

***LISBON
ELEMENTARY
SCHOOL
STUDENT/PARENT
HANDBOOK***



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Dear Parents/Guardians,

Welcome to a new year at the Lisbon Public School. I am looking forward to an exciting and fulfilling year, with many new and challenging adventures. The faculty and staff join me in wishing your student(s) a successful and enjoyable year.

The school is using this Lisbon Handbook as a means of communicating between home and school. This booklet contains a great deal of information. Please read the booklet and keep it available throughout the year as a reference. Many questions have been anticipated and are discussed in detail. Please feel free to contact the teachers, school staff, or myself if you have questions. We are available to clarify any questions you may have.

Good communication and cooperation between the home and school are essential to develop the most nurturing educational environment possible, and to help each child learn and grow by taking what the child is interested in and aligning learning opportunities to their interests. You are encouraged to visit school and to attend scheduled meetings of parents and teachers. A meaningful exchange of information between the home and school is essential to promote an environment where learning and the child are our priorities.

Have a great school year!

Sincerely,

Benjamin Zahrbock, Principal

High School

Administration:

Steven L. Johnson – Superintendent

Patrick Adair – Principal/Athletic Director

Counselor:

Kerri Zahrbock

Teaching Staff:

Veronica Carter - PE/Health

Patricia Schmit– English

Audra Montgomery - Ag Ed

Emily Hauck – Ag Ed

Brent Janes – Business/Tech

– Art

Ginger Loudon - English/Library

Tracey Lyons – Math

Kevin McCleary - Soc. Studies

Emily VonHagen - Music/Band

Mark Moss - Social Studies

Chris Aslesen - English

Taylor Rufsvold - Science

Ashley Nudell - FACS

Sherri Surerus – Spanish

Barb Sweet – Science

Kourtney Vesel - Math

Resource Room:

Andrea Johnson

Raylene Galbreath

Paraprofessionals:

Amy Kjar

Ashley McDonald- HS & Elem

Dorothy Martinez

Business Manager:

Lori Lyons

Pamela Hoistad - Ft Ransom/Lisbon

Office Staff:

Holly Froehlich – Secretary

Food Service/Admin Assist

Jennifer Hehn

Custodial Staff:

LyDell Mairs - Head Custodian

Todd Odegard - High School

Middle School

Administration:

Jared Hoff– Principal

Counselor:

Trisha Hanson

Teaching Staff:

Brad Bittner – Phy Ed & Health

Stephanie Falk – Music & Band

Lori Finstad – Grade 5

Joe Gerding – Grade 5

Audra Montgomery– Ag Ed

Emily Hauck – Ag Ed

Joseph Kern – Grade 6

Richard Lacina – 7/8 Soc. Studies

Jacy Spencer – 7/8 Math

Amy Lyons – English & Library

Kim Mark – 7/8 Science

Emily Von Hagen – Band

Ashley Aslesen – 5/6 Language Arts

Mariah Poulin – 7/8 Language Arts

Donavan Moser– Grade 5 & 6 Math

Title I:

Tina Pierce

Randi Lindemann – Math

SLD/Resource Room:

Courtney Differding

Paraprofessionals:

Becky Burns - MS

Kristi Freeberg – MS & Elem

Amy Boman – MS

Olga Sagvold -MS Title

Office Staff:

Amanda Gerding

Custodial Staff:

Doug Hildebrand

Bryar Penberthy

Bus Drivers:

Scott Olerud-Supervisor

Kevin Brummund

Brenda Elijah

Jim Heacox

Lynette Sours

Terry Brown

Julie Wheeler

Gary Mairs

Elementary School

Administration:

Benjamin Zahrbock - Principal

Counselor:

Trisha Hanson

Teaching Staff:

Heather Hartl - Kindergarten
Kori Knipple – Kindergarten
Hannah Wittenburg -- Kindergarten
Alison Kempel - First Grade
Amanda Schultz - First Grade
Ann Rolf - Second Grade
Kari Webb - Second Grade
Hannah Gaukler- Third Grade
Richard Schmit - Third Grade
Jennifer Sjomeling - Third Grade
Emma Waloch - Fourth Grade
Jill Wehlander - Fourth Grade
Veronica Carter - Phy Ed
Jason Kunze - PE & Title I
Angela Hansen - Music

Title I/MTSS

Jason Kunze - Reading
Randi Lindemann - Math
Amber Smith - K-3 Strategist/Title I Reading

SLP (Speech):

Tracy Froemke

SLD/Resource Room:

Lacey Spiekermeier
Holly Freed

Paraprofessionals

Lacie Halstensen
Ashley McDonald HS & Elem
Cathy Olerud
Courtney Qual – Library Aide
Karlie Qual
Tracey Van't Hul

Office Staff:

Sara Adair

Custodial Staff:

Tatum Fraase
Garry Burns – Armory/ES

Cooks:

Janine Brummund- Head Cook	Jessica Hinkle	Shelby Fetzer
Jason Blasczyk	Karla Lyons	Vicky Hansen Blaine Sherman

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PHILOSOPHY

It is our desire that this philosophy will be the firm commitment of those involved in the educational processes of the Lisbon School and its constituency. We consider each student to be unique, therefore, establishing and allowing for the need of creative endeavor and individual planning and technique.

In a rapidly changing environment, a student should learn to know himself/herself in order to communicate with and to know others. It is essential that each student develop a feeling of confidence and respect for himself/herself both physically and emotionally. Professional resources will be made available to these students in their formative years. An important priority of our education will be to instill the desire for continual learning in each student. Curriculum will be guided by the realities of life and the needs of an ever- changing global world. It should contain a balanced proportion of those things essential to the future well-being of the student, including knowledge and appreciation of the fine arts. The interests developed as a result of this desire to learn and an appreciation of excellence should enable a student to make wise decisions concerning leisure time. Opportunities will be provided to develop continuous involvement between school and community. This process will give the student a broader perspective of home, family, and community.

IMPORTANT PHONE NUMBERS

Lisbon Elementary School	701-683-4107
Lisbon Middle School	701-683-4108
Lisbon High School	701-683-4106
Lisbon Public School Bus Terminal	701-683-4563
Lisbon Gymnasium	701-683-5896

DAILY SCHEDULE

Let's Begin Learning Bell	8:25 AM
School Day Begins	8:30 AM
Tardy Bell	8:30 AM

Lunch Break & Lunch Recess

Lunch is served between 10:55-11:25 daily for grades K-4.

Each grade level also participates in a 20 min recess either before or after their lunch period.

PM Recess

Grades 3 & 4	1:45-2:05 PM
Grades K, 1 & 2	2:10-2:30 PM

Student Dismissal	3:25 PM
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OBJECTIVES

The following objectives are intended to guide the faculty, students, and community of Lisbon Elementary School:

- Every opportunity will be taken to help each student develop a healthy self-concept and to establish values which are healthy for the student and community.
- Each student will develop oral and written communication skills proportional to his/her needs and ability.
- Each student will be guided in the learning process based on his/her own needs and abilities.
- Each student will develop computational skills aligned to his/her needs and ability.
- Each student will learn the responsibilities of good citizenship in a democratic society and be given opportunities to learn the skills needed to be a good citizen.
- Each student will gain an awareness and appreciation of other people, even those who do not have the same values, opinions, and backgrounds as he/she has.
- Each student will develop an eagerness and willingness to learn, now and in the future.
- Each student will learn the functions and values of his/her own body and how to care for it.
- Each student will develop an ability to form respectful and responsible relationships with others.
- Each student will be provided with information needed to make informed career decisions.
- Each student will learn the values of family and community living.
- Learning experiences involving the community will be provided.
- Each student will learn the skills necessary for managing money, property, technology, and other resources available to him/her.
- Each student will aim to use leisure time in a satisfying and responsible manner.
- Each student will develop an appreciation of the beauty of the natural world and of man's creations in music, art, and the sciences.

ATTENDANCE

1. Although the student will still be counted absent, the school recognizes a limited number of reasons for absences. Included are such reasons as: personal illness, death in the family, emergencies and absences, which are prearranged with the teacher and/or principal.
2. Regular school attendance contributes to better learning. Children should be in attendance as much as possible. Please call and let the school know if your student is going to be absent. (If a parent has not called, we will call home to check on the student.) If we do not make contact with the parents, please send a written note along with the student when he/she returns, signed by the parents, giving the reason for the absence. Students should bring the note to their teacher. It would be appreciated if parents would notify the child's teacher or the office of any extended absences, vacations, etc., ahead of time so arrangements for make-up work, etc., can be made.
4. Students attending school events or participating in school events are considered present. Students are to pick up assignments prior to leaving. Activity advisors or coaches are required to notify the teacher/office when students will be absent. PLEASE NOTE - Students must be in school all day in order to compete in after-school activities unless it is cleared by the principal.
5. Please Note - Students who leave school during the day must be checked out in the office before the child leaves the school.

ACCIDENTS AT SCHOOL

If your child is injured or involved in an accident while in school, first aid will be administered. If the accident is serious, the parents will be called immediately to come and take the child to the doctor. In the event parents cannot be reached, the school will take the necessary steps to insure appropriate medical attention for your child. All school related injuries must be reported to the teacher and/ or office.

BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Bicycle parking areas are provided for children who ride their bicycles to school. When children arrive at school with their bicycles; they should go directly to the bicycle parking area and lock the bicycle. Bicycles should not be ridden in school playground areas.

CARE OF BOOKS

Textbooks and school equipment belong to Lisbon Public School District #19. Some normal wear and tear is expected each year from student usage. Should the wear and tear become, in the opinion of the classroom instructor, excessive, the student responsible for the damage will be assessed a fine to cover the cost of repairing or replacing the item. In the case of library books, parents can help by reminding the children of the date the books are due. If library books are lost, there will be a charge for the replacement of the book.

CHILD ABUSE AND NEGLECT

North Dakota State Law mandates that school teachers and administrators having knowledge of or reasonable cause to suspect, a child coming before him/her in his/her official or professional capacity is abused or neglected shall report the circumstances to state authorities.

DENTAL AND MEDICAL APPOINTMENTS

If it is necessary to make appointments during school hours, please let the school know ahead of time so that arrangements for homework, tests, etc. can be made.

DISCIPLINE PHILOSOPHY

It is the position of the Lisbon Schools that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Every person in our school is expected to treat others with dignity and respect. Staff and students will work together to help every person in the school reach their fullest potential. Any action or behavior, which interferes with another person's growth, will not be tolerated. It is the responsibility of the Lisbon School Board, Principals, and Teachers, to safeguard the health and safety of each student. The school and administration will support district personnel who, in dealing with students on a disciplinary matter, act in accordance with North Dakota statutes, the North Dakota Department of Public Instruction regulations and this policy. (Lisbon School Board Policy - FF) The School promotes and practices the teaching of all students in a school-wide behavior expectation: Bronco STARS. Students will be encouraged to follow Bronco STAR expectations (Safety,

Take Responsibility, Active Learners, Respectful Students).

Bronco STARS are part of our School-wide Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS), previously called: Response to Intervention (R.T.I.), implementation. The primary purpose of the Bronco STARS School-wide Expectations are to promote positive behaviors among students through consistent teaching and re-teaching of rules, routines, and procedures by school staff. This practice in turn creates a positive and cooperative school climate and learning environment where *All students will learn, experience success, and be good citizens.*

DISCIPLINARY PROCEDURES

All students, regardless of grade level are under the supervision of the school staff when:

- Riding a school bus
- In the school buildings
- On the playgrounds/ grounds
- While attending a school sponsored event

Students will be taught positive behaviors, but those who repeatedly demonstrate disrespect for supervisors and/or property, or are causing a disturbance, which affects the work of the individual student, teacher, or other students, will be disciplined. Disciplinary action may consist of any of the following or combination of the following:

1. Restricted from recess, free time, etc.
2. Parents called or a Discipline Notice mailed home
3. Parent conferences
4. Counseling
5. Suspension
6. Formal action through non-school authorities (Juvenile Services)
7. Expulsion

STATE AND FEDERAL MANDATES

Assault: Verbal Assault is defined as abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student. Included is cruel teasing and conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps. Physical Assault is defined as an act which intentionally inflicts, or attempts to inflict, bodily harm upon another. Any of these acts are subject to disciplinary action.

Bullying Defined:

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

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

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term **on-campus** refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

School-sanctioned activity is defined as an activity that:

- a. Is not part of the district's curricular or extracurricular program; and
- b. Is established by a sponsor to serve in the absence of a district program; and
- c. Receives district support in multiple ways (i.e., not school facility use alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff includes all employees of the Lisbon Public Schools, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

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

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

- A. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building

principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

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

- B. Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
1. *Completing a written complaint form:* A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and will inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. *Complete and submit an online complaint form:* A complainant will have the option of including his/her name on the form or submitting it anonymously.
 - Form can be found at www.lisbon.k12.nd.us
 3. *File an oral report with any school staff member.*

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

The District has developed a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Detention;
2. In- or out-of-school suspension or recommend expulsion.
3. Alternative placement.
4. Behavioral adjustment plan;
5. Refer the student to the school counselor;
6. Conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify perpetrator’s schedule and take other appropriate measures (e.g., moving locker) to minimize contact with victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy.

Strategies may include, but not be limited to, the following:

1. Training for all students and staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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

Dangerous, Harmful, and Illicit Substances: The possession, transmission, and/ or use of tobacco, drugs, alcohol, or any other controlled substance in the school buildings, on the grounds, buses, etc., or at any school-sponsored activities is prohibited at all times. (Lisbon School Board Policy FFA) This behavior will result in a minimum of three days out of school suspension.

Sexual Harassment: A learning and working environment that is free from sexual harassment will be maintained in the Lisbon School District. It will be a violation for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or comments of a sexual nature. This district will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Lisbon School District or on the grounds of any such building, on any property, in any vehicle belong to or used by the Lisbon School district or at any school related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment shall report the alleged acts immediately to a teacher, counselor, or administrator, or directly to

the board president. The person receiving the complaint shall refer it to the district Title IX coordinator for investigation. Filing of a complaint or reporting sexual harassment will not reflect on the individual's stature or affect future employment, work assignments or grades.

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

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will be subject to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal 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 obtaining or retaining employment, or obtaining an education, advancement or grade; 2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or 3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.

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

1. Sexual or "dirty" jokes
2. Sexual advances
3. Pressure for sexual favors
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
5. Displaying or distributing of sexually explicit drawings, pictures, and written materials.
6. Graffiti of a sexual nature
7. Sexual gestures
8. Touching oneself sexually or talking about one's sexual activity in front of others
9. Spreading rumors about or rating other students as a sexual activity performance

The right to confidentially, both of the complainant and of the accused will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Threats and Disruptions: Threats and/or disruptions which hinder or inhibit the normal school operation or the operation of a school activity will be subject to disciplinary actions. The involved students may be cited with Willful Disturbance of School which falls under the North Dakota Century Code and remanded to the custody of the appropriate law enforcement agency. (North Dakota Century Code 15-49-08)

Vandalism: Is defined as damage to or the destruction of school property, the property of students or the property of school employees before or after school, on or away from school grounds. Disciplinary action will be taken when students are involved. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under the laws of this state.

Weapons/Firearms: No student will knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, chain, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this policy will result in disciplinary action. Bringing a firearm, as defined in 18US.C.921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. (Lisbon School Board Policy FFD)

DISCRIMINATION

The Lisbon Public School District #19 is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin, or color is prohibited. (Lisbon School Board Policy -AAC)

DRESS/PERSONAL APPEARANCE

Students attending class and/or a school function are expected to be clean, well groomed, and appropriately dressed.

While the dress of Lisbon school students is determined by each student's parents, school personnel will react to dress and appearance when it disrupts classes or school activities (distracting hair, hair coloring, etc. may be considered disruptive). School personnel will also react when the type of dress constitutes a health hazard.

Our dress and grooming code is common sense and good taste. State and Federal regulations require students to be clothed and to wear shoes. We want Lisbon school to be a positive place of learning to encourage this we feel that short shorts, cut-off shirts, halter tops, grubby sweats, tank tops, headgear and other informal wear are inappropriate dress for school. Clothing which has profanity, beer, tobacco, alcohol or narcotics signs or insinuations printed on them is also seen as inappropriate. Students violating these standards will be asked to take appropriate action to correct the situation.

EMERGENCY DRILLS

FIRE DRILLS are held periodically, 4 times per year, to acquaint the students with the proper procedures for leaving the building in case of a fire. The same procedures are followed for any other type of emergency that requires leaving the building.

TORNADO DRILLS/REVIEWS are held periodically. These drills require students to remain in the building and to learn how to protect themselves.

LOCK DOWN DRILLS will be held twice a year to teach student proper lock down procedures. These drills require students to remain in their classroom in either a shelter in place where teaching can continue (used with things such as hazardous liquids like anhydrous) or secure lock down where students are quiet and move to a safe place in their room.

FEES

School registration fees are to be paid at the August registration. In addition to the regular registration fees, students may purchase an activity ticket, which will admit them to all the athletic events in the school system except for tournaments.

FIELD TRIPS

The area in and around Lisbon contains a wealth of community resources that are of tremendous value in providing a variety of learning experiences for the students. Some field trips will be planned each year to take advantage of these educational opportunities.

HOMEWORK

In general, there is some but very little assigned homework in the primary grades. As the students get older, they will be assigned more homework. It is the hope that regardless of grade level, homework assignments can be kept at a minimum. If it is necessary to assign homework, the most important things parents can do is to provide a time and place for study.

If your child will be missing school due to illness or other reason and you would like their homework collected, please let the office know right away in the morning. This gives the teachers adequate time to gather the required materials and deliver it to the requested location. Homework can be picked up at the end of the day in the school's office or with the homeroom teacher. If the student's homework needs to be sent home with a sibling in another building, the office must know by 12:00 (noon).

ILLNESS DURING SCHOOL HOURS

If it is necessary to send a student home because of illness, the parent(s) and or guardian(s) will be called to come and take the child home. During the registration process, parents should designate an emergency contact and provide contact information in the case that parents cannot be reached. It is also the responsibility of the parents to notify the school of any changes in contact information.

Stay in notes should be kept minimal.

INCLEMENT WEATHER PROCEDURE

Students are allowed to stay indoors at recess time during rainy or extremely cold weather. However, we do expect children to go out most days for free-time fresh air and exercise. It is necessary that parents provide students with the proper outerwear for the weather such as; boots, snow pants, mittens, caps, and/or headgear of some kind.

LEAVING SCHOOL AND SCHOOL GROUNDS

Elementary students are not allowed to leave the school grounds during the day unless they are signed out in the office by a parent/guardian.

LOST AND FOUND

Lost and found articles will be placed in the office or the hall near the office. If your child loses an article, he/she should check for it there.

Children should have initials or identifying marks on overshoes, mittens, coats, hats, etc.

VALUABLE ITEMS

We discourage students from bringing valuable items, such as: Ipads, iPods, e-readers, electronic games, cell phones, etc. to school for fear of something getting lost, broken or stolen. These items are not allowed in the classrooms unless requested by the teacher.

MEAL PAYMENTS– MILK BREAK

Payment for meals may be dropped off in the office during school hours or paid online. The rates are subject to change because of the constant rise in food costs. Students are required to have a positive balance in their lunch accounts in order to eat school lunch. Lunch account balances are available in your child's PowerSchool account or by contacting the office. Students bringing sack lunches may purchase milk at the current rate.

Students are required to remain on the school grounds for lunch unless prior arrangements have been made at the office. Encourage your children to take time to eat. Many students are in a hurry to play outside and do not eat properly.

Kindergarten through fourth grade students participate in a milk break in either the morning or afternoon. Students may purchase milk at the current milk prices to have at this time. The price of the additional milk will be deducted from the student's lunch account.

If parents wish to send a snack with their children for milk break, it is suggested they send fruits, vegetables, or other nutritional snacks. The school has received a fruit and vegetable grant, which provides snacks three or four days a week. This program exposes children to fruits and vegetables they might not otherwise get a chance to try. Please encourage your child to taste the various snacks offered.

Free or reduced priced meals are available to families who apply and qualify because of income or unusual financial circumstances. For further information in regard to this matter, please contact the Food Service Director.

MEDICATION AT SCHOOL

Generally, the school will not administer medication to children during school hours. Only with a physician's prescription and signed consent from the parent or legal guardian may a member of the school staff assist in or supervise the administration of medication during school hours. Students who depend on receiving medication during school hours for medical reasons must have a written order from a physician giving specific directions for taking the medication. Also, the medication must be brought to the school in the original container with directions clearly marked on the container.

Any medication, which is ordered by the physician to be administered at school, may be given using the following procedures:

1. The medicine sent or brought to the school must be accompanied by a signed request from the parent or legal guardian.
2. The following information must be included in the physician's written order and on the label of the prescription container:
 - a. The student's name
 - b. Amount of dosage
 - c. Time of administration

- d. Name and strength of medication
 - e. Amount of medication in prescription
 - f. The instructions for administration should include any possible side effects
 - g. Length of time student will be on medication
 - h. Special care, such as refrigeration
3. The parent's or legal guardian's consent must authorize administration of a specific medication and must grant permission for school personnel to administer the medication.
 - a. Authorization to Dispense Medication forms may be picked up in the office.

Students may carry their own asthma inhalers at the parent request.

If your child has any illness such as asthma, diabetes, epilepsy, etc., please advise the teacher and principal, so the child may be given proper aid should the illness become apparent during school.

MONEY SENT TO SCHOOL

Please send money to school only upon request or when due. Enclose the money in a small envelope with the pupil's name and teacher's name written on the outside of the envelope. Students should not leave money or valuables in their desks or cubbies. If the students must carry money with them during the day, it is advisable for them to give the money to a teacher, or leave it in the office for safekeeping. When sending a personal check, make the check payable to the school when not directed for other specific accounts.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are held once or twice during the school year. Parents will be informed of the exact time of these conferences. Details in regard to the time of day and other helpful information, such as a scheduled time for the conference, will be given to parents prior to the conferences. Conferences are also called during the year, when either parent or teacher believes one is necessary. If your child is having a problem of any kind in school, please don't wait until the regularly scheduled conferences to contact the teacher. Please feel free to contact your child's teacher whenever you feel the need.

PARTIES

Students celebrate various classroom parties including but not limited to: October 31 costume day, Winter break and Valentine's Day. Parties are held in the classroom during the last 60 or 90 minutes of the day. Parents may be asked to bring goodies (healthy nutritious snacks are preferred) for the parties.

Classroom treats for all the children may be sent if your child is celebrating a birthday.

Special Note: Due to the many hurt feelings of children who are not invited to birthday and/or other parties, we will not allow invitations to be handed out in school unless all the girls and/or boys are invited. If you wish to invite only certain students to your child's party please take care of this by: text, mail, telephone, etc.

PETS

Due to the possible exposure of children to rabies or other diseases carried by animals, we are not allowing animals/pets to be brought to school unless specific safeguards are met. If you have questions, please check with the principal.

PLAYGROUND BEHAVIOR

In order to make our playground as safe and enjoyable as possible, the students are to demonstrate Bronco STAR behavior. Which includes being Safe, Taking Responsibility, being an Active learner, and being Respectful. This is demonstrated by doing the following:

1. Follow the directions given by the playground supervisors.
2. Remain on the playground or school grounds at all times unless permission is granted to leave.
3. Stay in assigned areas.
4. Use equipment appropriately.
5. Use appropriate playground objects, such as balls and jump ropes.
6. Treat everyone respectfully, including appropriate conversations.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued every 9 weeks at the end of the grading quarter. Should you wish to discuss the progress of your child at any time, please feel free to schedule a meeting with his/her teacher. Progress reports will only be sent out when there is a concern about a student's grade i.e. a student's grade drops suddenly, a student is failing, etc., but in most cases the teacher will make direct contact with the parent instead of mailing a progress report. For students in third and fourth grade, PowerSchool can be used to monitor grades as well as work completion. The office can assist with PowerSchool access.

RETENTION, PROMOTION, AND ACCELERATION OF STUDENTS

Retention, promotion, and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. Parents, teachers, resource personnel, and the Principal will be involved in the final decision.

SCHOOL BUSES

Students are to ride their own bus to and from school. The only exception to this rule will be when the parents have sent along a note instructing the child to ride another bus. If the parents forget to send a note, they should contact the bus barn and school office giving instructions as to which bus is to be ridden and the drop off location. This note should be given to the child's teacher or turned in to the building office, as it is necessary for us to contact the bus drivers. The bus drivers have been instructed not to allow children without permission to ride on any bus other than their regular one.

Riding a bus is a privilege. Students will conduct themselves accordingly or they will not be allowed to ride. The drivers are responsible for maintaining order on the buses. Any student whose behavior is persistently outside the boundaries of safety and order may be barred from

riding. In order that students are assured of the safest possible bus ride to and from school, the following regulations will be in effect:

Students shall follow instructions given by the bus driver at all times. Drivers are in full charge of buses and students.

1. Students are not to get up or move around when the bus is in motion.
2. Students are to be on time. A reasonable wait time will be allowed.
3. Please inform the driver ahead of time, if possible, of any changes in your riding plans.
4. Please dress according to the season.
5. All students will be delivered to their schools. They will not be allowed to get off anywhere else.
6. Absolute quiet is required when approaching and crossing railroad tracks.

SCHOOL HOURS

Teachers are on duty from 8:00 AM to 4:00 PM. The time before and after regular class schedule is reserved for teacher preparation or for pupil or parent conferences whenever the need arises.

Children are not to come to school before 8:00 AM due to lack of supervision. Elementary students, who arrive before 8:30, depending upon the weather, are able to take part in the breakfast program or sit quietly in the gym until 8:15 when students will be released to their classrooms for teacher/student morning preparatory time. The first bell will ring at 8:25 to prompt students to get ready for class to start. Students are to be in their classrooms ready to learn by the second bell at 8:30, as class will begin at this time.

The Kindergarten students are excused at 3:25 PM each day and the 1st, 2nd, 3rd and 4th graders are released at 3:30.

SCHOOL VISITATION

We ask that visitors call the teacher to arrange for a visit. Students will not be permitted to bring brothers and sisters to school except for special programs specified by the teachers. We discourage visits from out-of-town guests, requests must be submitted to the principal and will be considered on an individual basis.

SPECIAL SUPPORT SERVICES

The following services are available to Lisbon Elementary students to those that qualify:

- Speech therapy
- Speech and hearing testing
- Special reading/math instruction (Title I and Response to Intervention)
- Specific learning disabilities services
- General screening for readiness to preschool children
- Counseling service
- Special education classes

For further information about any of the above items or any special services that you may feel are needed, please contact our School Counselor, Ms. Shelby Waliser at 701-683-4107

STORM DAY PROCEDURE

1. All announcements will be carried on:

- **PowerSchool Automated Messages**
- **WDAY-AM 970**
- **KQLX-AM 890**
- **KQLX- FM 106.1**
- **Lisbon Public School Website**

2. The Superintendent, or in his absence, the principal, will determine whether school should close or remain in session.

3. IF A STORM DEVELOPS DURING THE NIGHT:

- The decision will be made early if at all possible. If the buses run one hour late, school will start one hour late. If buses run two hours late, school will run two hours late.
- If road conditions warrant the running of buses on emergency routes only, those routes will be announced in advance.
- In instances where buses do not run and school is still in session; students will NOT be marked absent.
- The school will send messages by text, phone, or email alerting parents of cancelations, late starts, or early closings. The preference for this notification must be filed with the office.

4. STORM DEVELOPS DURING THE DAY:

- Parents may remove their child from school at any time they feel the safety of that child is in jeopardy. The child will NOT be marked absent.
- Bus drivers will check the student load carefully before leaving as confusion of early dismissal may cause some problems in the loading of buses.

5. STORM HOMES:

- The "Storm Home" policy will be in effect should the decision be made to have students remain in town because of the weather conditions.
- Students will be delivered by bus to their Storm Homes.
- Students without designated Storm Homes will be kept at school until lodging is secured.
- Teachers will remain at school to assist the Principal until all students are safely lodged and accounted for.
- Parents who wish to pick up their children because of a storm are encouraged to do so before the buses congest the school area.

6. Parents have the right to withhold their child from school, or remove their child from school should they feel their child is at risk from the storm.

7. When school is dismissed, students in town are allowed to leave and walk home. Parents or students who desire other alternatives should contact the principal.

A general rule of canceling after-school activities will follow the closing of school because of storms. Exceptions to this rule are possible when school is dismissed early in the day for safety reasons while the possibility of the storm subsiding exists.

TELEPHONE USE

There is a business phone in the office that is available for student use in emergency situations only. Students will not be allowed to leave class in order to make a phone call, except in the case of sickness or per teacher request. In order to limit disruptions to the classrooms, we discourage parent requests to call students out of class for incoming calls. The school secretary is more than willing to deliver messages to the students. Students must make sure they have everything they need for the day when they leave home in the morning. The student's ride home should be decided on before the student leaves for school in the morning.

Acceptable reasons to use phone:

- Sick/injury
- Change of extra-curricular activities made by school
- Early out
- Needing to stay after per principal or teacher request

Not acceptable reasons to use phone:

- After school plans with friends
- Cell phone left at home
- Textbook/homework left at home
- Gym shoes left at home

TESTING

The Lisbon School students are administered the following group tests to help measure school progress:

- Kindergarten students take the Kindergarten Readiness Test in the spring prior to enrollment.
- Students in K-4 take the AIMS Web test three times a year.
- Students in grades 3 - 4 take the ND State Assessment each spring.
- Fourth graders take the ND State Science Assessment in the fall.
- Students in grades 1 – 4 take the NWEA MAP testing each fall and winter.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The Lisbon School District allows the use of all personal communication devices for educational related purposes. Pagers, laser pointers and attachments, cell phones or other electronic devices not part of the instructional program at the Lisbon Public Schools are prohibited from use. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off during the school day. (School day is defined as from the time of arrival until 3:30 PM). Camera phones, as well as personal video imaging devices, are strictly prohibited unless used for educational purposes under the supervision of school personnel. Students who violate this policy are subject to disciplinary measures. The device(s) will be confiscated and brought to the office.

If at the end of the year the device is not claimed the student's parent, guardian and company whose name and address appear on the device shall be given 30 days prior notice of the District's intent to dispose of the device. The District shall not assume responsibility for these items if they are damaged, lost or stolen.

WITHDRAWAL

In the event you plan to move to another school district, please contact the principal several days in advance so that transfer information can be recorded. It is also necessary for one of the parents to stop at the school office and sign a form, which will give us permission to release your child's records to another school. Officials of the new school will submit a request for your child's permanent records upon registration at the new school.

Lisbon Public Schools Academic Calendar for 2020-2021

1 DAYS IN AUGUST

Monday, August 10	All School Registration by mail
Friday, August 14	All School Registration by mail
Wednesday, August 19	Faculty In-service at Wahpeton High School
Tuesday, August 25	Faculty In-service Day
Wednesday, August 26	All Staff In-service Day
Monday, August 31	Classes Begin

21 DAYS IN SEPTEMBER

Monday, September 7	No Classes - Labor Day
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20 DAYS IN OCTOBER

Thursday, October 22	No Classes – Professional Development Day
Friday, October 23	No Classes – Professional Development Day

17 DAYS IN NOVEMBER

Thursday, November 5	Early Dismissal 3:00 P/T Conferences 3:30-9:00
Friday, November 6	No Classes – Teacher Compensatory Time
Wednesday, November 11	No Classes – Veterans Day
Thursday, November 26	No Classes - Thanksgiving Day
Friday, November 27	No Classes

16 DAYS IN DECEMBER

Tuesday, December 22	Christmas Recess begins at 3:30
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19 DAYS IN JANUARY

Monday, January 4	Classes Resume
Friday, January 15	End of First Semester (85 days)
Monday, January 18	No Classes – Martin Luther King Jr. Day
	Faculty In-service Day
Tuesday, January 19	Start of Second Semester

19 DAYS IN FEBRUARY

Friday, February 19	No Classes – Winter Break
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22 DAYS IN MARCH

Thursday, March 18	Early Dismissal 3:00 P/T Conferences 3:30-9:00
Friday, March 19	No Classes – Teacher Compensatory Time

20 DAYS IN APRIL

Friday, April 2	No Classes – Good Friday
Monday, April 5	No Classes – Easter Monday

20 DAYS IN MAY

Friday, May 28	Last Day of School
Sunday, May 30	Graduation

184 DAYS Our Calendar includes: 175 instructional days, 2 parent/teacher conference day, 3 legal holidays, 4 Faculty In-service days.