



Roosevelt Public School

District #18

"Striving for Excellence"

210 2nd Ave West

Carson, ND 58529

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**JR Wilson
Superintendent**

**Carey L. Reis
Business Manager**

**Cody Miller-Kraft
Elementary Principal**

Welcome to Roosevelt Public School!

This handbook contains policies, practices, and general information about school system. Students and parents are encouraged to read the handbook together to become acquainted with how the school functions. A complete school policy manual is available in the office for patrons to review if they wish to do so. Patrons wishing to review the Roosevelt Public School District policy manual should make that request to the Superintendent.

Parents are especially encouraged to take an active interest in their student's learning experience. Let your child(ren) know that you are interested in their education by asking them frequently about their school experiences. Please feel free to visit the school and communicate with us often. You may contact faculty and administration during regular school hours by calling (701)622-3263. If the staff member you wish to contact is not available to take a call, our secretary can give a message to that staff member, or each teacher has their own phones in their classrooms where you can feel free to leave a message as well. Our staff is dedicated to providing the best possible education for our students. Please feel free to contact the school with your ideas and suggestions for making our school stronger!

**Cody Miller-Kraft
Elementary Principal**

Roosevelt Public School

Mission Statement

Roosevelt Public School in partnership with the community provides students with the skills and experiences that empower them to reach their full potential as independent thinkers.

Vision Statement

We promise to provide a diversified curriculum and a school environment that fosters self-esteem and respect for individual differences.

Personnel

Administration

Superintendent – Mr. JR Wilson

Elementary Principal – Ms. Cody Miller-Kraft

Board of Education

President – Mr. Jim Bachmeier

Vice President – Mrs. Carmel Miller

Members – Mrs. Kelli Koenig

Mr. Dan Stewart

Mrs. Jennifer Hauge

Office Staff

Business Manager – Carey Reis

Secretary – Lezlee Isbell

Elementary – Junior High Staff

Kindergarten - Mrs. Lisa Redmann

1st Grade – Mrs. Gretchen Rodgers

2nd Grade – Mrs. Theresa McCann

3rd & 4th Grade – Ms. Nancy Bolte

5th – 6th Grade – Homeroom, Core Classes/7th & 8th Geography

Mrs. Chanci Frederick

7th – 8th Grade – Homeroom, Core Classes/5th & 6th Grade English– Mrs. Kayla Tatro

5th - 8th Grade – Art/Careers/Music & Technology – Mrs. Chanci Frederick & Mrs. Kayla Tatro

PE/Health/Library – Mr. Matt Nipe

Special Education – Mrs. Kyla Zenker

Special Education Paraprofessionals – Miss Sybil Lightfield

Technology – Mrs. Roxanne Wolding

Title 1 Paraprofessional – Mrs. Betsy Diehl

Paraprofessional – Mrs. Kris Jensen

Lunch Room Staff

Mona Hands

Custodian

Bryan Foy

Bus Drivers

Allan Bahm

Marty Martin

Valerie Reis

Ryan Schock

Jackie Stewart

Rosie Wells

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SECTION 1: ACADEMIC POLICIES

PROGRESS REPORTS

We believe that communication and parent involvement is a key factor in student academic success. Parents will be sent progress reports at the midterm of each nine weeks. If you have any questions or concerns about student's grades at midterm, you are welcome to contact the school to visit with your child's teacher or teachers.

STANDARD GRADING SCALE & GPA

Students enrolled in all classes offered by the Roosevelt Public School District #18 will be graded under the grading scale found below. Adjustments in this scale will be made only in the cases of learning-disabled students enrolled in the Learning Disabilities Program as written in the Individualized Educational Programs.

A+ 100%	B+ 93%	C+ 86%	D+ 77%
A 99-95%	B 92-88%	C 85-79%	D 76-71%
A- 94%	B- 97%	C- 78%	D- 70%

The following table shows the letter grade and its corresponding GPA numerical value:

A = 4.00	C+ = 2.33
A- = 3.67	C = 2.00
B+ = 3.33	C- = 1.67
B = 3.00	D+ = 1.33
B- = 2.67	D- = 0.67

LATE ASSIGNMENTS:

Roosevelt Public School expects students to be responsible for completing their coursework on time. Assignments are expected to be turned in by the due date set by the classroom teacher. Late work is unacceptable. We strive to teach each student responsibilities based on our Philosophy and Mission statements. **Students may be held from athletic practice or other activities in order to finish missing assignments.**

For every day work is late, it will be docked one letter grade from the top.

- 1 day late starts at a B or 93%
- 2 days late starts at a C or 86%
- 3 days late starts at a D or 78%
- 4 days late starts at a F or 69%
- 5 days late starts at a 50%
- Anything over 5 days late will not be accepted without a teacher meeting and will be entered in the gradebook as a 0%

Students who miss school and don't communicate with their teachers will still be held accountable to the late work policy. They may be given a 0% even if they never received the work. It is the student's responsibility to ask for the work.

Students who wish to make work up that is past 5 days late may schedule an appointment with their teacher to complete the work. It is up to the teacher whether the meeting will be carried out. The best grade a student can get on this assignment is a 50%.

Classroom teachers may include additional rules into their late work policies. It is the responsibility of the teachers to explain their specific rules to the students.

Parents will be contacted if their child has continued problems with late work and a meeting may be scheduled to address the issues.

ACADEMIC HONESTY

Plagiarism is using someone else's ideas, thought, or work without permission or without citing the person. Plagiarism is stealing and cheating. Plagiarism may include but it is not limited to:

1. Paraphrasing another's work without citing.
2. Copying work for work another's work without citing.
3. Using facts from another's work that are not common knowledge without citing.
4. Use the main ideas from someone else's work for an assignment without citing.
5. Copying another student's work.
6. Copying or attempting another's signature.
7. Supplying answers or work for another student to copy or submit as their own.

Any student caught plagiarizing will receive the following consequences:

1st Offense: Teachers will take whatever action they see fit.

2nd Offense & Subsequent: Teacher will notify Principal, possible consequences may include parent notification, reduced grade on the assignment, re-doing the assignment, detention, suspension, and/or failure of course.

Student Cheating

A student found cheating would receive a zero on the test or the assignment. If cheating occurs a second time the student will receive a zero and a meeting will be arranged with the parents before the student is allowed back into class. Notification of the cheating will be given to parents each time.

Semester Tests

Any teacher may choose to give semester test if they feel it will be of benefit to the academic success of their students. These grades are weighed the same as any chapter or unit test. Any semester tests given will take place during the regular classroom hours and should be designed to assess students' understanding of course material and not just memorization material.

ACADEMIC ELIGIBILITY

Eligibility grades are taken every week for all students participating in extracurricular activities, those with an “F” will be ruled ineligible for the week. The student will remain ineligible for the entire week. Eligibility will run on semesters and will start over at the beginning of the new semester. Students will be notified if they are determined to be ineligible. Students are not allowed to utilize school transportation for extracurricular activities while ineligible. If a student fails any class for the year, that student will be ineligible from all extra-curricular activities for the first week of school when school starts the next fall. Each student/parent at Roosevelt Public School has access to their grades, attendance and other pertinent information via PowerSchool on the internet, therefore, are responsible to track their individual progress in each of their classes.

Section 2: Attendance

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the district will adhere to the school board policy FFB. The school board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from the classroom is irretrievable; particularly for a student’s opportunity for interaction and the exchange of ideas with classmates and teachers. The Roosevelt school district considers consistent and timely attendance a primary student responsibility.

Regulations that apply to student absences:

1. Attendance is the responsibility of the student and his/her parents or guardians. This responsibility includes being aware of the school districts standards for attendance, informing appropriate school officials of reasons for any absence of the student, and developing an acceptable attendance pattern for the student.
2. School personnel are responsible for keeping parents/guardians and the student informed of attendance patterns not meeting district standards.
3. School work missed by the student during an absence shall be made up regardless of the reason for the absence.
4. Students shall be in attendance a minimum of 160 day per school year to be pro-rated to apply for each semester – 80 days.
 - a. Students may miss up to 10 days per semester without penalty. These days however must be excusable reasons such as sickness, doctor appointments, or funerals.
 - b. After missing the maximum of 10 days per semester, students will be required to make – up school time regardless of the absence reason as deemed necessary by the administration. This time may be made up after school or on a Saturday.
 - i. Students missing 10 days or more will be required to meet with their guardian and principal to go over expectations. Students may be required to fill out an Attendance Contract.

Compulsory Attendance Violation

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

ILLNESS

Students often become ill at school. When it becomes necessary to send a student home, the parent(s) shall be notified and asked to pick up the student. The school will require the home phone number, where the parent can be reached during the day, and the name and phone number of a person or persons to be called in case of an emergency should the parent(s) not be available when the student becomes ill. All contagious or infectious diseases should be reported to the local health authorities. Illnesses of unusual nature are to be reported to the local medical authorities.

If a student becomes seriously ill or is injured to the extent that professional care may be necessary, the parent will be contacted. If the parent cannot be reached, the school authorities will determine whether the ill or injured student should receive professional care. In either case, the financial responsibility for the professional care (including transportation) remains with the parent or guardian.

Except as restricted by the Significant Contagious Disease policy, any child having any contagious or infectious disease or living in any house in which the disease exists or recently existed shall be sent home from school and shall not be readmitted without a physician's written statement that the child is free from contagion, in accordance with the regulations of the local board of health.

ABSENCES

The Roosevelt Public School District #18 recognizes four types of absences:

1. **Excused:** Excused absences shall be those caused by illnesses, injury, inclement weather, doctor or dental appointments, death in the family, personal or family situation deemed by the principal to be necessary or an emergency, or religious observance. An "A" (Absent) will be marked in the students records representing the excused absence. Students taking part in a school related activity will not be counted absent.
2. **Unexcused – with parent/guardian's knowledge and/or consent:** If a student is absent with parent/guardian's consent for reasons other than those stated above, the parent/guardian is expected to call the office or send a note within one week, to explain the absence and the student will be subject to a penalty, since he/she will be in willful violation of the school board regulations. A "U" (unexcused absence) will be marked in the students records. If a child is absent more than three consecutive days, the building principal shall arrange a visit with

the child's parent/guardian. If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file a Report of Suspects Child Abuse or Neglect with the CHINS (Child in Need of Services).

3. Truancy: "Truancy" is defined as being absent from one or more classes without the consent of parent/guardian or school officials. A "U" (unexcused absence) will be marked in the students records. An absence without parent approval will be treated as follows:
 - 1st Offense: Make-up time missed, one hour for each hour missed, and/or in-school suspension.
 - 2nd Offense: Make-up time missed, 1.5 hours of each hour missed, and/or in-school suspension.
 - 3rd/4th Offense: Make-up time missed, 2 hours for each hour missed, and/or in-school suspension, parent contact.
 - 5th Offense: Notify CHINS.
4. Extra-Curricular: An extracurricular absence is defined as any absence from school due to participation in a school activity. An "X" (extracurricular) will be marked in the students records. This will be counted as an excused absence; however, students should communicate with their teachers about what course work they will miss when they are gone.
5. Students will have one week from the date of absence to fix errors in their attendance record before the record will be final. After one week has passed, no changes will be made to the student's attendance record.

Parents/Guardians will be mailed a letter when their student's attendance record contains concerns.

MAKING UP MISSED ASSIGNMENTS:

When students are absent from class, they are expected to communicate with their teachers about work that is missed, due, or assigned. With any absence, students will have two days for the first day they miss and one day for every consecutive day after that to make their work up. Students should realize getting caught up quickly is in their best interest.

AUTHORIZATION OF STUDENT DISMISSAL TO SOMEONE OTHER THAN PARENT/GUARDIAN:

Students shall not be released to anyone other than the parent/guardian unless authorization has been received by the school prior to dismissal. The authorization may be either in a written notice or by telephone call.

SECTION 3: STUDENT BEHAVIOR

It is our goal to provide a productive learning environment while at the same time promoting a positive sense of self-worth, dignity, cooperation, and self-discipline for everyone. We believe that the core purpose of discipline is teaching students more appropriate and positive behavior to enhance their social and cooperative skills in and out of school. All students shall be made aware of the school, classroom, cafeteria, library and bus rules.

Referral Authority:

1. All public-school employees have the authority to file discipline referrals.
2. All referrals will be communicated to administrative personnel at first opportunity.
3. Classroom teachers will establish individual behavior guidelines within the school-wide disciplinary plan. Teachers will independently determine whether an incident results in a warning or referral.
4. Extreme or repetitive cases of incidents may result in an advanced level of disciplinary action at the administrator's discretion.

Violations & Consequences Requiring Discipline:

Violation	Possible Consequence
1. Inappropriate Behavior	Counseling or Detention or Suspension
2. Disruptive Behavior	Counseling or Detention or Suspension
3. Insubordination	Counseling or Detention or Suspension
4. Use of Profane Language	Counseling or Detention or Suspension
5. Tardy	Counseling or Detention or Suspension
6. Unauthorized Presence in a Restricted Area	Counseling or Detention or Suspension

7. Promiscuous or Immoral Behavior	Counseling or Detention or Suspension
8. Possession of Matches or Lighters	Detention or Suspension
9. Truancy/Skipping Class	Detention or Suspension or possible referral to Juvenile Court
10. Use or Possession of Tobacco	Suspension: 2 to 10 days. Nine (1 st Offense) or eighteen (each subsequent offense) weeks suspension from activities, social ineligibility, Referral to Law Enforcement
11. Vandalism including Discharge of Fire Extinguishers	Detention or Suspension: 1 – 10 days. Student must pay for damages. Possible referral to Law Enforcement. Possible Expulsion.
12. Theft	Detention or Suspension. 1 – 10 days. Possible referral to Law Enforcement. Possible Expulsion.
13. Harassment, Bullying (Sexual Threats, Name Calling, Intimidating Physical Gestures, Etc.)	Counseling or Detention or Suspension. Possible Expulsion.
14. Possession/Use of Alcohol	Suspension: 2 – 10 days. Nine (1 st offense) or eighteen (each subsequent offense) weeks suspension from activities, Academic Ineligibility.
15. Fighting	Suspension: 2 – 10 days. Nine (1 st offense) or eighteen (each subsequent offense) weeks suspension from activities. Possible expulsion, Social Ineligibility.
16. Threatening a Student/Employee	Suspension: 2 – 10 days. Six (1 st offense) or eighteen (each subsequent offense) weeks suspension from activities. Possible Expulsion.
17. Sale Distribution, Possession, or Use of Narcotics/Illegal Substance	Immediate 10 days suspension, referral to Law Enforcement, Social Ineligibility. Possible Expulsion.
18. Possession of a Dangerous Weapon	Immediate 10-day suspension. Referral to Superintendent for Expulsion. Referral to Law Enforcement. Evaluation by licensed Counselor may be required.

19. Assault of Student/Staff	1 – 10 days suspension. Possible Expulsion. Referral to Law Enforcement.
20. Endangerment to Others, Death Threats, Bomb Threats, Etc.	2 – 10 days suspension, possible expulsion, referral to Law Enforcement. Mandatory Evaluation by licensed Counselor. Incident will be reviewed by the Crisis Plan. See the Crisis Plan book for more information. 3 – 10 day suspension.
21. Display, Use, Possession of Paraphernalia Determined to be Gang Related	3 – 10 day suspension.

Repeated refusal to follow rules/procedures could result in a referral to law enforcement and possible change in placement. Physical restraints may be used as a last resort if a student is out of control and in danger of hurting themselves or other.

Due Process

Decisions effecting students may be appealed to the next highest school authority and ultimately to the School Board. A Hearing Procedure, described in the District Policy Manual, is established which will be followed in cases involving long-term suspension, expulsion and appeals to the School Board.

ALCOHOL AND OTHER DRUG USE/ABUSE

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals interferes with the educational process, this policy is being adopted and implemented. The Roosevelt Public School District will follow the board policy FFA in all matters concerning drug and alcohol use.

Prohibited Activities

The use of illicit drugs and the unlawful possession and use of alcohol is *wrong* and *harmful*. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. The unlawful possession, use, or distribution of illicit drugs and alcohol by students in the building, on school grounds, or as part of any of its activities, or while representing the school at any other place is prohibited. Therefore, it shall be against school policy for any student to:

1. Sell, deliver, give, or attempt to sell, deliver or give to any person any of the substances listed in this policy or what the student represents or believes to be any substances listed in this policy.

2. Possess, procure, purchase, or receive or attempt to possess, procure, purchase, or receive any illicit drugs or alcohol while in the school building, on school grounds, or as part of any school activities, or while representing the school at any other place. A student will be determined to be “in possession” when the substance is found in any of the following locations including but not limited to on the student’s person, in the student’s locker, in a vehicle ridden in or driven onto the school grounds, in a handbag or duffle bag, or when he/she owned it completely or partially.
3. To be under the influence of alcohol or illicit drugs (legal intoxication not required) or to use or consume or to attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believed is any of the substances in this policy.

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

Prohibited Substance

1. Alcohol or any alcoholic beverage
2. Any controlled substance or dangerous drugs as defined by the NDCC Section 19-03. 1-05 through 19-03.1-13 and 19.03.1-26 (paraphernalia) or as defined by Section 812, Schedules 1-V, of Title 21, United States Code, Section 801, et seq. including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs.
3. Any type of glue or aerosol paint or any other chemical substances, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, any sleeping pills not taken in accordance with the authorized use policy.
5. Any and all tobacco products, including but not limited to cigarettes, cigars, snuff, and chewing tobacco.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal’s office. The student’s parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel,

and/or the student involved, the principal may have the student removed from the school by school, medical, or law enforcement personnel.

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has the right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Roosevelt Public School encourages faculty members to be observant of the student behavior and to participate in a program of intervention. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor or (2) reported to the principal.

If the counselor or principal believes that the student indeed is in need of assistance, the counselor or principal may call the student in for a conference.

If after conferring with the student, the counselor or principal believes that there is a probability that the student may be experiencing a drug or alcohol problem, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

The school will make reasonable effort to cooperate with a therapy program if one is recommended for the student.

The Roosevelt Public School Board of Education believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue regular school setting and continue to participate in any extra-curricular program unless participation is in conflict with the rules and regulations set forth by the Roosevelt Public School Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

A student can expect that any personal problems he/she discusses with an administrator, faculty member, social worker, Core Team Member, or counselor will be strictly confidential.

There are four exceptions:

1. Whenever a staff member learns of a condition which adversely affects another student, he/she will have to act on the information.

2. If a student is experiencing health and/or emotional problems because of a controlled substance use of abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services
4. If a staff member is called to testify in a judicial proceeding.

POLICY FFA ADOPTED 2/12/19

CARRYING WEAPONS

The Roosevelt School Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the student and school personnel within the district. The Roosevelt Public School District will follow the board policy FFD in all occurrences.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Such weapons include, but not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Proper due process proceedings as defined by the Suspension and Expulsion policy and in accordance with the law will be observed in all suspensions and expulsions under this policy.

POLICY FFD ADOPTED 2/19

BULLYING

Roosevelt Public School District will not tolerate any means of bullying. The district will follow the school board policy ACEA. By definition bullying is:

1. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned activity or event and which:
 - a. Is so severe, pervasive, or objectively offensive that is substantially interferes with the student's educational opportunities;
 - b. Places the student in actual and reasonable fear or harm;
 - c. Places the student in actual or reasonable fear of damage to property of the student; or

- d. Substantially disrupts the orderly operation of the public school; or
- 2. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school district sanctioned or sponsored activity or event and which:
 - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;
 - c. Places the student in actual and reasonable fear of damage to property of the student; or
 - d. Substantially disrupts the orderly operation of the public school.
- 3. Conduct includes the use of technology or other electronic media (e.g. Cyberbullying)

Prohibitions

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

- 1. Engage in bullying;
- 2. Engage 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.

Off-campus bullying that is received on school property is also prohibited.

The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

Reporting requirements for school staff:

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

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school sanctioned activities, other corrective measures.

Reporting options for students and community members:

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations through the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school's main office, or placed in a designated drop box located in each school.
2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
3. File an oral report with any school staff member.

Bullying is a repeated exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet the policy's definition of bullying, it may be addressed under other district policies.

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

Reporting Guidelines

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

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

1. Any report by a student that he/she is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g. locker rooms, restrooms, parking lots.)
2. Any report by a student that his/her property has been damaged or he/she is concerned that his/her property has been damaged as a result of intimidation, hostility, or actions by a student or staff member.
3. Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school).
4. Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.

5. A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

Reporting to Law Enforcement & Other Forms of Redress

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

Documentation & Retention

The District shall develop a form to report alleged violations of this policy.

The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report on an alleged violation of this policy.
3. The form should be completed by an administrator when he/she:
 - a. Initiates a report of an alleged violation of this policy; or
 - b. Receives an oral report of an alleged violation of this policy.
 - c.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student shall be retained for six years after the student turns 18.

Victim Protection Strategies

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

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

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

Prevention Programs & Professional Development Activities

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

POLICY ACEA ... Amended 9/19



STUDENT BULLYING REPORT FORM

Instructions:

Please complete **both** pages, responding only to the questions that you feel comfortable answering and are able to accurately answer. You may choose to include your name at the bottom of the form or may submit it anonymously. Please note that the district's ability investigate an anonymous complaint may be limited, and the District prohibits retaliation against anyone who files a bullying report.

Describe what happened/what is happening:

When did it happen?

- ☐ Before school
☐ During school
☐ After school
☐ Unsure

Date:

Time:

☐ am ☐ pm

Where did it happen?

- ☐ School building (list specific room):
☐ On the school playground
☐ In the school parking lot
☐ On the school bus
☐ Online

- ☐ At a school event (list specific event):
☐ Other (please specify):

☐ Unsure

Who was committing the bullying (if you don't know the bully's name(s) describe him/her?)

Who was the victim of the bullying (if you don't know his/her name, describe him/her?)

Did anyone else witness the bullying (if yes, please list)?

- ☐ Yes
☐ No
☐ Unsure

Were you or others physically hurt (please explain)?

- ☐ Yes
☐ No
☐ Unsure

Was there damage to anyone's personal property?	☐ Yes ☐ No ☐ Unsure	
Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)?	☐ Yes ☐ No ☐ Unsure	
Have you told anyone about the bullying?	☐ Parent ☐ Babysitter ☐ Brother/sister ☐ Other family member:	☐ Teacher ☐ Other school staff: ☐ Other:
Have you previously filed a bullying report (this information is used to determine if retaliation is occurring)? ☐ Yes ☐ No		
Your name:		
Your grade and age:		
How can we contact you?	☐ Phone:	
	☐ Email:	
	☐ Other:	

Please return this form to any school staff member, or the office.

SEXUAL HARASSMENT

A learning and working environment that is free from sexual harassment will be maintained in the Roosevelt Public School District #18. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Roosevelt Public School District #18 or on the ground of any such building or on any property or in any vehicle belonging to or used by the Roosevelt Public School District #18 or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to any teacher, counselor, or administrator or directly to the Board President. The person receiving the complaint shall refer to the District Title IX coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon individual's status or affect future employment, work assignments, or grades.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct for communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

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 disciplinary policies.

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

1. Sexual or "dirty" jokes;
2. Sexual advances;
3. Pressure (subtle or otherwise) for sexual activity;

4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Displaying or distributing of sexual explicit drawings, pictures, and written material,
6. Graffiti of sexual nature;
7. Sexual gestures;
8. Touching oneself sexually or talking about one's sexual activity in front of others;
9. Spreading rumors about or rating other students as to sexual activity or performance;
10. Remarks as to a person's sexual orientation;
11. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

DRESS CODE

The administration of Roosevelt Public School has the direction for maintaining a school environment conducive to the learning process and maintaining a respectful, healthful, and safe environment for all students. Personal grooming and dress are primarily matters of concern between the student and their parents. It becomes a concern to the school, however, when grooming and health patterns create a disruptive influence upon the educational program of the school or when the health and safety of the student body is affected.

The administration shall have the prerogative of removing a student from school if the appearance of the student is judged to be a distraction to the learning process within the school or detrimental to the image of Roosevelt Public School District #18 involving relations with other schools. Those not properly attired will not be allowed to attend or participate in extra – curricular activities.

DRESS CODE REGULATIONS

The following items are and will be considered unacceptable for school or school related activities:

1. Any item of clothing which in the determination of the administration is excessively worn out (torn, frayed, patched, with holes that show skin).
2. Pants worn so low that underwear is visible.
3. Dresses, skirts, or shorts shorter than mid-thigh will not be allowed (as defined as halfway between the knee and the hip).
4. Unhemmed, unlined mesh, Lycra "biker type" running shorts, volleyball spandex, or shorter than mid-thigh shorts.
5. Shirts and tops that reveal the bare midriff or have extremely low-neck lines. Discretion should be used in the wearing of tank tops or other sleeveless shirts depending on the cut of the clothing. Sleeveless t-shirts must not show skin below the armpit.

6. Shirts, jackets, or items of apparel and decorative patches that are excessive, vulgar, or profane in either language or position in regards to drugs, tobacco, alcohol, or denote profanity or obscenity.
7. Shoes will be worn on school property and on all school related excursions. Discretion should be exercised in selection of footwear without socks.
8. Practice wear in all activities must be similar to game wear. When choosing practice wear, students should ask themselves if the clothing would be appropriate for an official game.
9. Coats and jackets will not be worn to classes except in cases of severe cold or improper functioning of the heating system.
10. Bags, purses, and backpacks will be left in lockers.
11. Headwear will be left in lockers during school hours. Exceptions will be made for “hat days” approved by Administration.

This list above serves as a guide. If you, as a student, have any particular question about a particular item of clothing, contact your principal.

SECTION 4: GENERAL SCHOOL POLICIES

Daily Schedule

7:55	Doors Unlock
8:00 – 8:20	Breakfast
8:20	Morning Meeting
11:30 – 12:45	Lunch
3:20	Dismissal

Lunch Bills

Meals and/or milk are to be paid in advance when the billing is received.

Meals/milk may be paid monthly.

If students have not paid for their meals/milk from the previous year by the beginning of the next successive school year, food service will be denied to the student(s) until such a time that the previous year’s unpaid balance is paid in full. Parent(s)/Guardian(s) will be notified by letter then (10) days before the first day of school that food service will be denied for the student(s) until the account is paid in full.

The first milk comes with the meal, each additional milk will cost \$.25 apiece.

Breakfast

K – 8: \$1.70

Adult: \$3.06

Lunch

K – 8: \$2.76

Adult: \$3.83

Telephone Calls

As the school phone is needed and used for school business, incoming calls from home need to be kept to a minimum. Patrons are requested to leave a message with the secretary, rather than requesting to speak to a student.

Students will be able to return calls during their first open period.

Students may make calls from the student phone only. Students will not be permitted to use any other or be in the area behind the main desk except by express permission. The student telephone is an outgoing line only. Students must ask the secretary to use the phone. Should the phone be in use, students should wait outside the office, anyone abusing this rule may have their phone privileges revoked.

CELL PHONE POLICY

After state legislature passed HB1160 that restricts personal electronic devices during instructional time (bell to bell), Roosevelt Public School has decided to continue our student cell phone “Away for the Day” policy, meaning that students will have to put their cell phones and other electronic devices away for the duration of the school day. Any student with a cell phone or other electronic devices will turn in their devices at the beginning of the day, it will be kept in Mrs. Kraft’s office for the day, and the student can pick up their devices at the end up of the school day. If you need to reach your student throughout the school day, please call the office at 701-622-3263. A message will be taken for your student or your call can be paged through to your child’s classroom. If your student needs to contact you, they can call you from the office phone. Please avoid texting or calling the teacher’s cell phones as messages may not be seen in a timely manner or can interrupt class. **Electronic devices include cell-phone, smart watches, ear buds, and any other device requiring a Wi-Fi or blue-tooth connection.**

Our new policy comes from a combination of wanting what is best for our students and newly passed state law. Current research points to the connection between cell phones, academic performance, and emotional well-being. First, students who use their phones in class see a decline in academic performance. Second, middle school students do not have fully developed frontal lobes, meaning that they lack the impulse control to understand how to use a cell phone appropriately in a classroom setting. Finally, phones compromise emotional well-being. Youth engaging in social media have an increased likelihood of developing symptoms of depression. Cyberbullying is also a major concern. For these reasons, we have decided that an “Away for the Day” policy is best for our school.

Students will receive the following consequences for breaking the cell phone policy.

First Infraction: Phone taken away and can be picked up at the end of the day by the student. Parents will be notified of the infraction.

Second Infraction: Phone can be picked up in the office by parents at the end of the school day.

Third Infraction: Phone will be kept in the office for one week. Parents can pick up the phone from the office after seven days.

If you would like more information regarding cell phones and school please visit www.awayfortheday.org. If you have any other questions or concerns, please call Mrs. Kraft at 701-622-3263 or email at cody.millerkraft@k12.nd.us.

Parent & Student Signature page on Page 46.

Lockers

Lockers are assigned to students at the beginning of the school year. Lockers are for the storage of coats, books, boots, and other school materials. Students will be expected to use the locker assigned to them. There will be no exchanging of locker assignments, or sharing lockers. The school is not responsible for lost or stolen items.

Clean your locker periodically. As locker are the property of Roosevelt Public School District #18 the board reserves the right to enter, examine, and inspect any locker at any time. This will be handled by the Administration. Any materials found in lockers that have no right being in the school building will be confiscated and returned to the student, unless they are illegal in which case they will be turned over to the authorities. Depending upon the item, students may be suspended from school. Locker inspections may be made randomly, at any time, for suspected violations of policy.

Care on the part of the student is required for the appearance of their locker. Decoration in good taste is permitted on the interior of the locker only. Any damage to the outer surface of lockers will be charged and paid by the student. Students may add portable plastic shelves as desired.

Students who are absent and need textbooks should have their parents contact the main office to obtain books and supplies. Only authorized persons will be permitted to remove books and/or supplies from lockers.

Locker Room Policy

1. The locker area is in use. No students are allowed in the gymnasium area unless a supervising teacher is present.
2. Items left outside the lockers will be disposed.
3. Showerheads should be turned off and the floors should remain free of paper, etc. The last person out should turn off the lights.

Leaving the Building/Open Campus

Students are not permitted to leave the building or the school grounds during school hours without permission of the Principal or Superintendent.

Teachers do not have authority to excuse students. Any student who leaves the building or school grounds without permission will receive disciplinary action. Students who have written parental permission to leave the building early will present their written excuses to the Secretary.

Library Policies

Magazines and newspaper may be taken out of the library with permission of the Librarian. Students requesting back issues of magazines should contact the librarian, who will get the magazine for you. Please do not go into the shelves yourselves.

Books may be checked out for two weeks. Students having overdue library books or fines may have all library privileges suspended until complete payment of fines or return of material has been completed. Nine-week grades and report cards will be withheld until all library fines and other school bills are paid in full.

Encyclopedias, reference books, and dictionaries are to remain in the library at all times and may only be checked out by a teacher for classroom use.

Damaged or lost books should be reported immediately to the librarian.

Students will be held responsible for all lost or damaged books, or magazines, which they are responsible for, and will be required to pay for them at the replacement cost.

Misuse of library materials will result in the suspension of library privileges. If at any time you have questions concerning the library, contact the librarian.

Roosevelt Public School Technology Acceptable Use Policy

The Roosevelt Public School District #18 recognizes the need to know how to increase knowledge, to know how to access information, to understand, and to communicate in a global society. By including technology as the component of a well-balanced K – 12 curriculum, the Roosevelt Public School District will provide students with the opportunity to develop lifelong learning skills and responsible work ethics. By using technology as a tool, teachers, administrators and support staff will be encouraged to become more efficient and effective in facilitating and managing a positive learning environment. Accordingly, the Roosevelt Public District's technology shall be used for all educational purposes consistent with the district's mission and goals, district policies, state laws, and federal laws.

Prohibited Use:

Some uses of the district's technology are prohibited. Uses that are prohibited include, but are not limited to, the following:

1. Commercial and/or certain personal use of the district's technology are prohibited as follows:
 - a. Phone charges including, but not limited to, long distance charges, per minute (unit) surcharges, and/or equipment or line costs incurred.
 - b. Technology users and parents of technology users assume full responsibility of liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges, and/or equipment or line cost incurred by them.
 - c. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of the sellers.
2. Use of the technology to submit, publish, or display inaccurate information is prohibited.
3. Use of the technology to submit, obtain, publish, store, or display objectionable material is prohibited. Objectionable material includes but is not limited to:
 - a. Information encouraging pornography, the use of tobacco, alcohol, or controlled substances, or otherwise promoting any other activity prohibited by District.
 - b. Policy, State, or Federal Law.
 - c. Information or software in violation of any district policy, local, state, or federal law.
 - d. Information encouraging the promotion of discrimination towards individuals or groups of individual based on race, sex, religion, or age.
4. Any action of the user which results in the compromise of the technology's or the district's security is prohibited. Any user identifying a security problem with the district's technology must immediately notify the building principal or the district technology coordinator.
5. Use of the technology in any way to offend, annoy or harass other users.
6. Participation in all but educational chat groups/bulletin boards/list serves is explicitly prohibited.

Restrictions and Regulations:

1. Teachers may restrict student access to course material or files.
2. The district technology coordinator will be responsible for determining and setting guidelines, standards, and limitations for the installation, usage, and upkeep of the district's technology.

These guidelines, standards, and limitations include, but not limited to:

- a. File server and disk space and usage quotas.
- b. Computer default settings.
- c. Software installation.

This district technology coordinator must approve any changes regarding guidelines, standards, or limitations. Deliberate attempts to alter, disrupt, or degrade the use of the district's technology will be regarded as a direct violation of the district policy and administrative regulation, and be subject to appropriate consequences, including but

not limited to the cancellation of technology user privileges and other disciplinary sanctions.

3. Vandalism will result in cancellation of technology use privileges. Other disciplinary actions may also apply. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data or another user of the district's technology or any of the other agencies or other networks connected to the Internet. This also includes but is not limited to the uploading or creating of computer viruses. Local, state, and federal law may apply.
4. Copyrighted material may not be placed on any of the district's computers or networks without the author's permission. Distribution or redistribution of copyrighted or non-commercially copyrighted materials or programs is allowed only with the express permission of the author or owner.
5. User must take appropriate steps to safeguard access codes and passwords, to protect against unauthorized use of these resources, and to notify the Roosevelt Public School administration of suspected unauthorized use.

Information Content/Third Party Supplied Information:

With rapidly increasing capability of today's technology, users and parents of technology users are advised that use of the district's technology may provide access to other electronic communications systems that may contain inaccurate and/or objectionable mater. The internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing Internet access to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Roosevelt Public School District will take precautions to restrict access to controversial material. However, because of the nature of a global network, it is impossible to control all materials; an industrious user may discover controversial information. However, it is the belief of the Roosevelt Public School District that the benefits provided by access to the Internet far outweigh the possibility of coming in contact with controversial materials.

The District does not condone the use of objectionable materials. Such materials are prohibited in the school environment. Parents of students should be aware of the existence of such materials and assist the district in enforcing the district's policies regarding such materials. Students knowingly bringing prohibited materials into the school environment may be subject to suspension and/or revocation of their privileges on the district's technology. They will be subject to discipline in accordance with the district's policy and applicable administrative regulations.

Staff knowingly bringing prohibited materials into the school will be subject to disciplinary action in accordance with the district policy and contractual agreements for discipline and dismissal. Opinions, advice, services, and all other information expressed by technology users, information provides, and services providers or other party individuals those of the information providers and not the district. District technology administrators may at any time examine and

review someone's use of the district's technology. The administrators will deem what is inappropriate use.

Termination/Revocation of District Technology Use:

1. The technology of the district is established to better enable the district, its staff, and students to accomplish the educational goals and mission of the district. The district may suspend, terminate, or revoke a user's access to the district's technology upon violation of the district's policy and/or administrative regulations.
2. Prior to a suspension, terminations, or revocation of technology use or as soon as practicable, the building principal will inform the user of the suspected violation and give the user an opportunity to present an explanation. A system user may appeal the suspension or revocation within (7) calendar days. The administration for technology planning will conduct the hearing.

Disclaimer:

The Roosevelt Public School District does not guarantee that the function, services, information, or software of the district's technology will meet the technology user's requirements, or that the technology use will be uninterrupted or error-free. Technology is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including but not limited to those of merchantability and fitness for a particular purpose with respect to any service provided by the system and any information or software contained therein.

The Roosevelt Public School District will not be responsible for any damage suffered by a user, including the loss of data resulting from delays, non-deliveries, or mis-deliveries, or service interruptions caused by its own negligence or a user's errors or omissions. Use of information obtained via the Internet is at the user's own risk and the Roosevelt Public School District denies any responsibility for the accuracy or quality of the information obtained.

Emergency Drills

The Superintendent shall prescribe rules governing fire, tornado, and disaster emergency drills according to law. A crisis response plan is available in the office for patrons to review.

Pets

No pets of any kind are to be brought to school without permission from the Administration.

Playground

Parents should be aware that the school grounds are not supervised by anyone before 8:00am or after the evening buses depart. Students who live in town are to leave the school grounds when school is dismissed.

School Age

Roosevelt Public School system is equally free, open and accessible to all children at all times. Children who are not 5 years old by midnight August 1st will not start school until the following year.

Snack Items

Students in grades K – 8 will not be permitted to chew gum, eat candy, or chew sunflower seeds in class or on the school grounds without permission of the classroom teacher.

Administering Medicines to Students

The giving of aspirin/Tylenol at school is not approved without the prior consent of a parent or legal guardian. Other over-the-counter medication may be administered only with written consent of the parent or legal guardian. Students who must depend on receiving prescription medication during school hours for medical reasons must have a written order from a physician, dentist, or other legally designated health care professional giving specific directions for taking the medication. Such written order may be the prescription label on the original pharmacy labeled container.

Any medication which is so ordered to be administered at school may only be given using procedures developed by the administration and approved by the board.

Co-Curricular/Privilege Activities

A variety of activities are available to students. All students participating in school co-curricular activities must be academically and socially eligible. Students who are not socially eligible will not be allowed to attend school sponsored activities such as homecoming parade, coronation, and non-curricular class trips. Students who are socially ineligible will lose all privileges for a period of nine weeks on the first offense and 18 weeks for each subsequent violation of the student code of conduct regarding social eligibility. This includes homecoming, non-curricular class trips, and can include other activities not listed at the discretion of school administration.

Students who receive an in-school or out-of-school suspension will not be allowed to participate in any co-curricular or extra-curricular activities through the duration of the suspension.

Visitors to School Buildings

Visitors are always welcome at the school. However, public schools must provide a safe environment for students, staff, parents, and visitors. Therefore, visitors must enter the school through the main doors (south side of the building), check in at the office. Visitors shall not interfere with speech, peaceful assembly, or the rights and responsibilities of students, staff, parents, and other citizens as guaranteed under law.

No person may visit the school for the purposes of soliciting personal business from any staff member or student.

Visits to classroom shall not be for the purpose of evaluating teachers, teaching methods or curriculum. Supervision and evaluation of staff is reserved to the Superintendent, Principal, appropriate supervisor, and/or designee.

Guests of students who wish to come to classes and spend time in the building must be cleared through the Principal.

Tobacco Free Philosophy and Guidelines

The school of Roosevelt Public School District #18 is dedicated to providing a healthy environment for staff, students, and citizens. Because the use of tobacco is a highly addictive habit usually begun in the adolescent and teen years, the most effective means toward achieving a tobacco free generation will be prevention of tobacco use by youth through education, positive adult role models and aggressive action to limit and confine available tobacco areas.

Smoking and the use of tobacco products are prohibited on school district property. This shall include all district buildings, grounds, and district vehicles. Persons other than staff members or students who are observed using tobacco products on school grounds will be asked to leave the premises or refrain from using tobacco while on school property.

Legal Ref:	20 U.S.C. 6081 et seq.	Pro-Children Act of 1994
	PL 103-227	Goals 2000: Educate America Act (Pro-Children Act of 1994)
	NDCC 12.1-31-03	Sale of Tobacco to Minors and Use by Minors Prohibited

NOTIFICATION OF TITLE VI, TITLE IX AND SECTION 504 POLICIES (EQUAL OPPORTUNITY POLICIES)

YOU ARE HEREBY NOTIFIED that Roosevelt Public School District #18 does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs/activities and employment policies/practices as required under Title VI, Title IX and Section 504 jurisdiction.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of the above may be referred to:

JR Wilson, Superintendent
Roosevelt Public School
210 2nd Ave West
Carson, ND 58529
Phone: 701-622-3263

The Superintendent has been designated as the person responsible for coordinating efforts of the Roosevelt Public School District #18 to comply with and carry out its responsibilities under

Title VI, Title IX and Section 504, including the investigation of complaints alleging noncompliance.

Patron Complaints

Constructive criticism of the school is welcomed by the Roosevelt Public School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism, or complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board Member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints other than by formal board action, administrators are required to follow up on all complaint referrals and to advise the board of the general nature of the complaint and the general action taken. The administration has a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. This follow-up should take the form of a brief written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by an individual member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint, however, the administration will investigate every anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials.

Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level, either party is encouraged to refer the matter to the Superintendent for his review.

If all other remedies have been exhausted, and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request that the matter be placed on the agenda of the next regular meeting of the Board. The complaint shall be presented in writing and included in the agenda materials provided to the board prior to the meeting. Generally, all parties involved, including the administrators, shall be asked to present at such a meeting for purposes of presenting additional facts, making further explanations, and clarifying issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have

been established that do not include Board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. If the decision alters policy, the procedures for suspending, amending or adopting policy shall be followed. Complaints concerning personnel will be heard only in accordance with applicable statutes.

Legal Ref:	NDCC Ch. 15.1-14	Administrators
	NDCC Ch. 15.1-15	Contracts of Teachers and Administrators
	NDCC Ch. 15.1-17	Teachers' Personnel Files

Patron Complaints About Personnel

In order to provide an effective procedure for responding to complaints in a manner which is in the best interests of promoting better educational opportunities for children, the following policy is adopted:

Complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The complaint will need to be in a written form, signed, and then the supervisor will:

1. Investigate the complaint;
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file;
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate; and
4. Provide a response to the complainant within 10 days of receipt of the complaint.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent shall be directed to the Board President who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to remain the impartiality of the Board, and to maximize compliance with North Dakota law.

Legal Ref:	NDCC Ch. 15.1-14	Administrators
	NDCC Ch. 15.1-15	Contracts of Teachers and Administrators
	NDCC Ch. 15.1-17	Teachers' Personnel Files

Grievance Procedure

If any patron wishes to grieve a decision made by a staff member, administrator, or the school board, that person must contact the Superintendent for instructions on the proper grievance procedure.

Bus Regulations

Bus Conduct Code

The transportation of students is a tremendous responsibility with student safety as the utmost concern. Students who are riding the bus are to understand the expectations for behavior are an extension of the school expectations. Students are expected to comply with the drivers' directions at all times. The bus drivers will notify the school administration of any disciplinary problems and continued misbehavior may result in the loss of riding privileges. Students are expected to be on time for the bus either before or after school are to inform the driver or the main office as soon as possible, giving the bus driver at least one day notice possible.

Transportation of Non-Resident Students

School buses will leave the established routes to pick up non-resident students only if the district of residence for these non-resident students has entered into an agreement with the Roosevelt Public School District #18 for providing such yard service. If the district has not entered into a contract with Roosevelt Public School District #18 to provide yard pick up, non-resident students will meet the school bus at some mutually acceptable stop on the established route.

Duty of Patron to Provide Adequate Bus Turn Around Space & Maintain an Access Road

It will be the responsibility of the patron to provide adequate turn around space in the yard of said patron. Turn around space will be defined as that space required for a bus to make an unobstructed U-turn. Space will need to be adequate and not unduly rough. Any patron not providing adequate turn around space will not receive yard pick up until space is provided.

The patron is also required to provide the road from the main road in to the farmstead that is reasonably accessible with a school bus during periods of inclement weather in order for the bus to provide yard service. If the aforementioned conditions are not met, yard service may be suspended by the driver subject to review by the Superintendent.

Establishment of Bus Routes and Bus Route Stops

Bus routes and bus route stops will be established by the School Board in August following recommendations by the transportation committee. Tentative routes or stops may be established by the Superintendent pending Board review. Any rural resident who is the parent, guardian, or has parental approved custodial authority of any school age (K – 8) person is entitled to bus service. No student will be transported if the parent or guardian requests that bus transportation not be provided. Any adaptations or modifications to the bus routes must go through the Superintendent's office with the Board issuing final approval. The Superintendent will interpret and rule on any issues relating to transportation pending Board review.

Uses of Buses by Non-School Groups

Use of buses by non-school groups is permitted under certain conditions. If the entity is a local group and the majority of the patrons are Carson residents, the buses are available for us by paying for the driver and the fuel.

Any other group, organization, or individual requesting school bus usage, must contact the Superintendent 4 – 6 weeks in advance of the event, with approval at the discretion of the board.

Emergency Closings

The Superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather, epidemic, or other emergencies which threaten the healthy or safety of students and personnel.

The Parent Square notification system will be used to make automated calls to all phone numbers parents provide the school. These calls will inform you of any school closings. The system will leave voice messages if you are unable to answer your phone.

In the event that school will not be in session and buses will not be in operation or school will be dismissed early because of inclement weather, a radio announcement will be made over stations “KFYR” and “KBMR”, a television announcement on “KFYR” and “KXMB”, and or check the school website www.carson.k12.nd.us Bus drivers will be informed of this between 6:00am and 6:30am. Please do not call the school requesting this information unless absolutely an emergency because it ties up our phone (and personnel) when it is needed for outgoing calls.

The postponement or cancellation of any event will be broadcast over radio stations KFYR and KBMR whenever possible.

Interview of Students by Officials of Other Agencies

Normally, no interview with a child will be granted during school hours or on school grounds unless the parent or guardian has been contacted and has given permission. At the request of the parent/guardian, a member of the staff will be present for the interview.

An exception to the requirement for parental notification and presence of school staff exists when an alleged case of child abuse or neglect is being investigated. In this event the investigator is requested to confirm that the interview is for the purpose of investigating a report of suspected child abuse or neglect.

The Superintendent shall not disclose any information shared for the purpose of securing the interview to anyone, including the child’s parents.

Interviews by Police

Police officers, juvenile court counselors, or other authorized law enforcement officials have the right to take into custody or make a lawful arrest of any student. However, the officer shall notify the Superintendent or Principal in advance and be made to display either an order signed by a judge of the juvenile court authorizing the taking of the student into custody, or to display a warrant for the student’s arrest. The officers shall verify that they have made every effort to notify the parents prior to the arrest of the student. The school officials shall make an effort to

minimize embarrassment or loss of class time for the student. If the student is arrested and/or taken into custody at school, the school officials should make every effort to notify the parents immediately.

The office of the Superintendent should be notified immediately when any of the above-mentioned actions has occurred.

Crisis Intervention Team

The Crisis Intervention Team is a pool of professionals within the school district and the community that can be called upon to assist schools at the building level in a crisis situation.

A crisis plan is available in the office for patrons to review.

Immunizations

All school aged children are required to remain up to date with their immunizations. Each student should have an updated immunization record on file with the school. Parents who choose not to immunize their children are required to have an exemption form on file with the school. Any student who is not up to date with their immunizations or who does not have either an immunization record or exemption form on file will be given 30 days to comply or the student may be excluded from school. In the event that an outbreak occurs, students who are not immunized may be excluded from school until outbreak passes. See the chart below for immunizations requirements and exemption options.

	Number of Required Doses			
Vaccine Type	Kindergarten-6	Grades 7-10	Grade 11	Grade 12
DTaP/DTP/DT/Tdap/Td*	5	5	5	5
Hepatitis B	3	3	3	3
IPV/OPV [†]	4	4	4	4
MMR	2	2	2	2
Varicella (Chickenpox)	2	2	2	1
Meningococcal [¶]	0	0	1	2
Tdap [⊖]	0	0	1	1

2025 - 2026 School Immunizations Requirements

- One dose of DTaP (Pediatric Diphtheria, Tetanus, and Acellular Pertussis) vaccine must have been given on or after the fourth birthday. Only four doses are necessary if the fourth dose was administered on or after the fourth birthday. Three doses of Tdap (Adolescent/Adult Tetanus, Diphtheria, and Acellular Pertussis)/Td are required for children ages seven or older who are not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.
- For Polio vaccination, in all – IPV or all – OPV schedule: one dose must have been given on or after the fourth birthday. The final dose in the series should be administered on or after the fourth birthday and at least six months after the previous dose. If four doses are administered prior to age four a fifth dose should be administered at age four. Only three doses of IPV are required if the third dose is given on or after the fourth birthday. Children born before August 2005 only need four doses separated by at least four weeks. These children do not need a dose after the age of four.

- Any doses of OPV administered after April 1, 2016, should not be counted as valid, because it was bivalent or monovalent vaccine, rather than trivalent. The child should be revaccinated with IPV vaccine, accordingly.
- For the 2025 -2026 school year, two doses of varicella (chicken pox) vaccine are required for Kindergarten through the eleventh grade. One dose of varicella vaccine is required for twelfth grade.
- One dose of meningococcal conjugate vaccine (MCV4) must have been given on or after the tenth birthday. The second dose of MCV4 must be given on or after the sixteenth birthday. If the first dose of MCV4 is required for eleventh and twelfth grade.
- One dose of Tdap must have been given on or after the eleventh birthday.

Exemptions

Students may be exempt from immunization requirements for the following reasons:

- **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **Philosophical, Moral or Religious Belief Exemption:** Requires a certificate signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.
- **History of Disease Exemption:** Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

Exclusion

All children must be up-to-date according to the school immunization requirements or have claimed an exemption by October 1st of each school year or they must be excluded from school. Children enrolling in school after October 1st have 30 days to be up-to-date or claim an exemption or they must be excluded from school.

Head Lice (Pediculosis)

Roosevelt will maintain a no live lice policy.

School Responsibility

1. Provide information on the prevention, diagnosis, and treatment of head lice.
2. Head lice checks will be done in the following situations:
 - a. When the school becomes aware of a head lice case, the entire class of that student will be checked.
 - b. When a student demonstrates symptoms.
 - c. When requested by the parents (check other family members or anyone who may have had head to head contact with the infested child in the past 48 hours.)
3. If nits are detected, contact and inform parents and provide head lice booklet.
4. If live lice are detected, student(s) will be excluded until treatment is being conducted.
5. If head lice are detected in the elementary, personal belongings will be placed 12 inches apart or placed in garbage bags. Junior High students should keep their belongings in their lockers.

6. The school will do its best to maintain confidentiality of the students.

Parent Responsibility

1. Treat infected child ASAP and manually remove nits.
2. Have other family members screened for head lice.
3. Clean personal items and the environment.

Title 1 Program

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. Each year the Title 1 program at our school is required to have an annual Title 1 parent meeting in the fall and an annual review meeting in the spring. All parents of students attending Roosevelt Public School are invited to attend these meetings. Notification of these meetings will be put in our school calendar. Minutes of these meetings will be on file at the school. Parents may review the results by contacting a Title 1 staff person during the school year.

Title 1 Dispute Resolution Policy

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title 1 program. If a parent, school personnel or any interested person wishes to file a complaint, the following process must be followed:

Process: Complaints against the Title 1 Program will need to be in written form, signed by the person making the complaint, and submitted to the Superintendent. The Superintendent will investigate the complaint and respond to the person making the complaint within fifteen days of receiving the formal complaint.

Contact Information: Complaints can be mailed, e-mailed, or faxed to the Superintendent, JR Wilson, at Roosevelt Public School.

Any Complaint should include:

1. The date
2. The name of the individual or description of the policy the complaint is against.
3. A detailed description of the complaint, including specific facts; and
4. The signature of the person making the complaint.

Reconsideration: If either party is not satisfied with the handling of the complaint, the matter can be appealed to the North Dakota Department of Public Instruction and the U.S. Department of Education.

Family Educational Rights and Privacy Act

Policy:

1. Notice to Parents:
 - a. Each school district will provide on an annual basis to students and parents, notice of the rights of access to students records. (FERPA)

- b. The notice will be included in a student handbook disseminated to all students and their parents at the beginning of each school year. Students transferring into the District during the school year will be given a handbook on the day of enrollment. Principals in each school district will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.
- 2. Annual Notification Regarding Parents' Right of Access to Student Records
 - a. Each year parents and students need to be reminded of the student records policy of the Roosevelt Public School District. Parents of students or 18-year-old students who wish to review any or all school records pertaining to the student should contact the building Principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.
 - b. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the Principal and the parent or adult student cannot agree, the latter may contact the Superintendent for a hearing.
 - c. Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.
 - d. For a complete copy of the district's student record policy, contact your school Principal. Parents who have questions or concerns about the student record policy may direct them to the building Principal, the Superintendent, or the US Office of Education.
 - e. Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Roosevelt Public School identifies this information as the following: name, address, telephone number, date, and place of birth, major of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please contact the school Principal of the school within **10 school days**. If we do not receive your notice by that date, we will assume that you have no objection to release such information. We believe that it is in the students' best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy.
- 3. Form for use by Principals in school districts with parents who do not wish to have directory information of their child released without prior written permission.

ROOSEVELT SCHOOL – PARENT COMPACT

The Roosevelt School and the parents of the students participating in activities, services, and programs funded by Title 1 agree that this compact outline how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school – parent compact is in effect during the 2025 - 2026 school year.

School Responsibilities

The Roosevelt School will:

Provide high – quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- We will use scientifically – based teaching methods and curriculum in all core areas to best teach all students.
- We will administer screening tests every fall and spring and those students who are at risk will receive supplemental instruction.
- We will teach all students so that they may reach their fullest potential.
- We will work collaboratively with school staff, parents, and students to provide the best education possible.
- We will identify the student's needs, knowledge, and learning styles and help them work to utilize this information to learn.
- Hold Parent Teacher Conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, the conferences will be held in the fall and spring each year. This year conferences will be held:
 - October 23rd (3:30 – 9:30)
 - March 27th (3:30 – 9:30)
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Report cards each 9 – Week period
 - Midterm reports for all students
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Staff members are available daily from 7:55 – 8:20am and 3:20 – 3:45pm and during prep periods when they may return calls or visit with parents who have made previous arrangements.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parents can make arrangements through the Administration to observe classroom activities.

- The school provides a variety of activities during holidays, reading and math months, and other special occasions for parents to volunteer and participate in student activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways.

- Monitoring attendance
- Making sure homework is completed
- Volunteering in my child's classroom
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail, and responding, as appropriate.
- Working collaboratively with school staff and my child to ensure he/she receives the best education possible.

SECTION 5: ATHLETICS

Roosevelt Public School District #18 is in cooperative athletic agreement with Flasher Public Schools and follows their guidelines.

https://docs.google.com/presentation/d/1Exsek3Oq2ChU2P3oFfwulX0C-dGNaUC4J_QDIDs3ddw/edit?usp=sharing

Dear Parents and Guardians:

Each year an updated version of the handbook is placed on the Roosevelt School website so that students and their parents/guardians understand the rules and regulations of Roosevelt Public School. Signing this statement states that you will follow this handbook according to the policy that was approved by the Roosevelt Public School Board on June 24th, 2024. This statement needs to be returned by September, 2nd, 2025

THANK YOU FOR YOUR HELP AND COOPERATION.

Cody Miller-Kraft
Elementary Principal

JR Wilson
Superintendent

I HAVE READ THE "2025 – 2026 STUDENT HANDBOOK"

Please have returned by September 2nd, 2025

Student Signature

Date

_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date

Quick Contact Information

With the tools in today's digital world, we would like to update our records to have the best chance of getting in touch with you quickly and conveniently. In the event that we need to contact you during the school day, please provide the following information so that we can respect your wishes and use our time more efficiently.

Preferred contact methods (please circle): Call at Work, Call Cell, Email, Text

Cell – Phone: _____

Work Phone: _____

E – Mail: _____

_____ I give permission to receive text updates from teachers/staff about my child's schooling.

_____ I do not give permission to receive text updates.

Photo/Name Release

By signing this section, I authorize Roosevelt Public School to use photographs of my child and or publish my child's name in school publications or on the school website.

_____ Child's Name	_____ Child's Name
_____ Child's Name	_____ Child's Name

Parent/Guardian Signature

Parent/Guardian Signature

Field Trip Permission

By signing this section, I give my permission for my child to go on field trips with the supervision of school staff.

Child's Name

Child's Name

Child's Name

Child's Name

Parent/Guardian Signature

Parent/Guardian Signature

Roosevelt Public School District #18 in an Athletic Cooperative Agreement with Flasher Public School.

Sportsmanship and Interscholastic Athletics Policy Acceptance

This policy has been read and understood by each of the undersigned individuals.

As a student, I accept this policy and will adhere to the rules stated within. Also, I understand that violation of any section of this policy will lead to disciplinary action as so stated in this handbook.

As a parent, I acknowledge that I have read and understand this policy. I will encourage my child(ren) to adhere to this policy. It is understood that any violation within this policy could lead to disciplinary action stated within this handbook.

Student Signature

Student Signature

Student Signature

Student Signature

Parent Signature

Parent Signature

Roosevelt Public School Cell Phone Policy Signature

Parents: I have read and understand the updated Roosevelt Public School cell phone policy. I will work with my student to follow the policy and will follow through with the consequences set by the school.

Parent Signature

Parent Signature

Students: I have read and understand the updated Roosevelt Public School cell phone policy. I will turn in my phone at the beginning of each school day and leave it in Mrs. Kraft's office until the end of the day. I understand the consequences I will face if I choose to not abide by the policy.

1. _____
Student Name

Student Signature

_____ Student **has** a cell phone or other electronic device that they bring to school.

_____ Student **does not have** a cell phone or other electronic device or they do not bring these devices to school.

Brand of phone or electronic device: _____

2. _____
Student Name

Student Signature

_____ Student **has** a cell phone or other electronic device that they bring to school.

_____ Student **does not have** a cell phone or other electronic device or they do not bring these devices to school.

Brand of phone or electronic device: _____

3. _____
Student Name

Student Signature

_____ Student **has** a cell phone or other electronic device that they bring to school.

_____ Student **does not have** a cell phone or other electronic device or they do not bring these devices to school.

Brand of phone or electronic device: _____

4. _____
Student Name

Student Signature

_____ Student **has** a cell phone or other electronic device that they bring to school.

_____ Student **does not have** a cell phone or other electronic device or they do not bring these devices to school.

Brand of phone or electronic device: _____