

## **FORWARD**

This booklet has been prepared to help you become better acquainted with your school's facilities, policies, and regulations.

"The primary impetus of the Carrington Public School is to provide quality education that would draw from not only the school's role as a formal organization, but also from the **cooperative interaction** between parents and community. To effectively strive for this goal the school's **social climate** and material resources would form an environment, which would be inspirational, creative, and challenging to all participants.

School policies and regulations are the organizational means by which the school is managed effectively. All students are encouraged to read through this manual with a parent or guardian, so that everyone may be able to better understand the school's governing policies and regulations.

While many issues are covered in this manual, not all conceivable situations are addressed. Please feel free to visit the school and to consult with your child's teacher or other school personnel in order to meet your child's needs.

Elementary Principal

## **ABSENCE**

Regular attendance in school is important if each student is to profit from the instruction provided. Please call to notify the school if a student is ill or will be absent for any reason by 8:45 AM. After 8:45 AM phone calls will be made from the school office to parents to verify the absence. Call 652-2739 or e-mail [Jo.Pollert@k12.nd.us](mailto:Jo.Pollert@k12.nd.us) Homework for an absent student should be picked up at the end of the school day. Teachers will place homework on the shelf outside the principal's office.

## **MAKE-UP WORK**

Students who return from an absence will have time to make up work that has been assigned during their absence. Generally, this policy provides two days time to complete make-up work for each of the first two days absent. For absences that extend beyond two days, one extra day will be allowed for make-up work for each consecutive day of absence beyond the first two.

## **ACCELERATED READER**

AR is considered an activity related to the reading curriculum. Students read books at their independent reading level. Research tells us that the more students read at their level the better the reader they become. Based on their reading level they are assigned a point value goal for each reporting period. Scores achieved on STAR Reading tests determine each student's reading level. Our students have access to over 125,000 quizzes. Most books they will pick up will be AR books. To find the reading level and point value of a particular book, go to [www.arbookfind.com/](http://www.arbookfind.com/). Parents will receive instructions with passwords in the fall of the year to access reports regarding their child's progress with AR. Parents may also call the school principal for more information.

## **AFTER SCHOOL**

If a teacher finds it necessary to keep a student after school, parents will be informed by the teacher of the approximate time of dismissal from the building. In general, we urge all children to go directly home from school.

## **ATTENDANCE**

All children between their seventh and sixteenth birthdays are required by North Dakota law to be in attendance every day that school is in session. The law recognizes illness and certain other physical or mental incapacity's as

exceptions to these attendance requirements. A perfect attendance record is laudable, but should not be sought at the expense of the child's health. School children younger than age seven (kindergarten and/or first grade) observe the same attendance standards as those required by older students.

### **BICYCLES ON THE SCHOOL GROUNDS**

The riding and parking of bicycles at the school creates safety hazards. Bicycles are a convenience to the children who must come great distances. All bicycles must be parked in the bike rack. It is also suggested that each bicycle be locked. Bicycles will not be ridden on the school grounds. The school is not responsible for damage or loss of a bicycle.

### **BIRTHDAY INVITATIONS**

Birthday party invitations may not be delivered at school.

### **BUILDING USAGE**

Individuals or groups desiring to use school facilities after hours should contact the school superintendent for the necessary forms and permission. Contact should be made at the earliest date to avoid conflicts.

### **BUS RIDER RULES**

**Previous to loading (on the road and at school).**

A. Be on time at the designated school bus stops to keep the bus on schedule. Parents should **notify the driver if a child is not riding** the bus on any particular day.

B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.

C. Wait until the bus comes to a complete stop before attempting to enter.

D. While riding the bus students are expected to conduct themselves in a safe and respectful manner. Students are required to wear a seatbelt when the vehicle is equipped with them.

E. Students must remain seated while the bus is in route.

### **Leaving the bus.**

A. Students are to exit in an orderly manner; the driver may dismiss by seats or individually if he/she desires.

B. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.

C. Older students should look after the safety and comfort of younger children.

D. The driver will not discharge riders at places other than their regular bus stop.

### **CONCERTS**

Concerts are generally scheduled two times a year. Participation in the concerts is required for all students. Members of the audience are asked to model proper etiquette by remaining in their seats quietly for the entire concert.

### **CONFERENCES**

Good communication between home and school is essential to the education of every child. Parent-teacher conferences will be scheduled twice during the school year. Every attempt should be made to attend these conferences. Either parents or school personnel may request additional conferences. If attendance is not possible, please contact the school to arrange for an alternative conference date.

### **DENTAL AND MEDICAL APPOINTMENTS**

Whenever possible, parents are requested to schedule children's medical and dental appointments so as to avoid conflict with the school day. If appointments occur during class time, parents should notify the

school in advance. Arrangements should be made to make up missed work.

### **DISCIPLINE REASONABLE RULES & REGULATIONS**

We believe that both parents and teachers desire a high standard of conduct on the part of children. We also believe that children would rather observe good rules of conduct than not. Parents, teachers and students each have responsibilities for the acceptable behavior of students in their various relationships with the school program. Rules for student behavior will be discussed at the beginning of the school year within each classroom.

Acts of misconduct or disruptive behavior in the educational setting in school (be it classroom or social activities) will not be tolerated. Students will be made aware of these disruptive patterns and the changes that need to be initiated. Disciplinary action shall be utilized to improve the student's behaviors and may include in-school or out-of-school suspension.

Generally a first offense may result in a half hour detention and a second offense a one-hour detention. Further disruptions will result in suspension. The student's parents shall be informed of any and all activities related to the matter.

Should the improper patterns continue, the student may be suspended for an extended period or expelled from school.

### **EMERGENCY CLOSING**

The superintendent is empowered to close school or to dismiss students early, in event of hazardous weather or other emergencies, which threaten the safety or health of students or staff members.

Parents, students, and staff members shall be informed of emergency closing through Honeywell Instant Alert or radio stations KDAK Carrington also 95.5 and TV WDAZ (CH.8) and KVLV (CH. 11), or go

[www.carrington.k12.nd.us](http://www.carrington.k12.nd.us) and click on daily announcements. If school starts one-hour late, school begins at 9:30. Students may arrive at 9:00. If school starts two hours late, school begins at 10:30. Students may arrive at 10:00. Every attempt shall be made to announce school cancellation or delayed starting times by 7:00 a.m. and early dismissals at least one hour before dismissal times.

### **EXTRA CURRICULAR ACTIVITIES**

The educational process of a school is basically divided into academic and nonacademic activities.

It is recognized that nonacademic activities are an important and integral part of the educational process. All students are encouraged to participate in these activities. Participation in extra curricular activities is a **privilege** and not necessarily a right of the student.

The following extra curricular activities are governed by the above stated rules:

1. Athletics
2. Band
3. Chorus
4. Other activities that the administration and faculty may place in this category.

### **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

Students may not fail or be failing more than one class to remain eligible for extracurricular activities.

a.) Incompletes are treated as F's. Students with incompletes would still be allowed to participate in practices, but no games or performances, until work is made up or failing grades are raised to passing level.

b.) Grades will be checked every third, sixth and ninth Monday during a nine-week period. The period of ineligibility will run for one week (Monday to Monday). If the grades become passing after one week the student will become eligible until the next grade check.

### **OUT-OF-TOWN TRIPS**

Students who are members of athletic teams, musical organization, speech teams, or other school-sponsored activities are transported by bus or by school vehicles. Students who represent CHS are required to dress in good taste and to conduct themselves properly at all times.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and are instructed to use care and not take any chances if weather and road conditions are dangerous. Students are required to travel to and from the event with the group unless each student's parents personally take the responsibility on the return trip. If parents would like to have their student ride home from an event with different parents, they need to acquire written permission during a face-to-face meeting with the principal at least one day before the event.

### **FIRE EMERGENCY - TORNADO DRILLS**

Drills will be practiced on a regular basis. They are a very important safety precaution and should be taken seriously. It is essential that when the signal sounds, everyone obeys promptly and goes to the assigned area. If students and staff need to evacuate we will go to the Armory. Students will be released to parents from the Armory.

### **HOMEWORK**

Homework shall be viewed as an integral part of the school program. Teachers may give homework to students to aid in their development. The type, frequency, and quantity of homework should be assigned according to the needs of the student. Homework should not require additional instruction beyond the class period, thereby requiring parents to supplement instruction.

Homework should be an application or adaptation of a classroom experience. It should not be used for disciplinary purposes. (For make up work, see **ABSENCE**.)

### **HOT LUNCH AND BREAKFAST**

The district participates in the Federal Hot Lunch & Breakfast Program, and is required to serve meals that meet specific guidelines. Soft drinks are not permitted at lunchtime. Students will be charged extra for seconds on bread and milk.

Menus are prepared and announced in advance so that students and parents may make choices from the menu. Students are allowed to bring their own lunch, but it is difficult to replace the balanced meal provided by this program.

Meals are to be paid for in advance. Families with an outstanding balance may be refused hot lunch.

Applications for free or reduced lunches will be available in the school office for those who wish to apply. Further information is available by calling the school business manager.

### **LIBRARY**

Elementary students make visits to the library once a week. During that time they learn library skills, hear stories, learn how to handle books, and learn to appreciate literature. Student loans are for two weeks. Overdue library fines are assessed at 10 cents per day. Students are responsible for paying the replacement cost of items that are lost or damaged and a re-cataloging/processing fee of \$5.00. The replacement cost may be refunded within 30 days if a lost item is found and returned undamaged. Students with fines or replacement fees are not allowed to check out books until fees have been paid.

### **MILK BREAK**

Kindergarten, first, and second graders have a milk break. Milk fees are a part of the hot lunch accounting system but are an extra cost to parents.

### **ILLNESS OR ACCIDENTS IN SCHOOL**

Generally, if a student complains or appears to be in pain, as result of an accident or illness, the parent will be contacted immediately. If the parents/guardians cannot be contacted, the administrative assistant or principal will contact a close friend or relative of the parents. If no one can be reached, the child may be taken directly to the local clinic or hospital. In those instances where the child has undergone a severe injury, an ambulance will be called, and parents will be notified as soon as possible.

### **IMMUNIZATION LAW**

Under the school immunization law, amendments passed by the 1979 Legislature, no child will be admitted to any public, private or parochial school (all grade levels), day care center, child facility, head start program of nursery school unless they have a Certificate of Immunization on file or submit one prior to admission. The law, which became effective on July 1, 1979, requires that the Certificate be signed by a physician or local health department representative and be presented to school officials by the child's parent or guardian. The exemption from immunization law states:

**Medical Exemption:** The physical condition of the above named person is such that immunization would endanger life or health, or is medically contraindicated due to other medical conditions.

**Religious/Philosophical/Moral Exemption:** Parent or guardians of the above named person adheres to a belief opposed to immunizations.

The new amendments also specify that when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized including children exempt, be excluded from school until the danger of the epidemic is over.

### **LOST AND FOUND**

The school has facilities for caring for lost and found items. There generally is a box set aside for this purpose. If you have any questions about lost items, contact the principal, teacher, or school administrative assistant. Encourage your child to check the lost and found box if an item has been misplaced.

### **MEDICINES**

The school does not choose to dispense or be responsible for the supervision of medication (including aspirin) to students while at school. Exceptions may be allowed by the principal in situations under specific written request of the parent or guardian accompanied by a written directive authorized by the student's personal physician.

### **PLAY GROUND RULES**

1. Students will remain on school property. If students need to leave during school hours, permission is needed in writing from their parents. Notices will be presented to playground personnel.
2. Swings
  - a. Students will sit on swing seat.
  - b. Students will not twist two or more swings together.
  - c. Students will stop swinging before getting off swing.
3. Slide  
Students will walk up the steps of the slide.
4. Football  
Students will only play catch or touch football.

5. Gum or candy is not permissible on the playground.
6. Rocks and snowballs will not be thrown on the playground.
7. Hard baseballs, softballs, and bats are prohibited.
8. Students will show respect to others on the playground.
9. Visitors to school grounds need to report to playground personnel.

**Consequences for failure to follow playground rules may be result in the loss of playground privileges or detention.**

KEEP THE PLAYGROUND SAFE FOR EVERYONE IS THE GENERAL RULE.

#### **PHYSICAL EDUCATION**

Students in grades 4-6 must have a change of clothes for physical education class. A T-shirt, shorts, and gym shoes are required. Failure to have appropriate clothes more than three times during a nine week period will result in an incomplete or failing grade.

#### **PETS IN SCHOOL**

Pets or animals are not allowed in school except in the rare cases of classroom experiments and with the principal's approval.

#### **POWER SCHOOL**

Parents will be issued a Power School log in name and password at the start of each school year. This allows access to their child's grades. The web access is <<https://carrington.ps.state.nd.us/public/>>

#### **PROGRAM SCHEDULING**

Wednesday evenings (commencing at 6:00 p.m.) have been designated for church use only. No school activities of any type shall be scheduled on Wednesday evenings, Sundays, and legal holidays. Only upon recommendation of Superintendent and approved by the Board of Education shall a specific waiver be granted.

#### **RECESS**

Recess is once a day for grades K-3. After spending time at desks in warm classrooms, it is important that the students go outside for exercise for this brief time. Students will go outside every day regardless of the weather except in extreme circumstances and should be dressed appropriately.

If parents want their child to stay inside for a day, following illness, a written note must be sent to the teacher.

#### **RELEASE OF STUDENTS DURING SCHOOL HOURS**

No child should be released from school during school hours without the parents or guardians verifying the release.

#### **REPORT CARDS**

Report Cards will be issued at the end of each nine-week period. Parents are encouraged to contact the teacher whenever the need arises to discuss overall progress of children.

#### **RULES AND PROCEDURES**

The following are the major rules and procedures under which the school operates.

1. Read the student handbook with your parents.
2. Food must remain in the lunchroom. Use proper table manners.
3. Walk in the halls.
4. Use the restroom appropriately.
5. Be polite and obey all teachers and paraprofessionals.
6. Younger brothers, sisters, or other relatives may only visit school by asking permission in advance.
7. The school is not responsible for broken glasses.

8. Dress properly for cold weather - coat, boots, gloves, snow pants, scarf, etc.

### **SCHOOL ENTRANCE AGE**

All children who have reached their fifth birthday on or before midnight, July 31, are eligible to enter Kindergarten at the opening of school in the fall. Exceptions to this rule may be made as a result of special testing procedures administered by the East Central Special Education Cooperative from New Rockford. The early testing program is conducted during the spring of each year. Please contact the elementary principal.

### **SCHOOL HOURS - REVIEW**

The school day for elementary students is 8:30 - 3:15. The school building opens at 7:35 am for breakfast. School personnel will not assume the responsibility for supervising students prior to 7:35 am. Students who arrive at school before 8:00 am must report to the lunchroom regardless of whether they are eating breakfast or not. After 8:00 am students will wait on the playground until the 8:15 bell.

### **STATE TESTING**

The major purpose of the tests is to determine how well our students as a group achieve in basic skill areas in comparison to students of the same grade level in the state of North Dakota. Results of the testing may also be used to examine strengths and weaknesses of the district curriculum as it relates to state standards. Sometimes scores are used to identify students that may qualify for special programs that are available within the district. For questions regarding state testing please call the school principal or refer to ND Century Code.

### **STORM HOME for RURAL STUDENTS**

Each fall parents are asked to provide the school with an emergency storm home in

city limits. In the case of inclement weather, when we are not able to run rural routes at the end of the day, students will be delivered to their storm home.

### **RIGHT OF APPEAL FOR SUSPENSION**

The parties to suspension may be represented at any hearing by themselves or legal counsel by duly notifying the school office. Appeals will be heard by the superintendent.

### **STUDENT EXPULSION**

Expulsion of the student will only be used as a last resort. A student may be expelled for the balance of a semester or the remainder of the school year for conduct that disrupts the educational process or endangers the health or safety of the student, their classmates, or school personnel. Students have the right to appeal such action provided they follow the proper procedure. School Board Policy E-300, E-301

### **TELEPHONE**

The school telephones are intended to meet the necessary needs of the school. Limitations on its use shall be based upon good judgment and consideration for others. It is usually possible for a parent to leave a message, which can be delivered to the student with fewer disturbances than calling the child to the phone. Student's calls may be made with permission. Students are not allowed to use cell phones in school but must leave them on their teacher's desk during the school day.

### **TEXTBOOK CARE**

The school will provide all basic books needed by your child. It will be the responsibility of your child to keep these books in good order. Lost or damaged books (beyond reasonable wear) will be charged to the parents. The parents of each student will furnish paper, pencils, notebooks, and other short-term consumables.

**WEEKLY TIME ALLOTMENT CHART**  
Minutes per week

PRIMARY	1 <sup>ST</sup> .	2 <sup>ND</sup> .	3 <sup>RD</sup> .
Language Arts/Reading	650	650	650
Math	200	200	200
Social Studies	100	100	100
Science	60	60	60
Health	40	40	40
Music	90	90	90
Physical Education/Recess	90	90	90
Art	45	45	45

Intermediate	4 <sup>th</sup> .	5 <sup>th</sup> .	6 <sup>th</sup> .
Language Arts/Reading	460	420	420
Math	200	200	200
Social Studies			
Science	160	200	200
Health	80	80	80
Music	90	90	90
Physical Education	90	90	90
Art	45	45	45

**TITLE I**

Title I services are offered in the Carrington School. Title I serves students who need remedial help in Language Arts, Reading, or Math.

Students must meet specific criteria to qualify for the program. For more information call the school principal or Title I teachers.

**TOBACCO, ALCOHOL, DRUGS**

All students who use or are in possession of alcohol or any controlled substances while on school property, at a school sponsored event, or under supervision of the school shall immediately be suspended from school for three consecutive school days. Repeat offenders shall be liable for additional disciplinary action.

**THREATENING BEHAVIOR**

The Board of Education deems as one of its primary responsibilities the establishment of a safe environment for its students and employees. To that end the Board of Education shall require and support immediate attention to any behaviors threatening the well-being of students, staff, and other individuals involved in the operation of the school and its sponsored activities. If an individual's behavior is believed to be threatening to their person or others, that behavior should be immediately reported to a school administrator. The school administrator will involve any resources or agencies that are appropriate and necessary to reestablish a safe environment, and to prevent similar circumstances from occurring in the future. If a student has exhibited threatening or violent behavior, the administrator will immediately contact the student's parents and request a meeting to resolve the issue. Student suspension, expulsion, or referral to outside agencies may result if the behavior so warrants.

**WITHDRAWALS OR TRANSFERS**

In the event of a move out of the district, please contact the office several days in advance so a release of educational records can be completed. This procedure helps to get your child's records to the receiving school and aids us in keeping our enrollment information accurate and up to date.

**VISITORS IN THE SCHOOL**

Former students and friends of enrolled students may visit classes for one day each semester with joint permission of the school principal and classroom teacher. Visitors must be of school age, and the age difference must not exceed one year from the class visited. Arrangements MUST be made one day in advance by a parent or guardian who in turn is responsible for their conduct. Any fees need to be paid in advance.

## **REQUESTS FOR SPECIFIC TEACHERS**

Each spring as we prepare for the next school year teachers and administration place students in class groups. This process is done carefully and with a lot of thought. Teachers take into consideration the special needs of students, personalities, talents, and relationships to others, and the number of boys and girls for each room. All teachers at Carrington Elementary are highly qualified and are placed at grade levels they are also suited for. Keeping all this in mind if a parent still feels the need to make a request, it must be made in writing, on a form from the office, no later than the last week in April of the current school year

This reduces any confusion and gives administration time to evaluate and/or make adjustments.

