

MADDOCK PUBLIC SCHOOL



PARENT/GUARDIAN HANDBOOK 2026-27

This handbook has been drafted as a guideline for our students/parents/legal guardians. It is not intended to be all-inclusive, but rather as a baseline for policies.

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Mission

The mission of the Maddock Public School is to educate and empower all students to succeed.

Vision

To provide a caring environment that guides staff and students in achieving educational and personal growth. In partnership with families and the community, we will create a relevant learning environment for students to help them grow and develop their knowledge, critical thinking skills, and character leading to a fulfilling future.

Introduction

The philosophy of the Maddock School District is directed toward improved methods of instruction and developing excellent health practices in all our students. We shall strive to provide a solid foundation to the continuing education process. We want every student to learn to think critically, speak clearly and confidently, read and write effectively, and be qualified as a literate and contributing human being.

We believe:

- Every individual is unique.
- All students be required to accept responsibility for their education and their school. They shall contribute their own unique talents to the overall maintenance of their school's learning and social environment.
- All individuals associated with the Maddock School District commit themselves to the establishment of true community, where every individual is held in respect.
- All students be taught the true meaning of freedom and the democratic process, that they may develop a greater understanding and love our country.

We shall strive to create educational opportunities for all students with the understanding that every individual has dignity and is of equal value.

To provide for the efficient operation and administration of the Maddock School District, the Board of Education, the administration, the faculty, and the student body represented by the student council have established this policy manual to inform students, the community, and the public of the policies of the Maddock School District.

The Maddock Board of Education will provide for the school system these general policies in keeping with the rules and regulations of the State Board of Education, the requirement of state law, and the wishes of the community, students, and faculty.

This handbook shall serve as a guide for all grades PreK-12. Parents/guardians as well as students should familiarize themselves with this handbook.

Values

Maddock Public School values:

- **Community** - We value the relationship between the school and our community as we share the same values and goals to educate our students for their future upon graduation.

- **Caring Environment** - We value a safe and caring environment where students are encouraged to be leaders and positive role models. It's an environment with a culture of high expectations for students, staff, parents, and community members.
- **Growth** - We value the academic and social growth of our students. Students succeed in school and life when they perform better academically, behave positively, and establish and maintain relationships with others effectively.

Board of Education

The Board of Education is made up of five elected individuals who are freely chosen to represent the wishes of the entire school district. The Board meets regularly at a business meeting in public, usually on the second Thursday of each month, where they hear problems or business brought to their attention. They are responsible for making school policy.

Administration

The superintendent/principal comprises the administration. They represent the Board of Education to the faculty, parents, and students. They also represent the faculty, parents, guardians, and students to the Board of Education. The superintendent administers the policies set forth by the Board of Education.

Policies and Procedures

Nondiscrimination and Anti-Harassment Policy – AAC

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

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

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Discrimination means failure to treat an individual equally due to a protected status.

Harassment is a specific type of discrimination based on a protected status. It occurs for students when the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

Sexual harassment is a form of harassment based on sex or gender. It is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students or (2) it creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). Sexual harassment, as defined above, may include, but is not limited to:

- Sexual or "dirty" jokes
- Sexual advances
- Pressure for sexual favors
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Displaying or distributing of sexually explicit drawings, pictures, and written materials
- Graffiti of a sexual nature
- Sexual gestures
- Touching oneself sexually or talking about one's sexual activity in front others
- Spreading rumors about or rating other's sexual activity or performance
- Remarks about an individual's sexual orientation
- Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion

Grievance Procedure

Any student or employee of the Maddock Public School District who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity may file a written complaint with the Title IX Coordinator. The Maddock School Board designates the superintendent as the Title IX Coordinator. The compliance administrator shall review the written complaint, and a written response shall be mailed to the complainant within a reasonable time after receipt of the written complaint. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Maddock School Board indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement. The Board shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board shall permit the complainant to address the Board concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the completion of the hearing. Any student or employee of the Maddock School District is entitled to submit any complaint of alleged discrimination on the basis of sex to the Regional Office for Civil Rights of the United States Department of Human Services.

Contact Title IX/Section 504 Coordinator Ben Allmaras at 909 1st St Maddock, ND 58348. Telephone (701)438-2531. Email Ben.Allmaras@k12.nd.us

Search of Lockers, Students and Students' Personal Property

The Maddock School District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Lockers may be subject to searches or inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

If it becomes necessary to inspect a student locker, the following guidelines will be used:

- The student will be present if possible
- A third party will be present to act as a witness

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or superintendent must authorize all searches.

For the purpose of this policy, personal property includes, but is not limited to a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted. Searches of a person should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

Medications Policy ACBD

A parent/guardian must sign a written form authorizing his/her student to receive over-the-counter and prescription medication from an eligible school medication provider prior to carrying out this service. A new authorization form is required any time the student has a change in his/her medication regimen, when a new medication is to be provided, when the district assigns a new medication provider to the student, and at the beginning of each school year. All prescription and over-the-counter medications must be hand delivered to the school office by the parent/guardian.

- For over-the-counter medications: Must include instructions from the parent/guardian on how, when, and how long to provide medication. Requests to provide a dosage other than as recommended by the manufacturer shall require approval from an appropriate healthcare provider. The medication must be supplied in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions in a legible format. The container must be labeled with the student's name, date of birth, and, if sealed, the number or amount of medication in the container.
- For prescription drugs: Requires written authorization and instructions from an appropriate healthcare provider on how, when, and how long to provide medication. The medication must be supplied in the original pharmacy-labeled container and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, student's date of birth, name of its prescription medication, dose, expiration date, storage instructions, administration directions, number or amount of medication included, and the container must list or be accompanied by active ingredients in a legible format.

Publications Policy FGDD

The Maddock School yearbook and any school-sponsored newspapers/newsletters are publications of the Maddock School District. No person shall distribute or publish any printed or written material on the school grounds or in any school building unless the distribution of such materials has prior approval by the school administration.

Tobacco Use Policy ABBA

Tobacco is defined to include any product that contains tobacco, is manufactured from tobacco, contains nicotine, e-cigarettes, and other electronic smoking devices.

Possession and/or use of tobacco products by students on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited at all times. The use of tobacco products by all school employees and visitors on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited. This includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

Consequences:

- First Offense - Up to three days out of school suspension; loss of open campus privileges for one month
- Second Offense - Up to 5 days OSS; loss of open campus privileges for the remainder of the school year
- Subsequent Offenses - 1 week OSS, referral to tobacco treatment program

Weapons Policy FFD

Students are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm. Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy. Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher, or coach or immediately notifies an administrator, teacher, or coach of its location.

Weapons include, but are not limited to:

- Any dangerous weapon as defined by NDCC 62.1-01-01.
- Any device designed to stun through use of voltage whether through direct contact or through a projectile.
- Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate.

- Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others.
- Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual.

Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendments (PPRA), 20 U.S.C. 1232h, requires the Maddock Public School District to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas: (“protected information surveys”)

- Political affiliations or beliefs of the student’s parents
- Mental or psychological problem of the student or student’s family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

The Maddock Public School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities; and parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

The Maddock Public School does want to give notice that for this and continuous school years there is an area where we do release limited information in grades K-12.

Activity: Student-Based Commercial Services

Summary: The Maddock Public School collects, or allows businesses to collect, use and disclose personal information on students, including names, addresses and telephone listings. This release is to provide student-based products and services, such as computer equipment, school pictures, school jewelry, and graduation materials, etc.

Standardized tests that students will participate in include ND A+ interim assessments and ND State Assessment.

Family Educational Rights and Privacy Act (FERPA)

The Maddock Public School District extends official notification of their commitment to the Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, insurance carrier, transportation service or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The District may also disclose "directory" information including a student's name, address, telephone number, grade level, participation in officially recognized activities and sports, photographs and video, honors and awards, and height and weight in athletic programs. If the parent does not want directory information released, he/she must contact the school where the student attends within two weeks of the start of the new year.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-5920.

Visitors/Guests

Visitors and guests are welcome in our school. They must report to the main office. Visitors and guests are not allowed beyond the office without a prescheduled meeting with teacher, and all questions for teachers must be left at the office to be answered during teachers' prep times or before/after school. Anything needing to be delivered to a student or classroom will be handled by office staff. When picking up a student to leave the building, the secretary will call the student to the office to ensure no disruption to learning for the rest of the class. All doors are locked from 8:00 to 3:30. If a student wants to bring a visitor or guest to school, they must first get permission from the principal.

School Hours

Classes will begin at 8:00 a.m. and conclude at 3:31 p.m. No students are to be in the building before 7:40. Students may not be in the school outside of school hours unless arrangements have been made for supervision. There is no scheduled outside supervision before school starts.

Meals

The food service program serves a daily breakfast and a noon meal. Breakfast is served from 7:40 – 8:00a.m. Elementary lunch will begin at 11:00, and high school lunch will begin at 12:01.

Students in grades 9-12 that leave for lunch must have a note or a phone call from their parents/guardians before leaving. No notes for noon hour will exceed one semester in duration. Students must sign out when they leave and in again when they return. Students who are excessively tardy (4 or more per semester or 10 for the year, cumulative across all classes) will lose the privilege to sign out for the following terms:

- 4 tardies – 1 week
- 8 tardies – 1 month
- 10 or more – remainder of the school year

Arrangements for the purchase of meals will be made with the school office. Parents/guardians are encouraged to check their child's lunch balance online through Infinite Campus. A phone alert message will be used to notify parents/guardians when a student has a deficit balance.

All meals are to be paid in advance. A record is kept of the meals consumed per individual each day. At the end of the year, upon request, refunds for meals will be made; otherwise, the balance will carry over to the next school year. The Maddock School Board sets meal prices prior to the beginning of the school year.

A federal reimbursement program for free or reduced meals is a major feature of our food program. Applications are available to all families in the school office or on the district website. Parents are strongly urged to promptly return their applications with all the necessary paperwork. Both the lunch and breakfast meals are included. With new state legislation, families at or below 225% of the poverty line will also qualify for free breakfast and lunch.

Milk Break (Elementary)

Students in grades preK-6 will have one milk break during the day. Healthy snacks may be brought to eat during this time. Cost of daily milk will be \$100/year (K-6) or \$75 (pre-k). Milk fees must be paid in advance. This is not part of the free/reduced meals program.

Academics

Grading System

Letter grades will be determined using the following percentages:

A+ = 100	A = 99-95	A- = 94-93
B+ = 92-91	B = 90-88	B- = 87-86
C+ = 85-84	C = 83-79	C- = 78-77
D+ = 76-75	D = 74-72	D- = 71-70

F = 69 and below I=Incomplete
S = Satisfactory U=Unsatisfactory

All grades given as incomplete on report cards must be completed within a two-week period or a failing grade will automatically be given on all incomplete work unless previously arranged with teacher and administration.

Graduation Honors and GPA

Honor students must have a 3.0 average on the 4.0 scale in order to qualify as an honor student, provided that the requirements set forth by the State Board of Higher Education are met. Honor students will also be required to complete three credits of math (algebra I and higher) and three credits of science (physical science, biology, and an advanced science). The student with the highest grade point average will be valedictorian and the second highest average will be salutatorian. In the event of co-valedictorians, there will be no salutatorian. Valedictorian and Salutatorian must have been enrolled continuously in a public or private school for at least two consecutive years prior to graduating in order to be named Valedictorian or Salutatorian. This requirement does not affect class rank. Grade point averages will be determined after the completion of the third quarter of the current school year. Grade point average will be calculated by Infinite Campus. A detailed explanation of GPA calculation will be provided upon request.

Graduation Requirements

Each student will need to meet the requirements for graduation as set forth by the Department of Public Instruction and the Maddock Board of Education.

The minimum number of credits for graduation from the Maddock Public School is 22, along with the following requirements:

- 4 credits of English
- 3 credits of Math (including Algebra I and Geometry)
- 3 credits of Social Studies (including U.S. History, P.O.D.)
- 3 credits of Science (including Physical Science and Biology)
- 1 credit of Physical Education (or ½ credit of physical education and ½ credit of health)
- 8 credits of Electives, including at least one course in Cyber Security
- Civics Test passed with a 70% or higher
- Completion of the ACT and Work Keys

Students must carry at least 6 credits. Any change in a student's schedule must be approved by the teacher(s), parent/guardian, and the principal. Courses may not be dropped/changed after the third day of each semester. Special arrangements may be made with parents, students, and administration concerning class changes.

Honor Roll

In order for students' names to appear on the A honor roll, they must have a 3.75 GPA for the current quarter. To be on the B honor roll, they must have at least a 3.00 GPA. Averages are computed on a 4-point scale using Power School. Any "D", "F", or "I" automatically eliminates a student from honor roll

consideration. Driver's education, dual credit and credit recovery grades are not used in figuring the honor roll.

Honor Guards

It shall be the policy of the Maddock School District that the top two ranked students from the Junior class will be honor guards during the graduation exercise. These two students will be determined by cumulative grade point average only after the completion of the third quarter of the current school year.

ND Center for Distance Education (NDCDE)

All correspondence/Center for Distance Education courses must be approved by and ordered through the high school principal. Course tuition will be paid by the district for courses not offered by MPS.

Physical Education

Students shall bring athletic shoes with a non-marking sole and appropriate clothing on PE days. Please contact the school if you request assistance in meeting this requirement.

Promotion/Retention

Promotion: The advancement upward to the next grade level in normal sequence.

Retention: Holding a child at the same grade level in order to repeat the same the following year.

If a teacher feels that justification exists for retaining a child in grades K-8, a meeting must be conducted with the principal by April 15. After the principal and teacher have conferred, appropriate staff members will meet to determine whether it is feasible to retain the child. If it is determined that a student would benefit from retention, a conference will be conducted with the parents/guardians. A retention form should be signed by parents/guardians, the teacher, and the principal regarding their decision about retention by May 15.

Semester Tests

All students in grades 7-11 must take a semester cumulative test or complete a project. Seniors may be exempt from end of the year final tests/projects if they have a cumulative grade of 95% or higher in the class and have 5 or fewer absences for the year. Scores will count towards the semester grade. Physical education, band, and chorus classes are exempt from this requirement.

Dual Credit Classes

The Maddock School District will provide access to dual credit and early entry course work designed for students in grades 10, 11 and 12. Any students in grade 10 who maintain a grade-point average of 3.5 or higher, or grades 11 or 12 who maintain a grade-point average of 3.00 or higher may enroll in a course. Permission from the administration will be required to apply the course toward high school graduation requirements. The student and parent will be responsible for all post-secondary level costs of dual credit courses. Tuition will be paid through the college. Upon completion of each semester, students must report their final grades to the principal in order to receive high school credit.

Work Study

Students in grades 11-12 are encouraged to participate in learning opportunities outside the classroom in preparation for life after high school. Work study placement must be approved by the employer and

school administration prior to the first day of the semester in which the work study will occur. In order to earn credit, students must return completed evaluations to the work study coordinator each week.

ND Scholarship Requirements

Eligibility requirements for the ND Scholarship are available in the school office or can be found at: <https://www.nd.gov/dpi/familiescommunity/students/north-dakota-scholarship>

Special Services

Maddock Elementary is identified as a schoolwide Title I program (PK-6). Title I services will be provided to all services in order to supplement classroom curriculum. Special Education is provided to those students found needing special services through the referral and screening process. 504 Plans are available for all qualifying students requiring additional supports.

Senior Class Info

Senior Class Funds

Seniors are expected to fund the costs of their graduation expenses. The programs, diplomas, and awards will be furnished by the Maddock School District. Only after the allowance for all expenses has been set aside can seniors determine the use for any additional money left remaining in their account with administrative approval. Funds may not be set aside for future class functions. Any funds remaining in the senior account after the last day of school will be forfeited to the school to be used at the discretion of administration.

Senior Class Trip

This is a privilege and permission must be obtained annually from the Board of Education. An itinerary must be presented to the Board of Education no later than the February meeting. Final permission must be sought from the Board of Education no later than the March meeting prior to the trip, and all details must be finalized.

- Events on the trip should be fun and educational in nature.
- The class must have adequate funds to pay the costs of transportation, salary to the bus driver, hotel accommodations, admissions to all events, and most meals. Students should not be expected to fund any amount of money personally for events or major meals. The senior class cannot budget spending money for each student to utilize during the trip. Any personal shopping must be funded by the student.
- No fewer than two chaperones will be allowed. One chaperone must be a school employee.
- Students must keep their class advisors and administration informed of all their plans prior to School Board approval.
- Any unacceptable behavior during the school year may result in student(s) not being able to participate in the senior class trip.
- School trip rules apply.
- Any student attending the trip must meet all eligibility requirements.

Senior Privileges

Seniors may be granted open campus privileges during study halls the second semester of the current school year, provided they are passing all course work and have not violated any school rules or policies. Seniors may also request additional privileges to be approved by staff and administration.

Attendance

Attendance in school should be a top priority of all students and families. Daily attendance is the responsibility of students and their parent(s)/guardian(s). The district attendance policy limits are:

- 20 absences in a one-credit class (full year)
- 10 absences in a half-credit class (half-year)
- 20 absences for the year in grades K-8

Absences in excess of these limits may result in consequences up to and including a report filed with law enforcement or social services and retention at the junior high and elementary levels in accordance with state law. Parents are encouraged to contact the school to verify the reason for a student's absence. High school students must make up all time missed in excess of 20 unexcused absences in order to earn credit. Administrators are granted the right to make exceptions to this minimum attendance policy in extraordinary cases. Administration may also recommend families seek a medical diagnosis for students with consistent absenteeism.

If a student is absent five (5) or more days in one quarter, ten (10) or more days in a semester, or twenty (20) or more days in a year without applicable documentation, a letter will be sent to the student's parent(s)/guardian(s) as a reminder of our school's policy on attendance and the number of absences the student has accrued. After two letters have been sent for a student in a single school year, there will be a meeting scheduled with the student, parent/guardian, administrator, and teacher representative(s). The purpose of the meeting would be to develop a plan of action for the student.

Excessive school absences will result in school personnel contacting parents/guardians and/or social services/law enforcement.

Leaving School

If a student needs to leave school at any time during the day for any reason, he/she must bring a note from home or have a parent/guardian call, text, or email office staff before he/she may leave or be excused by the administration.

A student who becomes ill during the day is to report to the office, and a parent/guardian will be contacted before the sick student is allowed to leave the building.

Whenever a student comes to school late or leaves early, he/she must have a note from his/her parent/guardian or have a parent/guardian contact the school office and must sign in and out at the school office.

A parent/guardian picking a student up during the school day must report to the school office. The student will then be called to the school office to be excused from school.

Any student leaving school without permission will be sent to the principal and may face possible suspension from school.

Enrollment

Students entering the Maddock School District during the school year shall register at least one school day prior to attending classes and bring a birth certificate as proof of identification, along with immunization records.

Tardies

High School

Tardies are when a student arrives after the bell or scheduled start of class. After ten minutes a tardy is considered an absence. Two tardies in the same class period per semester results in a consequence defined by the classroom teacher. Any additional tardy within the same semester will result in parent contact and additional consequences.

Elementary

A student is counted tardy upon entering the classroom after class has begun. A student is marked absent for the morning if they arrive after 9:00a.m. A student is marked absent for the afternoon if they leave before 2:00p.m.

Students using bus transportation will not be considered tardy if for any reason the bus arrives late.

College Visits

Seniors will be allowed two college visits, and juniors will be allowed one college visit. Upon return, proof of the visit from a college representative must be submitted to administration. After proof is provided, students will not be marked absent for the day. Documentation should be provided as soon as possible upon return to school.

Job Shadows

Students in grades 10-12 are encouraged to participate in meaningful job shadow experiences. Documentation of the experience, signed by the supervising professional, must be returned to the school office the day following the job shadow. Prior to the planned absence, students are responsible for getting and completing work missed. Job shadows may not be supervised by an immediate family member.

Technology and Cell Phone Use

Office Telephone

Student use of the office phone will be limited to important or emergency purposes only. Students will not be allowed to leave class to receive phone calls unless for emergencies. Persons calling a student should leave a message with the secretary. Messages will be forwarded as soon as possible. All non-school business should be taken care of during non-school hours. Students will not be allowed access to personal cellphones, except before and after school. Parents/guardians should call the school office if they need to contact their child.

School-Issued Devices

Computers, iPads, and other technology are available in the Maddock School District for grades preK-12. Students are expected to maintain their best behavior and follow the rules set by the supervisor when

using technology. Before students can use the Internet, the student and parent must sign an acceptable use policy. Personal computers will not be permitted for use during the school day.

Personal Technology

The Maddock School District believes technology plays an important role in the education of students. The Maddock School District will utilize multiple forms of technology in the classroom using district-owned devices. In accordance with ND House Bill 1160, personal electronic devices must be inaccessible to students during the school day. Grade 7-12 student devices must be placed in student's assigned lock box in the main office prior to the start of each school day. Devices may be picked up after the school day has ended. Elementary students may leave their devices in their backpack, or hand in to their classroom teacher. Electronic devices include all devices with communication capabilities, including, but not limited to phones, ear buds, smart watches, laptops, etc.

Student Conduct

- Students will place device in provided space when entering the school in the morning.
- Electronic devices with cameras are never allowed to be used in the bathrooms or locker room.
- Electronic devices with cameras are never allowed to be used to video or take photos of staff or other students unless permission is given by the staff member and all students in the video or photo.

Consequences for violation (subsequent offenses include all previous consequences):

- 1st Offense – 1 day lunch detention and loss of lunch sign out privileges for one week
- 2nd Offense – 1 day in-school suspension and loss of extracurricular participation for that day
- 3rd Offense – 1 day out of school suspension and loss of extracurricular participation for one week
- Any future offense – 3 days out of school suspension, loss of extracurricular participation for one month, parent meeting upon reentry
- Consequences will reset at the beginning of each school year.

Willful attempts to avoid compliance with this policy will result in increased consequences.

Behavior and Student Conduct Expectations

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of the school, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

Expectations:

- Be respectful of people and use equipment properly
- Follow directions
- Stay in assigned area
- No fighting
- No swearing, offensive language, or inappropriate language
- No dangerous objects

Consequences:

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

- Meeting to develop a plan of action between student, teacher, parents, and administrator
- Detention or time spent in a specified, supervised area
- Restorative practices
- Suspension from extracurricular activities, school trips, and all other school activities which involve public performance except graduation. The suspension will be determined by a committee of the administration and may also include coaches and any other teacher/advisor for any extra-curricular activity in which the student is currently participating
- Sent to the principal.
- In or out of school suspension
- Recommendation to the School Board for expulsion and/or reported to proper authorities

Backpacks

- Backpacks are for transporting items to and from school. Backpacks are to be kept in the student's locker during school hours. Unless given specific permission for medical or educational reasons, backpacks are not to be brought into the classroom.

Damage to or Loss of School Property

When any student willfully damages, vandalizes, defaces, or destroys school property, including but not limited to graffiti on lockers, desks, or walls and destruction of textbooks, technology, etc., he/she will be held responsible for the cost of reparation or replacement. All school property must be returned by the end of the school year or the student will be held responsible for the cost of reparation or replacement.

Detention

Detention is to be made up on the same day of the incident or the following school day. Detention takes precedence over all school activities. The student is ineligible for practice or games if he/she does not show up at the assigned time. If the student does not show up for the assigned time, parents/guardians will be contacted again and the student's detention time will be doubled. If the student does not show up for the second assigned time, the principal is informed and the student faces a possible suspension.

Dress Code

Personal appearance and hygiene reflect personal pride. Students are expected to keep themselves clean to maintain their personal health. Showers and laundry are available to students who may not have access to these amenities at home. Clothing that disrupts the educational process or causes health or safety problems will not be acceptable. All types of head gear including hoods are not to be worn during the school day. Winter coats are to be kept in students' lockers during the school day. Clothing must fully cover students' undergarments, chest, stomach, and buttocks. Clothing that displays alcohol or drug slogans or references, obscenities, vulgarities, sexual references, pornography, and/or other words,

slogans and graphics, and shoes deemed inappropriate by school authorities are prohibited in school. Students wearing inappropriate clothing will be sent to the principal's office where they will be asked to change their clothing. Defiance and/or repeated offenses will result in disciplinary action or referral to the school counselor/social worker.

Student Vehicles

Students who drive to school must adhere to the following regulations:

- Student vehicles are to be parked in the EAST parking lot in an orderly fashion.
- Drivers must follow the posted campus speed limit of 15 miles per hour.
- A student driving to school will, upon entering the school grounds, park their car in the east parking lot and not move or occupy that car again until after classes are dismissed in the afternoon. Permission to use the car during the school day must be obtained from the administration. Before permission can be granted, contact from parent or guardian will be necessary.
- Vehicles must be licensed and insured for legal street operation.
- Students must possess a valid driver's license.

Violations of these guidelines may be reported to the police and may result in the loss of driving privileges on school grounds.

Activities

Eligibility

Maddock High School is a member of the North Dakota High School Activities Association. The purpose of this organization is to plan, direct, and sponsor competitive activities among its member schools. The association makes rules and regulations for these activities for the best interests of the participating students and the school.

In order for any students to be eligible to participate in any interscholastic activity, they must follow the regulations set by the NDHSAA and the Maddock School District.

The regulations are stated below. Rules are also set by the advisor or coach of each activity and are to be followed.

Maddock Eligibility Rules

Students in grades 4-12 must maintain a passing grade of 70% or higher in all of their classes to be deemed eligible for extracurricular activities. Students determined ineligible will be allowed to practice. Eligibility will be checked on the first morning of each week during the school year, with the exception of the week following the beginning of a new quarter. Eligibility will run from Monday to Sunday. Ineligible students will only be allowed to travel to away games with the team if no school is missed. At the end of Quarter 2 and Quarter 4, eligibility will be determined from the quarter grades, not the semester grades.

Failure to acquire four half-units at the end of the semester will make him/her ineligible for a period of four weeks the following semester.

Students are required to be in school all day on days of games/meets and no later than 8:20 on days following games/meets in order to practice or play in an activity. Failure to do so will result in loss of participation for that day unless prior arrangements are made and approved by the head coach AND administration. Additional consequences for repeat or severe offenses may be imposed by the head coach or administration. Administration reserves the right to make a final determination based on extenuating factors.

NDHSAA Condensed Eligibility

Athletes/participants are eligible:

- If you have been in classes as many days as you have missed from the opening of the semester
- If you entered school within the first 10 days of the semester
- If you have competed in a sport for less than eight semesters as a high school student
- If you have not competed in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension
- If you have not enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to two high school subjects
- If you earned 2.5 credits the preceding semester
- If you maintain satisfactory progress towards graduation
- If you have not graduated from a 4-year high school or equivalent
- If you have not accepted awards others than those having symbolic value and costing more than seventy-five dollars
- If you are not twenty years of age or over
- If you are an amateur in the sport in which you are competing or if you have not competed under an assumed name
- If you have not transferred from another school without corresponding change of residence by your parents
- If you are in your eighth semester of attendance and your seventh and eighth semesters are consecutive
- If you have a current file of a doctor's or nurse practitioner's certificate of physical fitness
- If you have not used or have in your possession tobacco, alcohol, or illegal drugs
- Jr. High students must meet the same academic requirements as set forth for senior high school competition. Jr. High must be passing all courses to be eligible to participate in high school activities.

NDHSAA Violations and Suspensions

A student who is found in violation of the NDHSAA use of tobacco, alcohol, and other drugs policy shall be

- Suspended from extracurricular activities and all other school activities that involve a public performance (e.g. prom, banquets, school play, science fair, state fair, FFA, FCCLA, band, royalty candidates, speech meets, pep band trips, theater, etc., but not graduation) for a period of six weeks. A second offense will be for a period of 18 weeks. If the offense occurs in the summer, suspension will start at the beginning of the student's first practice season/contest or at the beginning of the school year, whichever occurs first. Suspensions will begin on the date the

school is officially notified. All suspensions must be completed and will not accumulate from year to year.

- Students violating any of the policies regarding the possession or use of tobacco, alcohol, or other drugs will not receive public recognition for any extracurricular activity awards during the suspension.
- Students under suspension may travel with a team or organization. However, suspended students will not be allowed to miss school time to travel with the team.

Maddock School District's rules take precedence over these eligibility rules.

Participation Policy FTE

The list below is of extracurricular and co-curricular activities sponsored by the Maddock High School which are subject to the rules of participation and conduct:

- School Play
- Homecoming Royalty
- Prom
- All Athletics
- Senior Class Trip
- Field Trips
- School Sponsored Clubs and Organizations
- Choral and Instrumental Competitions
- Acalympics

All participants in any interscholastic contest shall meet the eligibility requirements of the NDHSAA and the Maddock School District. In addition to these eligibility requirements, students who represent the Maddock School District in any contest or activity will meet these criteria:

- Set examples of dependability, good sportsmanship, and excellent conduct at all times. This applies to behavior within buses, hotels, dressing rooms, and at all other places and conditions.
- Shall be in attendance all day the day of any activity if he or she is to participate during that day or evening.
- Shall pay a participation fee before allowed to practice or play. This includes all students in athletics. The Maddock School Board sets the fees prior to the beginning of the school year.

It is the policy of the school that classroom education shall have preference over extracurricular activities. This means the students who do not meet the classroom requirements shall not be allowed to participate.

Open Gym

The gym will be available throughout the year for students of all ages for open gym activities under adult supervision. Students are to remain in the gym area only and are not to be in the academic area. Gym use must be scheduled in advance with the Superintendent or Athletic Director.

Prom

Students in grades 9-12 may attend the prom as long as they meet eligibility requirements. All attendees must be approved by the principal. Age limits for out-of-school guests is limited to the rule of "One Year Out" or age of 20, whichever occurs first. Students must fill out a guest form for all out of town guests

and return it to the principal at least one week before prom. Chaperones must be approved by administration. Students will not be re-admitted if they leave the building once doors are locked.

School Trips

A student representing the Maddock School District at academic or extracurricular events is directly responsible to the faculty advisor and/or chaperones assigned to the group. The following rules are policy-governing conduct at school-sponsored events and the penalties below are to be considered minimums that may be applied to transgressors. Severe violations will result in the calling of parents/guardians to arrange for their child to be sent home at parent/guardian expense. All infractions will be reported to the principal.

Each student participating shall sign a form verifying that they are aware of the rules, expectations, and consequences. A parent/guardian, verifying to the school their permission and agreement of the conditions set, will also sign it. They must authorize any necessary medical treatment and provide their medical insurance company and policy number. This form must be turned into the advisor before the trip. In the event a student requires medical attention by healthcare providers, a chaperone will inform parents/guardians as soon as possible.

Seriousness of the action as viewed by the supervisor and/or administration will determine final disposition of the disciplinary action.

- All students will follow the bus regulations outlined in this handbook.
- Students will respect the wishes of the advisor and/or chaperones appointed by the school.
- Participants in extracurricular events, plus those riding “pep buses,” are required to ride the bus to and from the activity. Only when a student’s parent/guardian or other adults upon parent approval, accepting responsibility for the student, inform the advisor or coach personally will the student be excused from bus transportation. At no time will students be given permission to ride home from extracurricular events with other students.
- Violation of any law will not be tolerated.
- Participants will not use or have in their possession tobacco, alcohol, or illegal drugs.
- Curfews will be set by supervisors and will be honored.
- No student is to leave the site of the contest or activity that is sponsored by the school unless permission is granted from the parent/guardian. When leave of absence is granted, the student shall conduct him or herself in accordance with pre-established rules of good conduct and report back to his/her designated supervisor upon return. A student or group of students leaving the group for any amount of time must have permission of their chaperone. This includes all trips, athletic contests, and activities.

Minimum Punishments for Violations of the Above Regulations Are:

- Rules of eligibility set by the NDHSAA will apply.
- The student may lose pertinent organizational offices for the duration of the school year.

Emergency Operations

Significant Infectious Diseases Policy ACBB

The Maddock School District will follow suggested guidelines put forth by the North Dakota Department of Health regarding Infectious Diseases. Examples of significant infectious disease are Acquired Immune Deficiency (AIDS), AIDS related Complex (ARC), Cytomegalovirus (CMV), or Hepatitis B. The student's personal physician shall be solely responsible for deciding whether the individual constitutes a public health threat and/or whether the individual has the ability to continue in school. When a student's personal physician or the multidisciplinary team determines that the student is unable to participate in regular classroom instruction, the District will provide either reasonable accommodations, special provisions, or an individualized education program.

Storm Day/Early Dismissal

In the event of inclement weather and the school is forced to cancel or postpone, a phone alert message will be sent, and information will be posted on the school social media page(s). This will take precedence over all other forms of messages. These messages will be sent prior to 9:00pm the night before or 6:00am the day of, depending on the timing and severity of the weather event. In the event of a closure, efforts will be made to prepare for virtual learning.

If during the school day there is a severe change of weather conditions, the school will close. If the administration does not feel the buses can make their routes or that the weather conditions do not permit safe transportation, all students will be sent to their storm homes. It is the parent(s)/guardian(s) responsibility to provide storm home information to the school and keep it up to date. If it becomes necessary to close school before the regular dismissal time, such information will be announced over the phone alert system, as well as on the school's social media page(s). Parents/guardians will be permitted to pick up their children at the school if they wish.