Apple Creek School Handbook



2026-2027

Dear Parents/Guardians:

This handbook has been prepared in order to keep you informed of school practices and policies and to promote better communication and understanding between home and the school. The information found in this handbook should be of value to all parents/guardians, students, and teachers.

We suggest that you keep this booklet in some convenient location so you may refer to it throughout the school year.

If you have any questions not answered in this handbook, or if you want clarification, please feel free to contact a member of the school board or the school principal.

Sincerely,

Apple Creek School Board

Mission Statement

Preparing all students for a successful life and future

Vision Statement

The vision of Apple Creek is to provide experiences, knowledge, and skills in an environment which will enable all students to succeed.

CORE Values

At Apple Creek, we value the safety and respect of our students and staff. Our CORE Values help us remember what actions can show we care about our school, students, staff, and the community around us.









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Section 1: History, Boundaries, Daily Schedule, Contact List

History and School Boundaries

The Apple Creek School District was organized in 1878. At one time, the District had three schools: Apple Creek School #1, Apple Creek School #2 and Apple Creek School #3 (see pictures below). Only, Apple Creek School #1 remains. The name Apple Creek was most likely taken from the stream nearby. The stream was thought to have been named by early French-Canadians for the Red Haw thickets on its banks.

Over the last 100+ years, the enrollment, length of the school term, size of the building and number of teachers has fluctuated widely. Early census records from 1898 indicated 15 students. The length of the school term has varied from 3 months, 6 months, 7 months, and 9 months. The one room school has been expanded to add a second building with a basement and three portable classrooms. An early picture of the building shows an attached teacher's boarding room with a stable in the background.

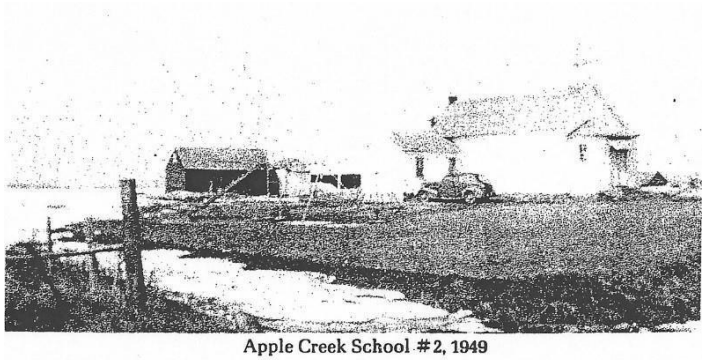
Information taken from a conversation with Lois Laemmle and an article written by Lois and Mrs. T. D. Sullivan entitled "History of Apple Creek School #1". The article can be found in Burleigh County: Prairie Trails to Hi-Ways: Taylor Publishing Co. Copyright 1978.



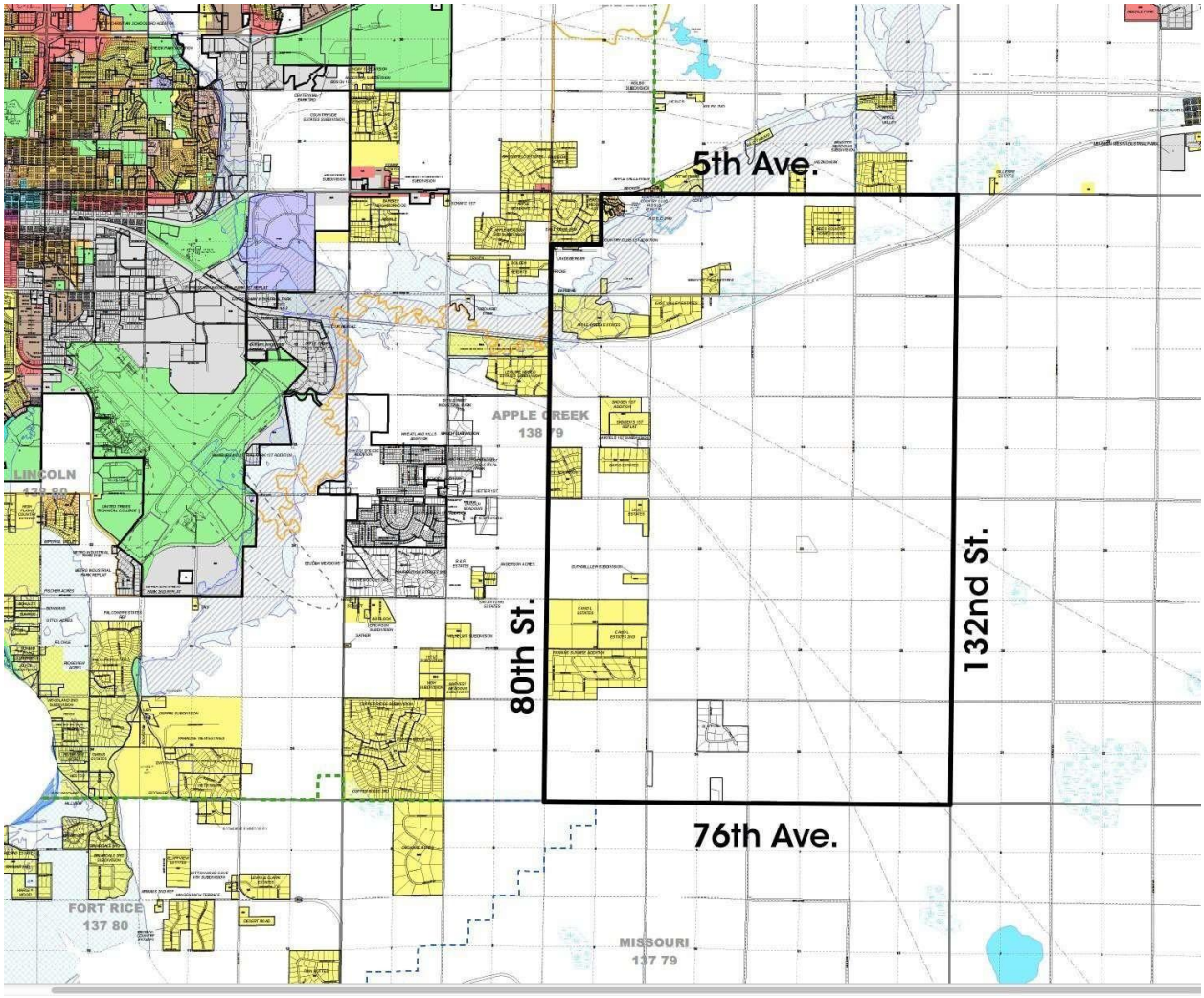
Original Apple Creek School #1



Apple Creek School #3, 1927-28



Apple Creek School #2, 1949



APPLE CREEK SCHOOL DISTRICT BOUNDARIES

Daily Schedule

7:30 Students may begin to arrive (drop off only at multipurpose room)

8:20 Students may report to classrooms 8:30 School day begins
See Individual classroom schedules.

3:00 School ends

3:20 Children must be picked up

When entering school grounds, please use the north driveway and exit using the south driveway.
Do not block the entrance and exit approaches.
PLEASE DRIVE SLOWLY!!!



Contact List

Apple Creek School			223-7349
Teachers			
Emily Brenno	emily.brenno@k12.nd.us	Grade 5	204-7261
Jennifer LaFave	jennifer.lafave@k12.nd.us	Grade 5	204-7261
Amy Klein	amy.klein@k12.nd.us	Grade 4	204-7263
Hannah Krebs	hannah.r.krebs@k12.nd.us	Grade 3	204-7265
Jodi Schwab	jodi.schwab@k12.nd.us	Grade 2	204-7264
Nicole Gustafson	nicole.gustafson@k12.nd.us	Grade 1	204-7266
Paige Schlenker	paige.c.schlenker@k12.nd.us	Kindergarten	204-7267
Julianne Hathaway	julie.hathaway@k12.nd.us	Music	204-7262
Administration			
Troy Miller	troy.miller@k12.nd.us	Principal	223-7349
Catie Rowe	catie.rowe@k12.nd.us	Business Manager/Administrative Assistant	223-7349
Specialists			
Nurse	www.bismarcknd.gov/publichealth		355-1558
Burleigh County Multidistrict Special Education	burleigh@midconetwork.com		258-6299
Kayla Henes	kayla.henes@k12.nd.us	Counselor	952-465-5706
School Board			
Coty Sicble	coty.sicle@k12.nd.us	School Board President	226-6849
Randy Strom		School Board Member	595-4788
Dan Reis		School Board Member	220-8583
Jasmine Schnaible		School Board Member	214-3526
Terry Woehl		School Board Member	471-4138

Expectations

Acceptable Use of the Internet

Apple Creek School is fortunate to be able to provide students with access to the internet as a resource (Policy ACDA). There are many wonderful resources for students to explore. There are also inappropriate sites. It is the responsibility of all users, staff and students alike, to use the internet for only educational purposes and to act in a responsible and considerate manner.

Attendance/Absences/Tardies

Apple Creek School Board, faculty, and staff recognize that regular school attendance is the law and is paramount to a student achieving consistent educational success (Policy FFB). This also helps your child develop life habits. It is important that students attend class regularly, with the exception for illness and certain other incapacities.

It is the parent's responsibility to make certain your child is in school, and the school will monitor and report attendance and abuse of the law. Must call the school office to report your child's absence between 8 am and 8:30 am or will be tardy/unexcused. All schoolwork missed must be made up regardless of the reason for the absence.

Students in grades K-5 whose lack of attendance has caused a notable deficiency in learning may be retained at their present grade level. Excess tardies and absences will result in a mandatory meeting with the Principal, counselor, school resource officer, and parents.

Care of Textbooks and School Property

The District supplies all textbooks, workbooks, and chromebooks without any cost to the students. Citizenship, and more specifically, respect for property, is emphasized in the school throughout the school year. When students are careless with textbooks, chromebooks, any other furniture, or equipment technology, we feel that it should not be considered lightly. When such circumstances exist, a fine or punishment determined by the school board will be extended.
If a fine is levied, it will be based on the present value, the cost of repair, or in some instances, the cost of replacement. The punishment will be in accordance with the type of disrespect shown to the specific school property.

Church-School Relationships

Early dismissals are permitted for students who must attend church-related activities. Students will be permitted to leave school any time after 2:30 pm. Parents/guardians should indicate in writing the days and times your child to be dismissed for religious activities and it will be honored. School activities are not normally scheduled on Wednesday evenings.

Dress Code (Policy FFHA)

It becomes a concern of the school when grooming and dress patterns create a disruptive influence upon the educational program of the school, endanger the health and safety of the student body, or result in the destruction of school property. Furthermore, good personal appearance is conducive to a positive learning environment and a strong school culture, reflective of adopted school district values.

The school board, therefore, encourages the students/parents to use sound judgment in dress and grooming, and prohibits the wearing of clothing and/or accessories that endanger the health and safety of students and staff, or that result in the destruction of school property.

Although personal grooming and dress are primarily matters of concern between the students and their parents/guardians, however, students **will not be permitted to wear**: Clothing that is revealing or distracting at school or school activities. Students are to conform to the following guidelines concerning appropriate dress and grooming:

- Pants, skirts, et al. regardless of style or material, need to fit comfortably at your child's waist. This prevents any indecent exposure of skin and or undergarments.
- Students may be outside during cold weather. Parents and students are encouraged to keep informed about the weather and forecasted weather and dress students appropriately. Boots, gloves, hats, snow pants, and coats help your student to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.
- Shorts may not be worn until the weather is 70 degrees.
- All clothing is to be worn per the way it is designed.
- Students may not wear, as outer dress, the following:
    - Midriffs – any shirt that allows the exposure of the midsection during normal school activities.
    - Sleeveless undershirts, tube tops, spaghetti straps, etc.
    - See-through clothing.
    - Shirts showing bare shoulders and/or backs.
- Visible undergarments are not permitted.
- Muscle shirts may be worn as long as cut off is hemmed and no inappropriate amount of skin is shown (ribcage/stomach area)
- Tank tops are permitted as long as the strap is at least 1 inch in width.
- Leggings are allowed if accompanied with a shirt that covers the student's bottom and rest on the upper thigh or longer (ex. Tunic). Leggings will not be permitted if skin is visible through fabric. Tights may not be worn as an outer layer of clothing.
- Clothing with obscene or violent statements, designs, double messages, and advertisements for drugs/alcohol or tobacco will not be permitted.
- Short shorts and mini-skirts will not be permitted. Skirts must extend to within three inches of the top of the kneecap as a guide. Shorts must extend to within four inches of the top of the kneecap as a guide.
- Hats and caps are not to be worn in the building during normal school hours.

- Shoes, boots, and other appropriate footwear are to be worn always. Flip-flops are prohibited on the playground, for the child's safety.
- Cleanliness of the body and clothing is required.
- Clothing must be in good repair – free from holes, cut-outs, or torn seams.

These regulations apply to students at all school-sponsored activities unless the principal approves a change. Schools may adjust these guidelines to be age appropriate at the school level. Students will only be allowed to wear clothing outside of the student appearance regulations during 'Incentive Days' as designated by the school principal as a reward and motivation for the students. Incentive Days will be available as a school reward for various reasons and celebrations. The principal has the discretion to modify the student appearance regulations on Incentive Days.

If a student is in violation of these provisions, the principal or designee shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained.

Staff supervising extra-curricular activities may make other dress requirements applicable to students participating in athletic and/or other extra-curricular activity events.

After Care Program

After Care takes place in the multi-purpose room. The program begins promptly at 3 pm and all children must be picked up by 5:30 pm. Late fees will apply to those not picked by the designated time. The monthly fee for the program is $125 per student. A deposit of $50 per child will hold your spot. This will be applied to the first month fee. All fees are due at the first of each month. The fee will be prorated for the month of August.

Before School Program

We will have a before school program for all students coming to school before 8 am. From 7:30 to 8:20 am all students will be in the multi-purpose room. Students using the Before School Program from 7:30-8:00 am will be charged $1/day and billed at the end of the month. Students arriving between 8:01 and 8:20 will not be charged.

Homework and Late Homework Procedure

Time is usually provided for coursework to be completed during school hours. Students who make good use of their time will usually get their work done in school. However, there may be times when it becomes necessary to take work home to meet deadlines, do extra practice, or prepare for tests. In these instances, it is the student's responsibility to complete their assigned

work at home and on time. Students unable to attend school due to illness or family trips will be required to make up their work. Arrangements should be made with the classroom teacher.

Homework contributes toward building responsibility, self-discipline, and life-long learning habits. It is the intention of the Apple Creek staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives.
The following are homework procedures that will be enforced:

- Assigned homework is to be turned in the following morning by 8:30 or it will be considered late.
- Students with unfinished homework will lose 1 recess/day until the homework is turned in.
- Students will need a C-average per course and above in order to participate in extracurricular activities.
- If students want to do remedial work within one of the four quarters of the school year, they may discuss this with their classroom teacher.
- Late assignments are coded in PowerSchool with the letter "L" for late. Please check your child's PowerSchool grades frequently. You will receive a phone call from the teacher if your child has a second late assignment.

Students taking ownership of their work expectations helps prepare them for a successful life and future.

Incident Report

Apple Creek School uses an incident report for inappropriate behaviors. If the behaviors continue the Apple Creek staff will meet and determine the next course of action, which may include a behavior plan. The school counselor will be a part of that meeting.

Apple Creek Elementary Behavior Referral/Intervention Notice

Student: _____ Grade: _____
Classroom Teacher: _____ Date: _____ Time: _____
Location Where Behavior Occurred: _____

Minor Infraction

- Inappropriate language
- Inappropriate physical contact
- Disruptive behavior (i.e. blurting)
- Unacceptable behavior (i.e. teasing, lying, unsafe play)
- Refusing to work and follow direction, lack of effort

Major Infraction

- Defiance of an adult
- Inappropriate use of electronics
- Physical aggression
- Stealing
- Vandalism
- Fighting, violent threat, bullying, or harassment
- Possession of drugs, alcohol, weapons
- 5 or more minor referrals

Behavior or Safety Concern: _____
_____
_____
_____
TO BE COMPLETED BY ADMINISTRATOR OR ADMINISTRATOR DISIGNEE
Intervention/Consequence: _____
_____
This Student's _____ Minor Referral _____ Major Referral
Signature of Principal/Administrator Designee _____
Signature of Parent/Guardian _____ Date _____
Please sign and return to the school the following day.
White: Return Signed to School Office
Yellow: Parent Copy
Pink: Principal Copy
Gold: Teacher Copy

Inclement Weather

We will send out a text and email if school will be closed for the day or doing a late start. This call will happen approximately at 6 am. This is an automated system. An announcement will also be broadcast on the radio station KFYR (550 AM) and on KFYR TV by 6:30 am. It is important that the school has current parent phone numbers and email addresses.

Health

Asbestos

APPLE CREEK SCHOOL
2000 93rd Street Southeast
Bismarck, North Dakota 58504-3907

August 19, 2025

TO: All Parents/Custodians/Users of Apple Creek School

Building RE: Asbestos Hazard

In 1986 the United States Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). To comply with AHERA and EPS regulations, the Apple Creek School District has had all school facilities inspected and during that inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis have confirmed the presence of asbestos- containing materials (ACM) in some areas. It is important to note that these materials are in a form and condition that DOES NOT pose a health threat to students or employees.

Where the presence of ACM has been confirmed, a management plan has been developed for the school. A copy of this plan is available for your review at the school office. The plan includes all inspection results, procedures to be followed to minimize the disturbance of ACM material, and a program for regular surveillance. Our most recent inspection was on April 8, 2022.
The building has been tested for mold spores by taking air samples. Report is on file at the school showing that readings are within acceptable standards.

It is the intent of the Apple Creek School District not only to comply with all applicable regulations but also to exceed them where possible. We will take whatever steps are necessary to ensure that the occupants of our school have a healthy and safe environment in which to learn and work.

Sincerely,
Coty Sicble
APPLE CREEK SCHOOL BOARD

Communicable Diseases

When any symptom of a communicable disease appears, please keep your child home from school.

Influenza – Influenza, H1N1, and COVID-19/ are contagious respiratory illnesses caused by viruses. Some of the symptoms are listed below:

INFLUENZA	H1N1	COVID-19
Fever	Fever	Fever or chills
Headache	Headache	Cough
Fatigue (extreme tiredness)	Fatigue	Shortness of breath or breathing
difficulty	Cough	Fatigue
Cough	Sore Throat	Muscle or body aches
Sore Throat	Runny or Stuffy Nose	Headache
Runny or Stuffy Nose	Body Aches	New loss of taste or smell
Body Aches	Diarrhea & Vomiting Chills	Sore throat
Diarrhea & Vomiting		Congestion or runny nose
		Nausea or vomiting
		Diarrhea

It is very difficult to distinguish the flu from other infections. A doctor's exam may be required. There are vaccines available to children and adults to help protect yourself and others.

Mode of Transmission	Communicable Period
These viruses spread from person to person in respiratory droplets when people who are infected cough or sneeze. People become infected by touching something with the virus on it.	Healthy people may infect others one day before getting symptoms and up to **five days after** getting sick.

Chicken Pox – Lesions of chicken pox usually start on the trunk of the body but can be in the mouth, nose, and rectum. They appear to look yellow and later develop into a crust. If the child feels "itchy" and scratches them, discourage this as much as possible. A soda bath is sometimes soothing and relieves the itching. Keep fingernails short to avoid infection. If lesions become infected and red 'wheels' appear around the lesion, consult the child's physician. When the lesions crust or become very dry looking, usually after six or seven days, he/she may safely return to school without risk of spreading the disease.

Mode of Transmission	Communicable Period
Droplet spread Eruption direct contact Discharges from skin	1 or 2 days before and 6 days

Strep Throat – Child may complain of a "sore throat" or that it's "hard to swallow". Child may have fever, enlarged tonsils, or pharyngitis. It is best to have a throat culture done by a doctor or City Nursing Service and if it shows positive, the child must be placed on medication, rest, and receive lots of fluids. Symptoms usually last four to five days once treated. If the child is medicated, he may return to school 24 to 48 hours after he/she is on medication or as directed by a doctor.

Mode of Transmission	Communicable Period
Droplet spread Direct contact	From 24 hours before onset of symptoms until 2 to 3 weeks (if treated with penicillin, 1 to 2 days)

Head Lice – The management of head lice is complicated by the undeserved presence of severe social stigma. Head lice are to be considered highly communicable and not to be associated with filth, poor hygiene, or socioeconomic status. Head lice dwell only in the hair and scalp. They lay their eggs (nits) on the shaft of the hair near the scalp.

Lice themselves are hard to see but the nits are readily visible as small whitish, tear-shaped eggs. It is wise to carefully check the hair and scalp, especially at the back of the neck and above and behind the ears. Avoid confusing nits with dandruff. Attempt to pull the particle from the hair; if it remains attached, there is a reason to suspect lice. Treatment is by shampooing with a special medicated shampoo followed by a thorough

combing with a special comb designed to remove the nits. The entire household bedding, carpeting, and furniture must be treated by washing and/or vacuuming.

Students will not be permitted to attend school when they have an active case of head lice (visible nits). Such students will be isolated until the parents can pick the child up. Students must be declared nit free by qualified personnel before returning to school.

Head lice infections are not uncommon in schools and should not create panic. Head lice can be highly contagious. Parental cooperation and serious attention to this matter is greatly appreciated.

Mode of Transmission	**Communicable Period**
Close personal contact	As long as visible nits or lice are present
Sharing of head gear	
Sharing of furniture/bedding	
Sharing of brush or comb	
Head phones	

Concussion Management

Apple Creek School complies with concussion management program requirements contained in law (NDCC 15.1-18.2) and follows the guidelines set out in policies FCAF and FCAF-AR. Some concussion sign and symptoms are as follows:

Signs	Symptoms
Child appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score or opponent	

Illness

Sick children must be kept home. In case of onset of illness while at school, parents/guardians must make arrangements to pick up students upon a phone call from the school staff. Ill students infect others and do not function properly if not feeling well. If your child has vomited or has a fever of 100 degrees within 24 hours prior to the start of school, they must

not attend school for that day. A doctor's note may be required for absences lasting longer than 3 days.

Immunizations

A child's birth certificate and immunization form is required of all students prior to admission. In accordance to ND Century Code 23-07-17.1, this statute applies to any child entering school for the first time.

1. No child shall be permitted to any public, private, or parochial elementary school, or day care center, child care facility, head start program, or nursery school operating in North Dakota unless such child's parent/guardian presents to the school authorities a certification from a licensed physician or authorized representative of the State Department of Health that such child received immunization against diphtheria, pertussis, tetanus, German measles, rubella, mumps, and poliomyelitis.
2. A child may enter school upon submitting written proof from a licensed physician stating that he has started receiving the required immunization or has a written consent by the child's parent/guardian from the local health service or department to administer the needed immunization without charge.
3. Any minor child, through his parent/guardian, may submit to the institution authorities either a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child or a certificate signed by his parent/guardian whose beliefs are opposed to such immunization. The minor child is then exempt from the provisions of this section.
4. The enforcement of subsection 1,2,3 is the responsibility of the designated institution authority.
5. The immunizations required, and the procedure for their administration, as prescribed by the State Department of Health and Consolidated Laboratories, must conform to the recognized standard medical practices in the state. The State Department of Health and Consolidated Laboratories shall administer the provisions of this section and shall promulgate rules and regulations in the manner prescribed by chapter 28-32 for the purpose of administering this section.
6. When in the opinion of the health officer, danger of an epidemic exists from any of the communicable diseases for which immunization is required under this section, then exemptions from immunization against such disease may not be recognized and children not immunized must be excluded from an institution listed in subsection 1 until, in the opinion of the health officer, the danger of the epidemic is over. The designated institution authority shall notify those parents or guardians taking legal exception to the immunization requirements that their children are excluded from school during an epidemic as determined by the State Department of Health and Consolidated Laboratories.

Immunization forms can be obtained from the State Health Department, Office of the County Superintendent, or the child's physician.

Injuries

In the event of an accident occurring to a child on the school grounds and the parents/guardians cannot be reached, the child will be taken to the hospital/clinic for professional attention unless otherwise required by the parent/guardian.
If a child is injured at school and medical attention is necessary, please report this to the school office as soon as possible but certainly within three days. The school district provides no medical insurance benefits for school-related injuries. Damage to or loss of glasses or retainers or any other personal property is not covered under any school provided insurance plan.

Medication

If medication must be taken during school hours, the medication must be brought to the school office in its original pharmaceutical or over the counter container. Students will take the medication in the office except as otherwise prescribed. A Medication Authorization form (Policy FEAA-E1) must be completed by the parent/guardian in order for the school to administer prescription and non-prescription medication. These forms are available at the school office. Any student with a life-threatening allergy or health condition must have on file an Emergency Response Plan prior to the start of school. It is the parent's responsibility to provide the school any and all medical updates.

Legal

Bullying

BULLYING POLICY

The **Apple Creek School District** is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that students and school staff members shall not engage in bullying behavior while on school property.

Definitions
For the purposes of this policy **(ACEA):**

1. Bullying is defined in NDCC 15.1-19-17 as:
    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:
        i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
        ii. Places the student in actual and reasonable fear of harm;

iii. Places the student in actual and reasonable fear of damage to property of the student; or
iv. Substantially disrupts the orderly operation of the public school; or

b. Conduct 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:
   i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
   ii. Places the student in actual and reasonable fear of harm;
   iii. Places the student in actual and reasonable fear of damage to property of the student; or
   iv. Substantially disrupts the orderly operation of the public school.
   v. Places the student in actual and reasonable fear of:

c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
   i. Harm; or
   ii. Damage to property of the student;
   iii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Prohibitions

While on school property a student or school staff member 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.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles,

whether owned or leased by a school district, and the site of any school-sponsored event or 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* include all employees of the Apple Creek School District 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 an intent to inflict harm.

Reporting Procedures for Alleged Policy Violations

1. 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 them 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 report it to 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.

2. 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:
    a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
    b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
    c. File an oral report with any school staff member.

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

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

Documentation & Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). 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 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.

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 years old or graduates from high school, whichever is later.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, 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 status—whether actual or perceived. Reports involving a protected status 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 their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not 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 no more than 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement & Others Forms of Redress

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary & Corrective Measures

Students who 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. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

9. Other corrective measures may be considered.

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

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

Dissemination & Education
The District shall review and revise this policy as it determines necessary. A copy of this District bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

Chemical Abuse

Apple Creek School recognizes that chemical abuse is a serious problem which adversely affects the educational process. The Board is committed to the development and implementation of programs and policies which contribute to the well-being of students, and adults through prevention, intervention, and after-care through staff development.

Child Abuse

By state law, school professionals are required to report any cases of suspected child abuse, child neglect, or educational neglect to appropriate authorities. Reporting suspected incidents is not simply something that we are professionally obligated to do, but also something that we are legally required to do. Failure, on our part to do so, is a crime subject to legal penalty. Reporting is not necessarily accusing, it is merely reporting a reasonable suspicion that abuse or neglect may have occurred that requires investigation.

Disturbances

Any person, whether, pupil or not, who willfully disturbs a public school while in session, or who willfully interferes with or interrupts the proper order of management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, or who, in the presence of the school children, scold, insults, or threatens the teachers, shall be guilty of a class B misdemeanor.

Harassment and Sexual Harassment of Students

It is the policy of Apple Creek School that all students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. The school district intends to extend its best efforts to accomplish this goal and expects all its employees and students to do the same.

Harassment of students in the Apple Creek School is prohibited. It is the Apple Creek School District's policy (Policy AAC) to provide students an environment free from any form of harassment and to maintain a safe, supportive, nurturing, non-punitive school environment highly conducive to learning.

Legal Custody

In situations where one parent has custody or is considered the legal guardian of a child, documentation should be brought to the school and placed in the child's cumulative file. This is particularly important in cases in which one parent is legally denied contact with the child. In such cases, the school will make every effort to tactfully cooperate with court orders.

Suspension and Expulsion

Conduct Subject to Suspension/Expulsion

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline. The Principal or Superintendent may suspend a student for the maximum duration permitted by law. Conduct, including but not limited to the following, exhibited while on school property, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another individual, except in self-defense;
4. 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;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, vaping, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Weapons Policy

The Apple Creek School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Violations of the weapons policy will be handled in accordance with school policy (Policy FFD). Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, or at any school sponsored activity without the authorization of the school or the school district is prohibited. Such weapons include but are not limited to any gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, any knife, razor, ice pick, explosive smoke bomb, incendiary device, or any object that can reasonably be considered a weapon, or dangerous instrument.

Educational Concerns

Educational Concerns

Public schools serve many children from a diversity of cultural backgrounds. The families from which they come have values and concerns that can be equally diverse. We believe we have a high-quality instructional staff and an educational program to meet most of the needs with which students come to us. If, however, there is a problem that needs attention, there is a standard process for addressing the problem. Problems are best solved as close to the source as possible. With that in mind, we suggest the following steps:

1. It is suggested that you discuss your concern first with your child.
2. If further communication is necessary, visit with your child's teacher.
3. If satisfaction is not reached at this level, a visit with the principal is welcome.
4. If, after these steps are exhausted, you still feel an injustice is being served, then direct communication with the School Board would be appropriate.

Educational Equity Policy (Title IX)

Apple Creek believes that all students in its district regardless of race, ethnicity, socioeconomic status, national origin, English Learner status, sex, gender identity, gender expression, sexual orientation, religion, and disability status deserve a right to a high-quality education that prepares them for a successful life and future. As such, no student shall be denied participation in curricular, extracurricular, or co-curricular activities.

To the best of their ability, teachers and staff are trained to recognize the harmful impacts of racial stress and trauma in all students and adjust their behavior accordingly.

Field Trips (Policy GBF)

Meaningful field trips are occasionally scheduled by the classroom teacher. Field trips can be an extremely valuable learning experience. The use of seat belts is mandatory when available. A release form will be sent home with students for written consent.

Library

Our library allows materials to be checked out for a period of time as determined by the classroom teacher. If a student has an overdue item, the child may not check out another item until the overdue item is returned. If a borrowed item from the library is lost or damaged, it is up to the family to pay the replacement cost of the item. The Burleigh County Bookmobile visits our school twice a month on Tuesday afternoons. With written permission and a library card, students are allowed to request and check out materials.

Music Program

General music classes are provided as a part of the regular weekly instructional program for all students in grades K – 5. Students will participate in two music programs in the winter and spring.

Parent Teacher Organization (PTO)

PTO meets monthly. This volunteer organization supports teachers and students throughout the entire school year by hosting various activities for students and school families. Without parent involvement the PTO will not be able to function. We firmly believe that it is a parent's/guardian's responsibility to be involved with the school. The PTO is a valuable link

between teachers, parents, and the school board. We encourage you to get involved with your child's education.

Parent/Teacher Conferences

Parents/guardians are expected to keep appointments for parent/guardian/teacher conferences or re-schedule, if absolutely necessary.

Physical Education

Every student will participate in physical education activities. If the child is ill or has been injured and unable to participate in the class, a call or note should come from the parents/guardians. After missing three consecutive class periods, a doctor's excuse will be required.

Retention (Policy GCAA)

Retention is often a word of deep emotional feelings involving the parents/guardians and child. If a teacher feels that a student needs another year of maturing to perform at a level at which they can be successful, the teacher will contact the child's parents/guardians. This should be done as early in the year as possible and not come as a complete surprise to the parents/guardians when the child receives their report card.

Retention does not mean that a child or a parent/guardian has failed. Some children just need more time to learn and get ready for the learning processes. One year of retention may mean your child will achieve in the following years without having to struggle. Retention should take place in the primary grades. If the child is promoted through the primary grades, with each ensuing year becoming a struggle, they will probably have a greater feeling of failure than if they would have been retained.

School Counseling

A school counseling program is available to all students at Apple Creek School. This program is preventative and developmental in nature. The classroom guidance curriculum emphasizes learning skills and behaviors that will help each student become a responsible, productive member of society. Our school counselor assists with day-to- day problems and other situations requiring conflict resolution in the school setting. Counselors may serve as consultants to parents/guardians and teachers regarding personal, social, or academic development of a student. They may also act as referral agents and as a liaison to community agencies. With parental consent, students can be involved in limited individual counseling to address specific concerns such as: study skills, family changes, grief, anger, and social-emotional skills.

Section 504 (Child Find Notice)

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate if eligible, provide a free, appropriate public education to disabled students. For additional information on the rights of a parent of eligible children, or for answers to any questions you might have about identification, evaluation, placement into Section 504 programs, please contact the Section 504 coordinator or school counselor.

Specialists

The school has available for its use the following personnel: county nurse, learning disabilities teacher, a speech therapist, and guidance counselor.
The county nurse will check the hearing and vision of all of the children in grades kindergarten through five. Rechecks will be made for a child who demonstrates a possible hearing problem. If the teacher feels that a medical examination is necessary, they will contact the parents/guardians to discuss the problem. A guidance counselor works with all students on various skills in the areas of socialization, self-esteem, and career opportunities.
The learning disabilities teacher will work with children who are achieving below their possible potential. Parent/guardian permission will be sought for testing.

Student Council

Apple Creek offers the opportunity for the 4th and 5th grade students to participate in Student Council. Students who want to be in Student Council will be able to fill out an application every fall and turn it into the current advisor. In Student Council, the students will have an opportunity to participate in meetings, volunteer work, and encourage school spirit.

Common Office Questions

Insurance

Apple Creek School, the School Board, or any other entity in conjunction with the school, does not carry health or accident insurance, for the students, or any other persons on the school property. It is the primary responsibility of the parents/guardians to carry insurance for their children. This includes extracurricular activities. There are programs that we may send home information about throughout the year, such as group dental insurance, but these are not connected directly to the school.

Permanent Education Records

Each student has a cumulative record of school progress. Immunization records, report cards, achievement test results, attendance records, and other pertinent student data are recorded in this file. Student records are confidential but open to the parents/guardians for inspection.

Phone Calls

Telephone conversations should be brief since many important calls are received for teachers, parents, and students. To help minimize demand on our limited phone service, we suggest: Please make prior arrangements about what children should do after school, especially during the winter months. Unless it is an emergency, students and teachers will not be interrupted for phone calls. Messages will be taken and given to the student or teacher.
Students must receive permission from their teacher in order to make a phone call. Permission will be denied if the request is to make arrangements for social activities after school.

Student use of personal communication devices, including but not limited to cellular phones, smart watches, and other electronics, by students during the instructional day is prohibited (Policy FHCO).

Playground

Play will be supervised at all times on the school grounds during school hours from 8:30 am to 3:00 pm. Children on the playground before school hours or after school hours must have parent/guardian in direct proximity to the area. No unsupervised play.

School Age

In accordance with the North Dakota Century Code 15.1-06-01, the public schools of the state shall be equally free, open and accessible at all times to all children between ages six and twenty-one, with the exceptions of:

1. Children who do not arrive at the age of six years by midnight, August 1, shall not start school until the beginning of the following year.
2. Children by reason of special talents or abilities, as determined by a series of developmental readiness screening instruments provided by the State Department of Public Instruction and administered by the school district, or who have completed kindergarten in an approved kindergarten, may start school at a younger age.

Under no circumstances shall a child start school that school year if they are not six years of age by January 1.
Children who do not arrive at the age of five years by midnight August 1 shall not start kindergarten until the beginning of the following year unless they have been screened and approved to start school early. All inquiries and requests for early entrance testing should be referred to the County Superintendent.

School Hours

For the convenience of the working parent, children may be dropped off at the multipurpose building at 7:30 am and must be picked up no later than 3:20 pm. (Fees apply for before care and missed pick-up times ($25.00 late fee if staff must supervise after 3:20 p.m. Doors will remain locked until 8:20 am with the exception of the multi-purpose room door for the before

school program. For the safety of your children please ensure that they are not dropped off prior to that time. Neither teachers, nor the school board are responsible for children before 7:30 am or after 3:20 pm. No child will be permitted to leave the school grounds without parent/guardian permission. Parents/guardians may come to the school to pick up their children at any time during the school day. Prior notification to office staff is requested. Please call or write a note to the teacher in advance, if possible. A student leaving during the school day or returning must be signed in and out at the school office by a parent/guardian. Students who are arriving after 8:30 a.m. must be brought to the school office prior to going to their classroom.

Student Birthday/Party Invitations

We encourage families to send or share party invites outside of the school setting. Student birthday invitations will not be handed out in school unless the entire class is invited. Invitations will be sent back home with the child for parent/guardian to handle.

Visitations

Anyone who is not a regular staff member or student of the school will be considered a visitor. All visitors to the school must report to the office and sign in upon arrival. You are encouraged to visit your child's classroom (Policy KAAA). We consider your visits to be an indication of your interest in your child and the school. As a matter of courtesy, it is expected that arrangements for the visit be made prior with the teacher or principal.

Volunteers

Apple Creek School occasionally has the need for volunteers, for example, to drive students to activities. Per school policy (Policy ACSB-10), volunteers will need to pass a onetime background check. If at any time during the year you feel that you can be of assistance to the school, staff, or students, please contact the school.

Website

Scan the QR code and check out the Apple Creek Website for daily, weekly, and monthly events at school!

Handbook Receipt

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____ Signature
_____ Name (print)

_____
Date
Please sign, date, and return to classroom teacher or office.

Parking Acknowledgement

Please do not block the North Entrance or park in front of the dumpsters. Blocking the exit and parking in front of the dumpsters creates unsafe road conditions as vehicles cannot get into the parking lot and end up parking on 93rd.

_____ Signature
_____ Name (print)

_____
Date
Please sign, date, and return to classroom teacher or office.