
BOARD POLICY

G. Instruction



SARGENT CENTRAL PUBLIC SCHOOL

575 5TH ST. SW
Forman, ND 58032

CURRICULUM DESIGN & EVALUATION

Development

The committee shall be comprised of professional staff as appointed by administration to assess curricular needs, review curricular inclusions, and make curricular recommendations on expansion and improvement. The committee shall be comprised of a board member, the Superintendent, principal(s), professional staff as assigned by administration and parents as appointed annually by the Board President.

The curriculum shall include all components/subjects mandated by law and shall provide for the needs of all students, including both vocational and college-bound students. The curriculum/curricular programs shall at least contain the following components:

1. Content standards, which shall, at a minimum, be based upon state standards.
2. Performance objectives, which shall, at a minimum, be based upon state standards. The objectives should highlight core skills and knowledge that the majority of students are expected to acquire. They must provide clear direction to instructors and be concrete enough to allow documentation of student growth.

Curriculum proposals shall demonstrate consistency with the district's mission and education goals, contain a justification for the proposed program, describe conditions and resources necessary to meet performance standards and programming needs, and shall contain an implementation procedure and timeline.

Experimental Programs & Projects

Under this program, teaching and administrative staff may propose experimental or innovative programs and projects to the curriculum committee. The committee shall review such proposals and make recommendations to the Board based on feasibility and suitability.

Evaluation

Annually, the curriculum committee shall complete an evaluation of the current curriculum and submit recommendations to the Board for action. Evaluation will be performed in order to determine the need for modification to or elimination of current curricular programs and offerings and the need for new curricular offerings and programs.

The curriculum committee may use at least the following indicators during this evaluation process:

1. Testing programs such as national standardized general achievement tests, nationally standardized tests in specific subject areas, and tests

- administered by other agencies;
2. Study of school achievement records;
3. Study of students' dropout records;
4. Utilization of out-of-system services; participation in regional research studies; contracted evaluation services;
5. Teacher and parent evaluation of student achievement and curricular needs;
6. Recommendations by teachers and/or administrators;
7. Evaluation by other agencies.

All board action on curriculum matters will be taken in accordance with the district's policy on curriculum adoption.

The District has adopted a separate procedure related to complaints about instructional material and resources. This policy shall not supersede or govern that procedure.

End of Sargent Central Public School District Policy GAAA

Reviewed November 12th, 2014

Adopted November 12th, 2014



CURRICULUM ADOPTION

Annually, after reviewing the recommendations of the curriculum committee, budgetary data, other pertinent information, and ensuring the curriculum meets all requirements under district policy and law, the Board shall approve the curriculum for the upcoming school year. The Superintendent shall assist in the approval process to ensure the curriculum is comprehensive and meets all applicable legal requirements.

During the course of the school year, the curriculum committee may suggest improvements and changes to the curriculum, and such changes may be implemented administratively by the Superintendent and his/her designee(s) as the Superintendent deems necessary and educationally sound. The Superintendent shall report to the Board prior to implementing such changes.

End of Sargent Central Public School District Policy GAAB

Reviewed November 12th, 2014

Adopted November 12th, 2014



REVIEW & COMPLAINTS OF INSTRUCTIONAL & RESOURCE MATERIAL

In order to consider the opinions of those persons in schools and the community who are not directly involved with the instructional and resource material selection process, and to avoid the possibility of a biased or prejudicial attitude influencing selection, a board-appointed curriculum review committee shall deal with formal complaints about and/or requests for reconsideration of library and instructional materials.

This committee shall be responsible for reviewing all selection standards and procedures and shall work with all departments in clarifying selection criteria.

All citizen requests for reconsideration of and complaints about instructional and resource material will be processed through the Curriculum Review Committee.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include the use of a formal signed "Request for Reconsideration of Instructional Resources" form.

This District subscribes to the philosophy stated in the School Library Bill of Rights.

End of Sargent Central Public School District Policy GAAC
Reviewed November 12th, 2014
Adopted November 12th, 2014



PROCEDURE FOR REVIEWING COMPLAINTS ABOUT INSTRUCTIONAL/RESOURCE MATERIAL

Review Committee

The Board shall appoint a curriculum review committee annually before the commencement of the school year. The committee may be included of the following individuals:

1. A media specialist;
2. A teacher from each educational level serviced by district schools as selected by the Superintendent;
3. A parent or parents;
4. The principal(s);
5. The Superintendent
6. School board members as assigned

The committee may obtain the assistance of individuals with expertise in an area/subject that comes before the committee for review and may hold a public forum to receive community input when instructional or resource material is contested.

Review Procedure

When a complaint or request for review of instructional material is made, the following procedure shall be followed:

1. The building principal shall require the complainant to complete a Request for Reconsideration of Instructional/Resource Material form.
2. The building principal shall submit the completed form to the Superintendent who shall call the review committee meeting to initiate the review process as soon as practicable.
3. If the item being contested is a library book, the item may be placed on reserve in the library during the review process, requiring parental permission to check out. If the review relates to curricular material, the principal shall be responsible for issuing notice to parents of the instructional material under review and provide parents the option of electing an alternative assignment for their children during the course of the review process.
4. Review committee members shall read/view/listen to all or a substantial portion of the contested material.
5. The review committee shall generate a report of recommendations. Recommendations to remove or restrict access to material must be based on the following criteria:
 - a. The material is pervasively vulgar.
 - b. The material is not educationally suitable.
 - c. The material is not age-appropriate.
 - d. The material is part of the curriculum and forces students to profess or deny a belief in what they are reading or engage or refrain from

engaging in a practice contrary to their religious belief.

Recommendations shall not be made in an attempt to suppress a viewpoint or limit student exposure to divergent ideas. Mere exposure to an idea does not violate students' rights and the District shall not prescribe what is orthodox in politics, nationalism, religion, or other matters of opinion. Consequently, the committee should consider alternatives to removing instructional/resource material such as, but not limited to, an opt-out option for curricular material or placing check-out restrictions on library material.

6. Committee recommendations shall cite specific passages, sections, pages, and/or chapters that formed the basis of the recommendations.
7. If the review committee does not unanimously agree on the recommendations, the dissenting committee members may generate a minority report. This report must contain all components listed above.
8. The review committee shall issue recommendations to the Board as soon as practical.
9. The Board shall read the challenged material before acting on the recommendations.
10. The board's ruling is final. All findings and records related to the review process shall be retained by the Superintendent.

End of Sargent Central Public School District Policy GAAC-BR
Reviewed November 12th, 2014
Adopted November 12th, 2014



CRITICAL RACE THEORY

Definitions

For the purpose of this policy:

Critical race theory is as defined in NDCC 15.1-21-05.1 and means the theory that racism is not merely the product of learned individual bias or prejudice, but that racism is systematically embedded in American society and the American legal system to facilitate racial inequality.

Curriculum means the knowledge and skills students are expected to learn and includes the collection of subjects and academic content taught by teachers in the District. District curriculum is designed and evaluated in accordance with policy GAAA and adopted by the Board pursuant to policy GAAB.

Instructional/resource materials means all print and non-print materials, including textbooks, as well as supplementary, library and other educational materials, used for the education of students in the teaching-learning process.

Requests to View

The Board shall make available for public viewing district curriculum and instructional/resource materials used in the school system to ensure compliance with the requirements set forth in NDCC 15.1-21-05.1.

Curriculum and instructional/resource materials shall be made available for public viewing upon request. When a request to view is made, the **Superintendent** shall direct the requester to complete a Request to View Instructional/Resource Material form in which the individual must identify the specific material the individual wishes to view. The completed Request form must be returned to the **Superintendent**. Once a completed Request form is received, the **Superintendent** shall inform the requester of a time during which the individual may review the requested material at the district office. The time for review must occur within thirty (30) days of receipt of the completed Request form.

Complaint Procedure

Any complaints that district curriculum or any instructional/resource material does not comply with the requirements of NDCC 15.1-21-05.1 must be submitted and handled in accordance with the process and procedures outlined in GAAC-BR (Procedure for Reviewing Complaints About Instructional/Resource Material).

Professional Development

All district-led or district-sponsored professional development must comply with the requirements of NDCC 15.1-21-05.1.

End of Sargent Central Public School District Policy GA AE

Reviewed April 12th, 2023

Adopted April 12th, 2023

ENGLISH LANGUAGE LEARNERS

It is the policy of the Sargent Central Public School District to provide the appropriate educational services as required by law. Students are guaranteed equal educational opportunities regardless of race, color, religion, gender, national origin, ancestry, disability, age, or other status protected by law. Students identified as lacking the necessary language proficiency to learn and interact in the classroom shall be provided necessary services.

The District provides appropriate educational services and parity in programs/services/resources provided to students who are Limited English Proficient (LEP) and/or English Language Learners (ELL). The District has developed a plan which describes the process of identifying and assessing students who are LEP or ELL. The plan is consistent with state and federal requirements.

The plan also includes a procedure for ensuring participation by identified students in state mandated assessments and a description of methods used to assist with language proficiency and academic achievement, including a description of the instructional model chosen, method of developing individual student instructional plans, teacher assessment, instructional planning, parental involvement, and program exit criteria. The plan assures that a trained ESL or bilingual education teacher shall oversee the LEP and ELL program. The plan will be monitored to ensure that portions that fail to meet the needs of LEP and ELL students are revised or discontinued.

Parents or guardians of ELL and LEP student shall be notified upon identification and be informed of student's needs, services available, and annual progress in English and academic achievement. Parents or guardians shall be communicated with, to the extent practicable, in their native language or a language that they can understand.

End of Sargent Central Public School District Policy GABAA

Reviewed November 12th, 2014

Adopted November 12th, 2014

Revised September 11th, 2019

CENTRAL

TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE

Process

Any individual who believes that the Sargent Central Public School District has violated the regulations or law governing a Title program should submit a complaint to the Superintendent at 575 5th St. SW Forman, ND 58032, 701-724-3205. The Superintendent shall investigate the complaint and provide the individual with a written response within 30 days or as soon as practicable.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;
3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the appropriate Title Program Director. The Title Program Director shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

Reconsideration

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

End of Sargent Central Public School District Policy GABDB

Reviewed January 28th, 2015
Adopted January 28th, 2015
Revised September 11th, 2019

SEX EDUCATION

Parents have the prime responsibility to assist their children in developing knowledge and moral values with regard to sex education. The schools shall support and supplement parents' efforts in the areas of family life and sex education through the district's health education curriculum, which shall be offered in accordance with 20 U.S.C. 7906 and North Dakota law.

In elementary courses where human reproductive organs and their functions and processes are described, illustrated, or discussed, opportunity will be provided for all parents or guardians to request in writing that their children not attend. Instructional materials to be used in family life and sex education will be available for inspection by the parent or guardian during school hours prior to the commencement of the instructional program. Teachers who provide instruction in family life and sex education will have professional preparation in the subject area.

End of Sargent Central Public School District Policy GABC
Reviewed November 12th, 2014
Adopted November 12th, 2014



PATRIOTIC EXERCISES

The principal of each school and/or any teacher is allowed to provide a daily program for the voluntary pledge of allegiance. Students may also receive instruction concerning the words and music of the national anthem, so they are able to recite or sing the words and recognize the music.

The Board recognizes that the beliefs of some students and teachers prohibit their participation in these patriotic exercises. No person shall be required to participate these exercises. All persons, however, are expected to show respect to the flag and to the participation of others in the exercise.

Schools may hold ceremonies and/or integrate information into the curriculum related to historically significant and/or patriotic holidays such as Martin Luther King Day, President's Day, Flag Day, and Columbus Day.

End of Sargent Central Public School District Policy GACB
Reviewed January 28th, 2015
Adopted January 28th, 2015



GRADE PROMOTION, RETENTION, & ACCELERATION

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

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

Criteria for Determining Promotion & Retention

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

1. Whether the student has completed course requirements at the presently assigned grade.
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion.
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

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

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

Acceleration

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

End of Sargent Central Public School District Policy GCAA

Reviewed January 28th, 2015

Adopted January 28th, 2015

PROTECTION OF PUPIL RIGHTS AMENDMENT

Definitions

- *Eligible student* means a student who has reached the age of 18 or becomes an emancipated minor under applicable State law.
- *Instructional material* means instructional content that is provided to a student, regardless of format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet), e.g., teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation. The term does not include academic tests or academic assessments.
- *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- *Personal Information* means individually identifiable information. This includes, but is not limited to, a student or parent's first or last name; a home or physical address (including street name and the name of the city or town; a telephone number; or a social security identification number.

Protection of Pupil Rights Amendment

The District adheres to the Protection of Pupil Rights Amendment(PPRA), a federal law that affords parents and eligible students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

1. Receive regular notification of the districts policies on PPRA;
2. Provide input in the development of this policy;
3. Consent to federally funded surveys concerning protected information. The District must obtain written consent from the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or part by a program administered by the Department of Education (Department)if the survey concerns one or more of the following protected areas of information ("protected information survey"):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;

- f. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parents/guardians; or
 - h. Income, other than as required by law to determine program eligibility;
4. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive advance notice of any of the following activities and have the right to opt out of them:
- a. Any protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or the District; and
5. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the District administers or uses them:
- a. Protected information surveys of students;
 - b. Surveys created by a third party;
 - c. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - d. Instructional materials used as part of the educational curriculum.

Notification

The District shall directly notify parents and eligible students of this policy at least annually at the beginning of the school year, either through the U.S. mail, e-mail, or school website and shall provide updates within a reasonable time period after any substantive changes to the policy.

In this notification, the District must inform parents or eligible students of the specific or approximate dates when the activities or surveys are scheduled or expected to be scheduled during the school year. For surveys and activities scheduled after the school year starts, parents or eligible students will be provided reasonable notification of the planned activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys and shall be provided an opportunity to opt their child out of the following activities and surveys:

1. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or sale (or otherwise distributing such information to others for that purpose), with some exceptions;
2. Administration or distribution to a student of any protected information survey not funded as part of a program administered by the Department or funded as part of a program administered by the Department but to which students are not required to submit; and
3. Certain non-emergency, invasive physical examinations or screenings, as described above.

Inspection of Surveys/Instructional Materials

Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as provided above may do so by sending a written request to the building principal. The principal shall respond to requests within a reasonable period of time after receiving the request and arrange for the parent or eligible student to inspect the applicable materials at the school or district administrative office.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or eligible student.

Protection of Student Privacy

The Superintendent or designee shall ensure that applicable district confidentiality and data protection policies are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure, or use of personal information for marketing, selling, or other distribution purposes.

All survey requests shall be submitted to the Superintendent or designee for review and/or approval. Surveys created by a third party or entity must receive board approval prior to district administration or distribution to students. The Superintendent shall develop criteria to determine if the administration of the survey is appropriate and beneficial for district students and employees, and is conducted in accordance with state or federal law and district policy.

Violation of Rights

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint with the Superintendent or designee.

Complaints may also be filed with:

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

End of Sargent Central Public School District Policy GCC

Reviewed

January 28th, 2015

Adopted

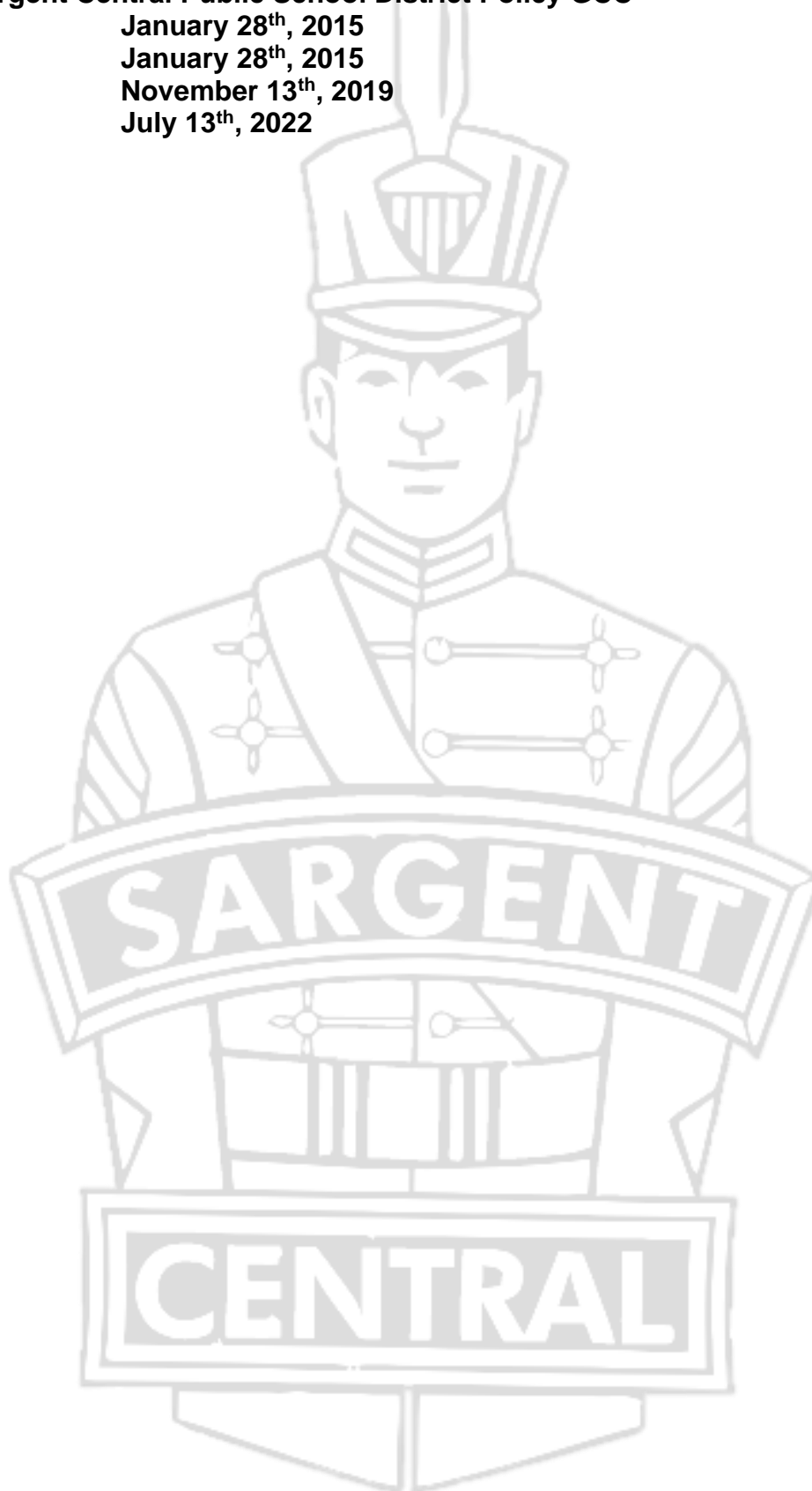
January 28th, 2015

Revised

November 13th, 2019

Revised

July 13th, 2022



EARLY GRADUATION

The Board believes that with rare exception the many benefits of a high school education cannot be fully realized in less than four years. Further, it views the entire senior year as an important period during which the student should be able to enjoy many experiences providing academic growth and enrichment, exploration of new areas, and social growth and maturity.

Only in unusual or extenuating circumstances should a student forego the opportunities available during the senior year. But for those who may have special needs or goals and who would benefit from early graduation, the following policy is established.

Requirements

The candidate must have:

1. Completed at least 6 semesters of high school attendance.
2. Satisfied all of the requirements of a four-year graduate
3. Earned at least a 3.00 cumulative high school grade point average
 - a. The high school principal and/or superintendent has the authority to waive GPA requirement
4. Qualified by virtue of extenuating circumstances or special goals

Procedures

If the applicant meets the above requirements, the student will submit a written request with a Plan of Study (POS) for early graduation to the high school principal. The request must contain a statement of endorsement and the signatures of the parents or legal guardian and must clearly express the reasons for the request.

The matter will be thoroughly reviewed in conference to include the student, counselor, parents, and the high school principal. After a complete evaluation of the request, the principal will forward recommendations to the Superintendent for review. The Superintendent will then forward his/her recommendations to the school board for approval or denial.

Graduation

If early graduation is approved, the student may participate in commencement exercises on the same basis as other graduates. Students who do not participate in commencement will receive their diplomas as soon as practical.

End of Sargent Central Public School District Policy GDAA

Reviewed

February 13th, 2019

Adopted

February 13th, 2019

GRADUATION EXERCISES

The Board wishes to recognize the achievement of high school graduation by annually holding a graduation ceremony.

Participation Criteria

Only students who have completed all district and state graduation requirements shall participate in the ceremony. The Superintendent is authorized to make exceptions to this policy under the following circumstances:

1. A foreign exchange student, upon successful completion of the school year.
2. A special education student who is unable to meet graduation requirements will receive a diploma.

Additional exceptions may be approved by the Board, upon recommendation of the Superintendent. Students allowed to participate in graduation as a result of one of these additional exceptions shall not be issued a diploma unless the student has met district graduation standards and is attending district schools.

Participation in the graduation ceremony is a privilege not a right. Students who violate student conduct policies/regulations may be denied the privilege of participation in the ceremony at the principal's or superintendent's discretion.

Graduation Speakers

Student graduation speakers shall be selected based on neutral criteria. Student speakers shall have primary control over their speech and the district's policy on student speech at student assemblies shall apply to graduation ceremonies.

End of Sargent Central Public School District Policy GOB

Reviewed

January 28th, 2015

Adopted

January 28th, 2015