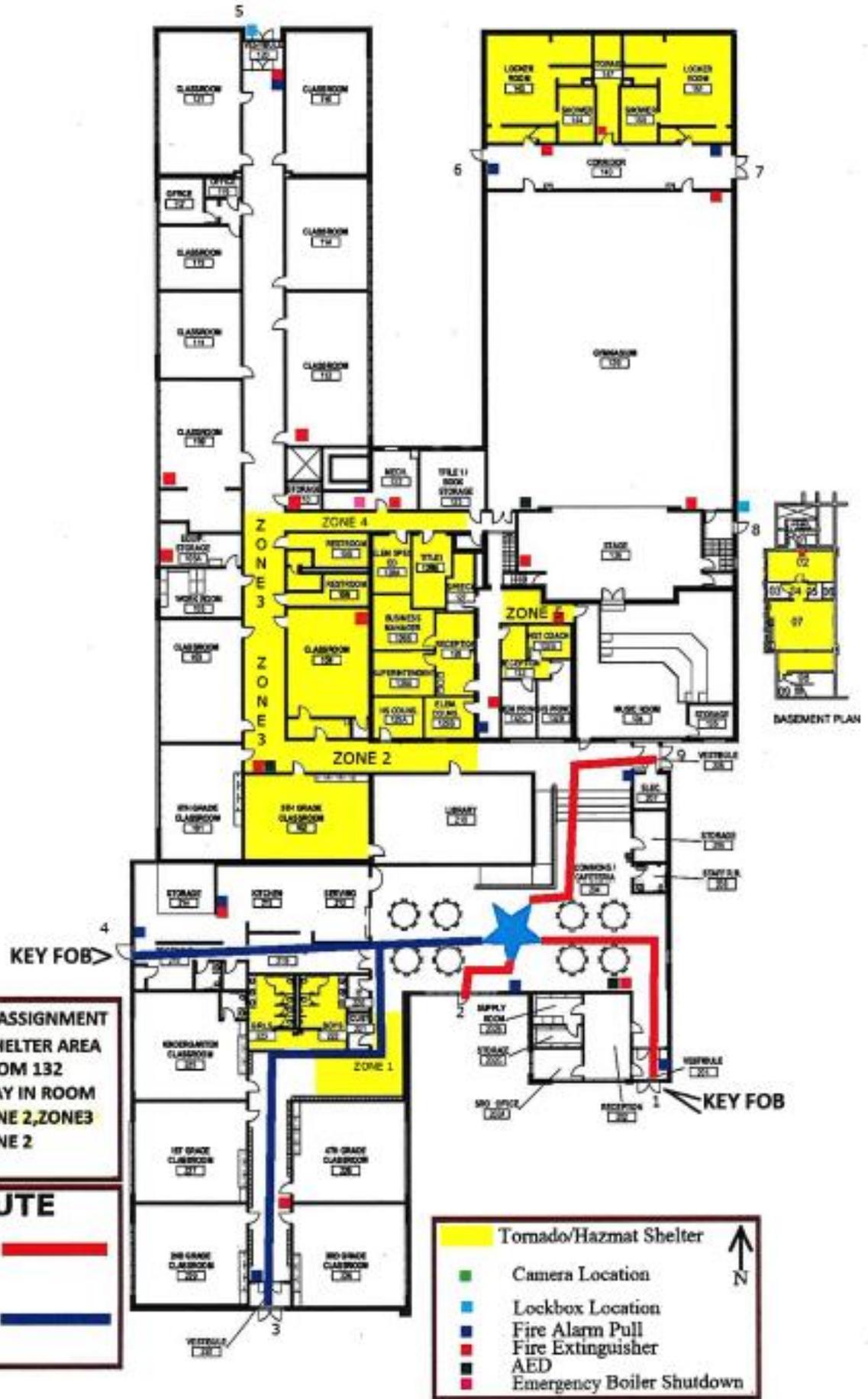
Student Signature: \_\_\_\_\_

Students Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

**Failure to sign and return this form does not exempt cooperation regarding the policies in the Parent/Student Handbook.**



STORM SHELTER ROOM ASSIGNMENT	
ROOMS	SHELTER AREA
132C, 132B	ROOM 132
132 & 132A	STAY IN ROOM
CAFETERIA	ZONE 2, ZONE 3
FRONT OFFICE	ZONE 2

FIRE ROUTE	
PRIMARY ROUTE	
SECONDARY ROUTE	

	Tornado/Hazmat Shelter
	Camera Location
	Lockbox Location
	Fire Alarm Pull
	Fire Extinguisher
	AED
	Emergency Boiler Shutdown

