

Glenburn Public School Elementary Handbook



2025 – 2026 School Year

Disclaimer: This handbook is not entirely inclusive but supplemental to school board policies and state requirements. Glenburn School reserves the right to amend this document at any time.

Welcome from Mrs. Walker:

Welcome to the 2025 – 2026 school year, Panther Nation! We are excited for the start of a new learning adventure! Please take the time to read over this handbook as it contains essential information that will support growth throughout the year for students, parents/guardians, and staff at Glenburn Elementary.

Glenburn Public School Mission Statement

The mission of the Glenburn Public School is to provide a comprehensive educational experience through continued self-analysis in order to empower all students with knowledge, skills and attitudes to meet the challenges of our changing world.

Glenburn Public School Vision Statement

The vision of the Glenburn Public School is to enable each child to become independent, critical thinkers who make healthy lifestyle choices, achieve their highest potential, becoming lifelong learners and contributing members of society.

Glenburn Public School Beliefs Statement

We believe all students can learn, given equitable opportunities. It is our responsibility to prepare students for the future and provide a safe and secure learning environment.

School-Wide Behavior Expectations

Appropriate student behavior is imperative to promote a positive and safe learning atmosphere.

Glenburn students will:

- Be Respectful
- Be Responsible
- Be Safe
- Be Ready to Learn

Academic Progress

Parents/guardians and students can look at students' grades at any time via PowerSchool. Please contact the school for the web address and passwords.

Attendance Policy

Regular school attendance is essential for student learning and is the responsibility of both the school and the parents/guardians.

Attendance and Absences (Glenburn School Board Policy FFB)

The Glenburn School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. To comply with and enforce these requirements, the Board establishes the following attendance policy.

Definitions

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

- Excused absence is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.
Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the principal or Superintendent.
- Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.
Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

Documentation Requirements

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

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

Compulsory Attendance

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

Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parent/guardian notification processes for students with accumulated absences.

Students shall be subject to disciplinary sanctions due to unexcused absences. Accumulated absences more than 10 may result in disciplinary consequences.

Disciplinary Sanctions

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students shall be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations.

Dissemination

This policy shall be published in all student handbooks and distributed to parents/guardians annually.

If a student is missing more than 15% of the school days after the fourth full week of each semester (late arrivals and early dismissals included), administration may exercise the following options:

- Phone call from Principal
- Letter from Principal
- Meeting with parents/guardians/guardians or guardians at school
- Educational Neglected Form filed with Social Services

Elementary has two attendance periods: morning and afternoon.

In the morning:

- Students are considered tardy if they arrive between 8:30 to 9:30 am.
- If a student leaves before 10:45 am, they will be considered absent.

In the afternoon:

- Students are considered tardy if they arrive between 12:00 to 1:00 pm.
- If a student leaves before 1:45 pm, they will be considered absent.

During school hours, use the main office door. It is an expectation that students would not attend afterschool events if they have been home sick that day.

Busing

The Glenburn Public School provides transportation to and from school for children in rural areas. Riding the bus is a privilege not a right. Students will conduct themselves accordingly:

- Students shall be prepared to get on the bus when it arrives.
- Once the bus has come to a stop:
 - Students shall get on the bus and quickly find their seat.
 - The seating arrangement (if needed) will be determined by the driver or administration.
- Students must remain seated while the bus is moving.
- If an additional student is riding a bus or a student needs to ride an alternate bus, this must be cleared through the office before the end of the day.
- Any misconduct will be reported to the principal. A student may be denied riding privileges if behavior is deemed potentially dangerous to the safe operation of the bus.
 - If this occurs, then it is the parent/guardian responsibility to get their student to school or from school.

- When determined by administration, it is imperative that students have boots, coats, hats and gloves with them.
 - If students do not have these items, the bus driver could say that the student is not allowed on the bus.
 - If this occurs, then it is the parent/guardian responsibility to get their students to school or from school.

Communication

Communication between school and home is imperative to students' success. We have multiple ways to communicate:

- Remind - It is not required for teachers to use a message system, but many of our teachers use Remind.
- Planner - The school provides the students with planners. The planner is a great way for you to communicate information. Teachers will have their own procedures on how they would like the parents/guardians to check the planner.
- PowerSchool Communication is used by the school to send messages in a mass form.
- Monthly newsletters, Glenburn School Website and Glenburn Facebook pages – offer information.
- Feel free to call the school at 701-362-7426 if you have any questions regarding your student.

We ask that if you have any concerns about your student(s), speak with their teacher first. If you still have concerns, please contact the principal.

Disciplinary Policies and Procedures

Disciplinary actions are on a case-by-case basis and will be handled accordingly. It should be noted that repeat or severe offenses would result in escalating disciplinary responses. Furthermore, district administrators can determine if additional consequences are required.

Field Trips

The Glenburn Elementary School considers field trips an extension of classroom learning, but field trips are a privilege. Teachers/administration can withhold students from participating based on discipline or missing work. Parents/guardians will be notified when students are expected to be out of the building. A permission slip to be signed and returned will be sent home prior to the field trip.

Hot Lunch and Breakfast Program

The lunch program serves a well-balanced hot meal to all participating students.

- Milk is available to students eating hot lunches as well as to those who choose to bring their own lunch.
- Students who choose to bring their own lunch to school will eat in the lunchroom.
- Students who are disruptive and create a problem will be disciplined.

Breakfast will be served beginning at 8:05 am. If Glenburn Elementary School has a late start in the morning, the breakfast program will not run.

All lunch and breakfast fees are handled through the district office. Information for free and reduced meals is available in the district office.

Lockers

Lockers are provided for the students. However, the school officials reserve the right to ownership and the option to inspect the lockers on a frequent basis. Students are expected to give the lockers proper care during their time

of use. Locks will not be allowed on lockers without the consent of the building principal. Permission will only be granted after there is a definite need shown by the student.

Medication

If it is a necessity for a student to take medication(s) at school, parents/guardians will first need to fill out a medication form in the district office. The medicine then can be dispensed from the office. We also request any information, which we must keep on file, concerning special health care provisions or restrictions that may apply to a student. These concerns need to be backed by a note from the student's physician.

Any over-the-counter medication (i.e. Tylenol, Ibuprofen, Advil, etc.) that is needed for the student, needs to be provided by the parents/guardians. It is not the school's responsibility to supply any medication.

Any emergent medication, (i.e. EpiPen, inhaler, etc.) can be left in the classroom for emergent situations.

Permanent Records

The school keeps a cumulative record folder for each student registered in the district. The folder contains pertinent information about each student beginning at first entrance through high school such as: scholastic record, attendance record, health records, and birth records. Please keep your address, phone numbers and emergency numbers/contact's current.

Personal Items

Please remember that personal items are brought to school at your own risk. The school will not replace broken or stolen items. Students may be asked to leave certain items at home if they cause a disturbance within the school setting.

Physical Education

Students are required to have a set of shoes for the gym that are not used outdoors. These shoes MUST be non-marking.

If a student needs to be excused from physical education, communication is a must. A physician's note may be required for long-term non-participation.

Promotion and Retention

GRADE PROMOTION, RETENTION, AND ACCELERATION (Glenburn School Board Policy GCAA)

The Glenburn School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

Criteria for Determining Promotion and Retention

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade.
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion.
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.

5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student’s ability to participate in the district’s athletic program.

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

Acceleration

The Superintendent shall develop grade acceleration criteria and approval/denial procedures, which shall be delineated in administrative regulations.

Retention/Acceleration guidelines

- In January, if a teacher feels that a student is falling behind, they will submit an intervention form to the STAT team to discuss possible retention.
- At spring conferences, the teacher will talk with the parents/guardians about suggestions for retention/acceleration.
- The teacher will communicate with the principal about possible retention/acceleration.
- A meeting will be set up with the parents/guardians, teacher, principal, and STAT members to discuss retention/acceleration.
- The overall decision of retention/promotion is the parents/guardians’ choice.

Report Cards

Report cards are prepared for every child quarterly. Parent-Teacher conferences will be held twice annually, once in the fall and once in the spring.

The following grading system shall be used:	Certain classes will be graded on the following scale:	Kindergarten Grading Scale
A = 100% - 90%	S+ = Above Average	A = Advanced
B = 89% - 80%	S = Satisfactory	P = Proficient
C= 79% - 70%	S- = Below Average	PP = Partially Proficient
D= 69% - 65%	N = Needs Improvement	N = Novice
F= 64% and lower		

School Accidents

In case of an accident on the school premises, first aid will be rendered and, if necessary, an ambulance called. Parent/guardian will be notified as soon as possible. Please make sure the school has your current emergency contact information.

School Closing

All school closings or late starts will be notified via PowerSchool Communicate. When it becomes necessary to dismiss school early or to cancel school for a day due to weather conditions, the announcement will be sent via the PowerSchool Communicate System as soon as possible. During the day, this announcement may be as little as 15 minutes before dismissal. Please advise the school which phone number(s)/email you want this notification to go to.

Parents/guardians must inform us as to how their students are being picked up if they cannot ride the bus home on days that we dismiss early.

School Day

Arrival

- Appropriate arrival time for students is between 8:00 to 8:25 am.
- PLEASE remember students arriving too early often encounter a variety of problems including proper supervision. Contact the school if other arrangements are needed.
- After 8:30 am, students will need to enter through the main office doors.

Dismissal

- The school day ends at 3:10 pm. Busses leave shortly after.
- Students are not allowed to stay after other than for school-sponsored extracurricular activities or prior arrangements have been made with the school.
- We ask that any after-school plans are made with the appropriate entities prior to that school day. Requests by students to call and make arrangements from school will be very limited.
- Communication with the school is a must if your child needs to leave early.

Student Dress Code

Dress appropriately to show respect for school, self, and others.

- Clothing that is determined to be too revealing will not be allowed.
- Clothing with writing appropriate for school
 - The advertising of alcohol, tobacco products, profanity, or lewd suggestive phrases or images on clothing will not be allowed.
- Winter Clothes
 - Include coats, snow pants, boots, hats, and gloves.
 - Administration will determine when these times are needed based on weather.

Student Use of Cell Phone and Electronic Devices

Students and staff must follow board policy FFI regarding electronics use:

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

At the start of the school day, students will secure cell phones and other personal electronic devices in a locked storage area. At the end of the school day, students will retrieve personal electronic devices. If a parent needs to reach a student during the school day, they may contact the office. Failure to comply with this policy will result in the following consequences:

- 1st Offense: Device will be taken to the office. Student may pick it up at the end of the day.
- 2nd Offense: Device will be taken to the office, and parent will be notified to pick it up. Student will receive one hour of detention.
- 3rd Offense: Device will be taken to the office, and parent will be notified to pick it up. Student will receive two hours of detention.

- 4th Offense: Device will be taken to the office, and parent will be notified to pick it up. Student will serve ISS for the remainder of the day.
- 5th Offense: Device is immediately banned from the school. Student will receive ISS.
- 6th Offense: Student will be afforded due process and possible referral for suspension/expulsion.