



# **NATHAN TWINING THUNDERBIRDS**

**Twining Elementary / Middle School  
1422 N. Louisiana Street  
Grand Forks AFB, ND 58204  
787-5100**

**Principal**

Mr. Chad Kurtyka

**Secretaries**

Ms. Amy Calhoun  
Ms. Jennifer Marshik

*This handbook belongs to:* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Name* \_\_\_\_\_

*ITT Teacher* \_\_\_\_\_

*Locker #* \_\_\_\_\_ *Combo #* \_\_\_\_\_

**Passwords:**

\_\_\_\_\_

\_\_\_\_\_

*I have read and understand the handbook rules and regulations:*

\_\_\_\_\_

**Parent/Guardian Signature**

**Date**

**Student Signature**

**Date**



## Twining Middle School - Daily Schedule

	Start Time	End Time
<b>Breakfast</b>	<b>7:40 am</b>	<b>8:15 am</b>
<b>Classrooms Open</b>	<b>8:20 am</b>	
<b>Tardy Bell</b>	<b>8:25 am</b>	
<b>ITT</b>	<b>8:25 am</b>	<b>8:50 am</b>
<b>Period 1</b>	<b>8:52 am</b>	<b>9:39 am</b>
<b>Period 2</b>	<b>9:41 am</b>	<b>10:28 am</b>
<b>Period 3</b>	<b>10:30 am</b>	<b>11:17 am</b>
<b>Period 4</b>	<b>11:19 am</b>	<b>12:06 pm</b>
<b>Lunch</b>	<b>12:08 pm</b>	<b>12:33 pm</b>
<b>Period 5</b>	<b>12:35 pm</b>	<b>1:22 pm</b>
<b>Period 6</b>	<b>1:24 pm</b>	<b>2:11 pm</b>
<b>Period 7 / Planner Check</b>	<b>2:13 pm</b>	<b>3 pm</b>

## Twining Middle School – Early Dismissal Schedule

	Start Time	End Time
<b>Period 1</b>	<b>8:25 am</b>	<b>8:59 am</b>
<b>Period 2</b>	<b>9:01 am</b>	<b>9:35 am</b>
<b>Period 3</b>	<b>9:37 am</b>	<b>10:11 am</b>
<b>Period 4</b>	<b>10:13 am</b>	<b>10:47 am</b>
<b>Period 5</b>	<b>10:49 am</b>	<b>11:23 am</b>
<b>Period 6</b>	<b>11:25 am</b>	<b>11:59 am</b>
<b>Lunch</b>	<b>12:01 pm</b>	<b>12:21 pm</b>
<b>Period 7</b>	<b>12:23 pm</b>	<b>1 pm</b>

### Middle School Quarters

Nov 3	End of Quarter 1
Jan 12	End of Quarter 2
Mar 22	End of Quarter 3
May 30	End of Quarter 4

### Early Release Dates

Sep 20	Jan 31
Oct 4	Feb 28
Nov 1	Mar 20
Nov 15	Apr 10
Dec 6	Apr 24
Dec 20	May 8
Jan 17	May 22

# Twining Middle School

## Middle School Athletics, Activities, Intramurals, and Clubs

### Interscholastic Athletics – Grades 7 & 8

Middle school children are in a period of developmental growth, physically, mentally, and socially. Therefore, the emphasis of the interscholastic programs is not on winning, but on participation and skill development. Everyone is given the opportunity to practice and play to improve their skills.

The school year is divided into four blocks. Season lengths are approximately seven weeks long. The participation fee is \$30.00 per sport. Students must have a physical prior to their first practice.

- ✓ Football (Boys and Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Teams
- ✓ Softball (Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Combined
- ✓ Volleyball (Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Teams
- ✓ Wrestling (Boys and Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Combined
- ✓ Basketball (Boys and Girls) – 7<sup>th</sup> Grade and 8<sup>th</sup> Grade Teams
- ✓ Track (Boys and Girls) – 7<sup>th</sup> Grade and 8<sup>th</sup> Grade Teams

Students may participate at the high schools in tennis, cross country, swimming, gymnastics, and other sports. **Due to NDHSAA guidelines sixth grade students can't compete in 7<sup>th</sup> and 8<sup>th</sup> grade interscholastic activities.**

### Intramurals – Grades 6

The emphasis in intramurals is participation. Intramurals may be held before or after school depending on student needs and facility availability. **Students are not required to have a physical for 6<sup>th</sup> grade intramurals.**

Intramural events have included:

- ✓ Floor hockey
- ✓ Basketball
- ✓ Volleyball
- ✓ Flag football
- ✓ Softball

### School Activities *(Various after-school clubs and activities are determined by student interests)*

- ✓ Yearbook
- ✓ Student Council
- ✓ Musical
- ✓ Speech
- ✓ Robotics
- ✓ 6<sup>th</sup> Grade Choir

# Twining Middle School

## "Code of Honor"

- Respect Self
- Respect Others
- Respect School



1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

### STUDENT ELIGIBILITY

**CITIZENSHIP GRADES:** Respectful behavior earns students good citizenship grades and the privilege of being involved in a variety of extra-curricular activities and events. Citizenship grades are given on a weekly basis. The following "Behavior Rubric" is used when determining the weekly citizenship grade.

#### **4 - COMMENDABLE THUNDERBIRD BEHAVIOR**

Demonstrates model behavior; respectful and responsible; is helpful to other students; uses positive, caring, and kind language; demonstrates excellent sportsmanship; contributes to school; goes above and beyond expectations

#### **3 – ACCEPTABLE THUNDERBIRD BEHAVIOR**

Shows responsibility for learning; respects opinions and beliefs of others; is careful with belongings of others; always prepared and productive; participates in classroom and school activities; speaks proudly of Twining

#### **2 – BEHAVIOR NEEDS IMPROVEMENT (BELOW THE LINE)**

Demonstrates limited effort; sometimes off-task; uses poor language; is distracting to others; discourteous or uncaring to others; disrupts school events

#### **1 - UNACCEPTABLE BEHAVIOR (BOTTOM LINE)**

Shows complete lack of effort; intentionally unproductive in class; often provokes others; bullies, teases, or physically hurts others; refuses group work; inhibits learning; continually tardy; disrespectful language

**NOTE:** Students who earn a 1 – CITIZENSHIP grade or two or more 2 – CITIZENSHIP grades will be "INELIGIBLE" to participate in any extra-curricular activities or events for the week.

### Twining Citizenship Rubric for Weekly Conduct Grades

	Respect Self	Respect Others	Respect School
<b>Commendable (Going Above &amp; Beyond Expectations) Thunderbird Behavior 4</b>	<ul style="list-style-type: none"> <li>• Demonstrates above &amp; beyond model behavior</li> <li>• Demonstrates leadership &amp; initiative</li> <li>• Goes above and beyond expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Supports and respects other students and teachers</li> <li>• Uses positive, caring, &amp; kind language</li> <li>• Polite and inclusive</li> </ul>	<ul style="list-style-type: none"> <li>• Picks up after themselves</li> <li>• Leader in and out of the classroom</li> <li>• Demonstrates school spirit and pride by contributing to school appearance with posters, projects, etc.</li> <li>• Demonstrates excellent sportsmanship</li> </ul>
<b>Acceptable Thunderbird Behavior 3</b>	<ul style="list-style-type: none"> <li>• Demonstrate model behavior</li> <li>• Demonstrates responsibility for learning</li> <li>• Meets expectations</li> <li>• Actively participates in academics</li> <li>• Always prepared and productive</li> </ul>	<ul style="list-style-type: none"> <li>• Respects other students, teachers, and their belongings</li> <li>• Respects opinions &amp; beliefs of all</li> <li>• Uses appropriate language</li> <li>• Participates effectively in a group</li> </ul>	<ul style="list-style-type: none"> <li>• Picks up after themselves</li> <li>• Participates in classroom and school activities</li> <li>• Demonstrates school spirit and pride</li> <li>• Demonstrates sportsmanship</li> </ul>
<b>Needs Improvement 2</b>	<ul style="list-style-type: none"> <li>• Disruptive or distracting to others</li> <li>• Demonstrates limited effort</li> <li>• Sometimes meets expectations</li> <li>• Sometimes participates in academics</li> <li>• Sometimes is prepared and productive</li> </ul>	<ul style="list-style-type: none"> <li>• Does not demonstrate respect to others, teachers, and their belongings</li> <li>• Does not respect opinions and beliefs of all</li> <li>• Uses poor language</li> <li>• Does not participate effectively in a group</li> </ul>	<ul style="list-style-type: none"> <li>• Leaves a mess behind</li> <li>• Misuses schools property</li> <li>• Does not participate in classroom and school-day events and/or required activities</li> <li>• Disrupts school events</li> <li>• Poor Sportsmanship</li> </ul>
<b>Not Acceptable 1 (Bottom Line, Receives Referral)</b>	<ul style="list-style-type: none"> <li>• Disruptive, distracting, and a danger to others</li> <li>• Demonstrates complete lack of effort</li> <li>• Does not meet expectations</li> <li>• Does not participate in academics</li> <li>• Is never prepared or productive</li> </ul>	<ul style="list-style-type: none"> <li>• Often provokes others</li> <li>• Makes disrespectful comments to classmates</li> <li>• Bullies, teases, or physically hurts others</li> <li>• Inhibits learning of others</li> <li>• Disrespectful or inappropriate language- (Vulgar/Obscene)</li> <li>• Refuses group work</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalizes school property</li> <li>• Continuous non-participation in classroom and agreed upon school activities</li> </ul>

**Twining Thunderbirds awesome & cool**

**We are the top in all. We rule.**

**In our work and in our play,**

**We strive for excellence all the way.**

**Always determined. Here to succeed.**

**Our school will always be in the lead.**

**Be a model. Do your best. Yes!**

**Thunderbirds pass the test!**

HALLWAY PASSPORT

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Codes for Destination

G = Guidance

L = Locker

L = Library

N = Nurse

O = Office

R = Restroom

Date	Time Out	Time In	Destination	Teacher

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# SPELLING UNFORGIVABLES

## Grade 6

A lot	Daughter	Guilty	Laugh	Responsibility
Against	Description	Half	Library	Scene/seen
All ready/already	Either	Horrible	Likely	Schedule
Author	Elaborate	Illustrate	Lonely	Several
Believe	Environment	Impossible	Might	Summarize
Benefit	Excellent	Improvement	Minute	Truly
Bought	Exercise	Independent	Occasion	Unforgivable
Cafeteria	Experience	Instead	Opposite	Variety
Calendar	Famous	Interesting	Paragraph	Vary/very
Candle	February	Jewelry	Persuade	Weather/whether
Careful	Furthermore	Journal	Prefer	Wednesday
Character	Government	Knew/new	Prejudice	Weight/wait
Bismarck	Grammar	Language	Realize	Who's/whose
Courage				Yesterday

## Grade 7

Absolutely	Dangerous	Generous	Mysterious	Recommend
Achieve	Decision	Headache	Necessary	Satisfactory
Agreement	Development	Humorous	Neighbor	Similar
Apologize	Disappear	Initial	Neither	Sincere
Appearance	Discussion	Innocent	Occur	Specific
Appropriate	Eliminate	Intelligent	Opinion	Strategy
Argument	Embarrass	Interrupt	Opportunity	Temperature
Attention	Enthusiastic	Jealous	Participate	Therefore
Attitude	Especially	Judgment	Particular	Tomorrow
Audience	Explanation	Knowledgeable	Privilege	Unique
Brilliant	Expression	Literature	Probably	Usual
Business	Fascinate	Lovable	Quiet	Valuable
Canceled	Fortunate	Medicine	Quite	Violence
Champion	Fragile	Misspell	Realize	Which
Comparison	Generally	Multiplication	Receive	Worthwhile
Conference				

## Grade 8

Accumulate	Curious	Familiar	Irrelevant	Outrageous
Acquire	Deceive	Fatigue	Jeopardize	Patience
Adequate	Definitely	Foreign	Legible	Previous
Anonymous	Dilemma	Genuine	Miscellaneous	Principal/principle
Certain	Disappear	Guarantee	Mischievous	Recognize
Circumstance	Disappoint	Guidance	Miserable	Sympathize
Civilization	Discipline	Hygiene	Naïve	Unanimous
Commitment	Dissatisfied	Illegible	Negotiate	Unfortunate
Convenient	Emphasize	Illiterate	Noticeable	Unnecessary
Courageous	Exaggerate	Impatient	Nuisance	Volunteer
Criticize	Exceptional	Inconvenient	Optimistic	Zenith

## TABLE OF CONTENTS

<b>Grand Forks Public Schools Mission and Vision</b> .....	1
<b>Middle School Philosophy</b> .....	1
<b>Middle School Curriculum</b> .....	2-3
Student Enrichment, Multi-Tiered System of Supports (MTSS), Student Progress Monitoring, Report Cards, Honor Roll, Grading System and Scale, Citizenship Grades	
<b>General Information</b> .....	4-7
School Buildings & Grounds, Telephone Use, Visitation Policy, Lost & Found, Animals/Pet Therapy, School Closing Emergency Crisis Procedures, Conduct at Student Assemblies, Personal Appearance, Student Use of Cell Phones and Other Electronic Devices, Skateboards, Rollerblades, Scooters and Mopeds, Laser Pointers, Posters and Signs, Before/After School Sponsored Activities, Lockers	
<b>Student Activities</b> .....	8-9
Participation Fees, Activity Pass, Extracurricular Participation Requirements	
<b>Attendance Policies and Procedures</b> .....	10-12
Attendance, Absences, Excuses, Make-Up Work, Cheating/Plagiarism, Permission to Leave School, Truancy, Tardiness, Lunch Period	
<b>School Conduct Standards &amp; Disciplinary Procedures</b> .....	12-20
Discipline Procedures, Insubordination, Disrespect and Fighting, Suspension, Expulsion, Disturbance of a Public School - Penalty, Citation for Disorderly Conduct, Bus Behavior, Bullying Policy, Technology Use	
<b>Student Behavior Code</b> .....	21-26
Search, Vandalism, Theft or Trespass, Assault, Possessing Weapon Policy, Fire Alarms, Restraint and Seclusion, Alcohol, Tobacco, Drugs, and Prohibited Substances, Extra-curricular Participation Eligibility, Citizenship Eligibility, Student Suspensions and Academic Eligibility Interpretations	
<b>Violation</b> .....	26-27
Chemical Abuse Assessment Team	
<b>Medical Information</b> .....	27-28
Medicine, Immunization Law for Middle School, Medical Conditions Requiring a Health Plan, Medication During School Hours, Essential Oils Use, Concussion Management	
<b>Additional School Board Policies</b> .....	28-33
Title IX, Sexual Harassment Policy, Notification of Non-Discrimination Policy, FERPA, PPRA	
<b>School Immunization Requirement Chart</b> .....	34

## **GRAND FORKS PUBLIC SCHOOLS MISSION**

Growing together to enrich the world.

## **GRAND FORKS PUBLIC SCHOOLS VISION**

We provide diverse and meaningful experiences for all learners in a safe and supportive environment by fostering curiosity, inquiry, and innovation. We grow and learn together by embracing change and taking risks.

## **GRAND FORKS PUBLIC SCHOOLS VALUE STATEMENT**

We believe strong relationships in our schools and community will result in developing connected, innovative learners, grounded by strong character.

## **MIDDLE SCHOOL PHILOSOPHY**

The Grand Forks middle schools will provide a safe, engaging, and caring educational environment for our youth. It will be our goal to provide a continuous and seamless educational curriculum for the students' transition from elementary grades through senior high school. All students will be expected to achieve academically, socially, physically, and emotionally. They will be provided opportunities to experience daily success in the classrooms. A positive attitude toward learning will be nurtured.

### **Association of Middle Level Educators (AMLE) Essential Attributes of a Middle School**

An education for young adolescents must be:

#### **Developmentally responsive**

Using the distinctive nature of young adolescents as the foundation upon which all decisions about school organization, policies, curriculum, instruction, and assessment are made.

#### **Challenging**

Ensuring that every student learns and every member of the learning community is held to high expectations.

#### **Empowering**

Providing all students with the knowledge and skills they need to take responsibility for their lives, to address life's challenges, to function successfully at all levels of society, and to be creators of knowledge.

#### **Equitable**

Advocating for and ensuring every student's right to learn and providing appropriately challenging and relevant learning opportunities for every student.

## MIDDLE SCHOOL CURRICULUM

### Grade 6

#### Required

English  
Math  
Enriched Math  
Science  
English Language Arts  
Social Studies  
Physical Education (*every other day*)  
General Music (*every other day*)  
Technology Education (*9 weeks*)  
Health (*9 weeks*)  
Project Lead the Way (*9 weeks*)  
Computer Science for Innovators & Makers (*9 weeks*)  
Art (*9 weeks*)  
*Academic Intervention Classes*

#### Electives

Band  
Orchestra

### Grade 7

#### Required

English Language Arts  
Geography  
Life Science  
Math or Enriched Math  
Physical Education (*every other day*)  
World Language (*One quarter*)  
Technology Education (*9 weeks*)  
Health (*9 weeks*)  
Family and Consumer Science (FACS) (*9 weeks*)  
Project Lead the Way (*9 weeks*)  
*Academic Intervention Classes*

#### Electives

Band  
Orchestra  
**Special Topics (may vary by school)**

### Grade 8

#### Required

English Language Arts  
U.S. History to 1877  
*Civics Test*  
Pre-Algebra  
Algebra I \*  
Earth Science  
Physical Education (*every other day*)  
Tech and Engineering Education (*Semester*)  
Computer Applications (*Semester*)  
World Language (*9 weeks*)  
North Dakota Studies (*9 weeks*)  
Art (*9 weeks*)  
FACS (*9 weeks*)

#### Electives

Band  
Orchestra  
Jazz Band  
**Special Topics (may vary by school)**

\*By special placement – Enriched Geometry\*  
*Academic Intervention Classes*

### **Student Enrichment**

Opportunities for high academically achieving students as identified by the Grand Forks Special Services Department are varied. Options available to high achieving students include, but are not limited to:

- Additional challenging activities by classroom teachers
- After school activities
- Course acceleration
- Grade acceleration
- Enriched course/groupings

### **Acceleration**

Decisions regarding acceleration shall be made by the principal in consultation with the student's parent(s)/guardian(s), teacher(s), enrichment specialist, and guidance counselor. The principal's decision shall be binding but may be reversed by the principal should new evidence indicate such a need. For more information on grade promotion, retention, and acceleration, please see policy GCAA on the Grand Forks Public Schools website at <https://www.gfschools.org/schoolboards/about>.

### **Multi-Tiered System of Supports (MTSS)**

Middle schools within Grand Forks Public Schools have a Multi-Tiered System of Supports (MTSS) to deliver high quality and responsive instruction for students who demonstrate differentiated needs. Our schools conduct benchmark assessments with all students to identify those who are not making progress at expected rates. School teams make collaborative decisions based on available evidence about student needs and which courses would best help students accelerate to close any learning gaps. For more information about the Multi-Tiered System of Supports (MTSS) within Grand Forks Public Schools please visit our website at [gfschools.org](https://www.gfschools.org).

### **Student Progress Monitoring**

Parents are encouraged to monitor student progress using PowerSchool. This information may be found on the school website under Families.

### **Report Cards**

Report cards are issued four times a year as indicated on the school calendar. Typically, report cards are issued the week following the end of the grading period.

### **The Honor Rolls**

To qualify for the "A" honor roll, a student must have at least a 3.5 GPA in all subjects in which he/she is enrolled. For the "B" honor roll, a 3.0 GPA or higher is required.

### **Grading System and Scale**

The grading system and scale are as follows:

A – Excellent	100 - 92
B - Above average	91 - 84
C – Average	83 - 76
D - Below Average	75 - 68
F - Failure	
I - Incomplete *	

\* Incomplete: No credit will be given for an incomplete. Arrangements for the completion of any incomplete classes are the responsibility of the student. Arrangements for work to be completed after the last reporting period of the school year may pose a special problem and the building principal should be contacted.

### **Citizenship Grades**

Students will receive a citizenship grade from their teachers and supervisors. The interpretation of citizenship grading is as follows:

- 4 - Commendable behavior
- 3 - Acceptable behavior
- 2 – Behavior needs improvement
- 1 - Unacceptable behavior

This information may be located on the school or district website on the middle "menu" bar. Look for the "P" icon which represents PowerSchool.

## GENERAL INFORMATION

### School Buildings and Grounds

School\* begins at 8:40 a.m. and ends at 3:30 p.m., except for extracurricular activities. We ask that students do not enter the building before 8:30 am and that they leave by 3:45 pm, unless arrangements have been made by the office or teachers (pass system is used). In case of stormy weather during the school day, exceptions to the above are made. Twining Middle School = 8:25 – 3:00 pm

### Telephone Use

School telephones for student use are not for social calls but are to be used for arranging rides, calling parents, etc.

### Visitors

To ensure a safe and secure learning environment in the school setting, all outside doors will remain locked during the school day. Visitors are expected to report to the school office to sign in and pick up a name badge. For more information about Visitors in the Schools policy KAAA, please go to the Grand Forks Public Schools website at <https://www.gfschools.org/schoolboards/about>.

### Lost and Found

The office maintains a lost and found service. All articles found should be brought to the office. Students who have lost articles should report them to the office. Unclaimed articles will be donated.

### Animals / Pet Therapy

While personal pets and animals are prohibited on school grounds during school hours, Grand Forks Public Schools is thankful for the volunteer pet therapy teams in the greater Grand Forks region who have partnered with our school district to provide pet therapy services to our students and staff. The handlers have gone through a background check and have agreed to follow policies for GFPS staff. Teams have gone through testing and observation to be credentialed by Alliance of Therapy Dogs and dogs must be current with their vaccinations. Pet therapy teams have been issued GFPS volunteer badges. Research has shown that pet therapy teams can reduce stress, improve student motivation, and help provide social and emotional support for students; however, if you have any questions or concerns about our pet therapy program, we invite you to contact Christine Litzinger, Mental Health Coordinator, at [clitzinger070@mygfschools.org](mailto:clitzinger070@mygfschools.org) or 701-787-4874.

### School Cancellation and Postponement Procedures

Please visit our website at <https://www.gfschools.org/Page/7891> to view our school cancellation and postponement procedures.

### Emergency / Crisis Procedures

Statistics consistently show that schools are among the safest places to be due to the strong commitment of educators, families, and our community to our students and schools. We strive to be proactive rather than reactive. This guide outlines the key elements of Grand Forks Public Schools' state of preparedness. We hope it will answer questions you have concerning our actions and intentions in the event of an emergency.

For consistency, we have developed the following terms to use:

- **Drill:** An activity that covers a specific safety circumstance and is designed to prepare your student to act quickly and minimize questions and fears should an emergency take place. North Dakota Century Code requires fire, tornado, and other emergency drills, including an unannounced lockdown.
- **SRO:** School Resource Officer; a uniformed Grand Forks Police Department officer assigned to schools to help build and maintain relationships between police, students, families, and employees.
- **Lockdown Instruction Continues:** Instruction continues in a secure building. All occupants remain in the classroom/building. Movement within the building is at building administrator's discretion.
- **Lockdown:** Occupants are kept in rooms or areas that are secured. There is no movement within the building. Lockdown procedures are followed.
- **Reunification Site:** Area where students and employees are transported.
- **Student Release Area:** Location designated at a school or reunification site where families may pick up students. This location would be communicated to you at the time of an emergency.

**As soon as possible, please:**

- Ensure your contact information in PowerSchool is current and accurate, including who is authorized to pick up your student.
  - We will use this information and multiple communication channels (phone call, email, text message (if information provided) to give accurate and timely information in the event of an emergency.
  - If necessary, we may also use our District website ([www.gfschools.org](http://www.gfschools.org)), district social media, and local news outlets broadcast information.
- Explain to your student that cell phones should not be used during an emergency unless directed by an adult. Your student must pay attention to instructions from trained personnel.

**What you can expect if an emergency occurs:**

- The emergency plan will be implemented and the district/school emergency teams will respond.
- All appropriate emergency response agencies will be dispatched to the school.
- Depending on the situation, students and employees will be secured within the building or relocated to a Reunification Site.
- Families will be kept informed on the situation with as much detail as possible. The first and official way for us to contact you in an emergency is using our automated phone calling system. This will most likely originate from the phone number 701-746-2212. Please save this phone number in your contact list now. Please only rely on these official communications.
- In an emergency situation, phones are needed to manage the situation and lines must remain open. Calling could also put students and employees at risk in an intruder situation. For example, if they did not have time to turn down their ring volume, your call could potentially give away their hiding spot.
- You will not be allowed on school grounds during an emergency. Emergency personnel responding to the situation need the area clear to do their job. After emergency responders determine that a safe student release is possible, arrangements will be made to reunite students with their families. This will occur at a reunification site.
- Students will not be allowed to take their property (coat, backpack, etc.) with them in an emergency.

**After an Emergency:**

- You will be directed to the reunification site, and you will need photo identification.
- Students will only be released to a parent, guardian, or other adult listed on the student's Emergency Information Form, which you completed at the beginning of the school year. The individual picking up the student will be asked to complete a Student Release Form (available on-site). This procedure is designed for your student's protection and for your peace of mind.
- Please be aware that reunification can be very time-consuming, and we appreciate your patience.
- It is important to remain calm as students are greatly influenced by their family's sense of well-being. At the same time, families need to be compassionate listeners when their student speaks of an emergency. Please seek help from the school, district, or community resources if you/your student have concerns.

**Press Pause**

Families should be aware that Grand Forks Public Schools will ask students and employees to "Press Pause," or wait five minutes before communicating (texting, posting, tweeting) in an emergency to give authorities sufficient time to assess the situation and communicate accurate information. This helps to avoid an environment that shares misinformation, which may escalate a situation. Teachers/Administrators will give students the "Green Light" to utilize their device. Additionally, all Grand Forks Public Schools students and families are encouraged to report anything they see, hear, or are made aware of that may impact a school. If you see or hear something, say something. Call 911 or the Grand Forks Police Department at 701-787-8000. To text an anonymous tip to the Grand Forks Police Department, text GFPD to 847-411.

- When providing information, please be as detailed as possible. Include the name of the school(s), person(s) involved, type of alleged activities, when they occurred/may occur.
- All threats are taken seriously. Police are notified, and officers and school administrators work together to thoroughly investigate any threat, whether it is made verbally, in writing, email, text message, or online. The earlier we know about a potential threat, the earlier an investigation can begin.
- Anyone who makes a threat against a school could face criminal charges. If a student is involved in making a threat, the school/district will respond as outlined in this student handbook.

**WARNING:** it is against policy to impersonate an official Grand Forks Public Schools' social media account or post false information about or from the school system under an anonymous account or alias. Depending on the nature of the post, such action may result in notification to local law enforcement. If made by a student, it could result in disciplinary action.

### **Conduct at Student Assemblies**

Attendance at pep rallies and assemblies is a privilege. At all times, student behavior should be polite and courteous. Students who display inappropriate behavior or noises will be asked to leave the program and may be restricted from attending future events.

### **Personal Appearance**

Dress and grooming are important to the school climate at any school. Students are asked to use common sense in their personal appearance and not to wear clothing that can be hazardous in learning situations, such as labs and shops. Students must wear shoes at all times. Hats, caps, hoods, non-religious head coverings, and heavy jackets are not to be worn in school. Clothing containing derogatory sayings; depicting hate speech or targeting specific groups; containing double meanings involving sexual, illegal, or violent connotations; or advertising alcohol, tobacco products, or other substances not allowed on school property are not permissible. Shirts/tops should be long enough and non-transparent so no skin nor undergarments are showing. Students should be covered at the neckline and midriff. Bottoms should be as long as mid-thigh with no undergarments showing. Students wearing inappropriate attire will be instructed to change, and parent(s)/ guardian(s) will be contacted.

### **Student Use of Cell Phone, Smart Watches and Other Electronic Devices**

**In an effort to decrease distraction and increase student learning and personal connectivity, student cell phone use** is restricted for all secondary students in the following ways. This includes add-on devices such as ear buds, smartwatches (notifications must be turned off), and other related devices.

#### **Middle School students who choose to bring their cell phones to school will:**

- Leave their cell phones with their advisory teacher at the beginning of each school day.
- Advisory teachers will secure student phones in locked storage containers until the end of the school day when students will be dismissed in time to retrieve their devices.
- No cell phones will be allowed in classrooms, hallways, bathrooms, or locker rooms.

**Each student will be issued a Chromebook** which will provide educational access to the district's online resources deeming cell phone access unnecessary.

The **office staff will relay family messages to students** during the day if necessary. Students will also be allowed to use the office phone to make important calls during the day.

### **Middle School Consequences**

**First Offense:** The phone is taken to the office and will be released to the student at the end of the day; parent/guardian will be notified. Expectations will be reinforced with the student.

**Second Offense:** The phone is taken to the office and the parent/guardian will pick it up in the office. The student will serve detention.

**Third Offense:** The phone is taken to the office and the parent/guardian will pick it up in the office. The student will serve detention and their phone must be turned in to the office daily at the beginning of the day for the remainder of the semester.

Students who do not comply or refuse to turn over their phone may be subject to additional consequences which may include but are not limited to detention, in-school suspension, and/or suspension.

### **Skateboards, Rollerblades, Scooters, Mopeds, Etc.**

Skateboards, rollerblades, scooters, hoverboards, mopeds may be used on the way to and from school but not during the school day. Students are not allowed to perform, practice, or otherwise demonstrate tricks, stunts, or other maneuvers on school property with rollerblades or skateboards. Helmets are encouraged. These items must remain in school lockers during the school day, in a designated area. Students in violation are subject to consequences, including having their property confiscated. Repeat offenders may have additional consequences which would be determined by the school.

### **Laser Pointers**

Laser pointers are not allowed in school or at school activities. Students violating this regulation are subject to consequences, including confiscation of the device and school suspension.

### **Posters and Signs**

All posters and signs must be approved by an administrator before being displayed. All such items will be displayed in a designated area unless special permission is granted to display them elsewhere.

### **Before/After School Sponsored Activities**

1. School-sponsored activities will be arranged through the school principal.
2. School-sponsored activities will be limited to two (2) hours in length. Students will not be permitted to re-enter if they leave early.
3. School-sponsored activities are chaperoned by members of the faculty and, at times, also by parent(s)/ guardian(s).
4. Students must meet the eligibility rules to attend school-sponsored activities.
5. Students who do not follow the school code of conduct may be asked to leave and/or not attend future events.

### **Lockers**

Students are assigned a lock and locker in the hall and a locker in the gym for personal belongings. Students may go to their lockers before school, at lunch and after school. Lockers must be kept locked at all times and the combination must not be given to other students. The school is not responsible for items taken from lockers. Please do not keep money or valuables in your locker. Defective lockers must be reported to the office so that proper repairs can be made. A replacement fee will be charged for lost locks.

Ownership and control of all lockers shall be retained by the school. The combinations for all locks provided by the school are known and retained by school officials for use in any routine searches or inspections. Principals may inspect/search lockers in accordance with Grand Forks School Board Policy FGCA.

### **SEARCHES OF LOCKERS**

#### **Definitions**

This policy defines the following:

- *Personal possessions* include, but are not limited to, a student's vehicle, purse, backpack, bookbag, package(s), and clothing.
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

#### **Philosophy**

The District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicionless searches, inspections for purposes such as routine maintenance, or searches where there is reasonable suspicion that locker(s) contains object(s) and/or substance(s) in violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff.

#### **Search Procedure**

When a locker is subject to a search, the building principal or Superintendent should be accompanied by at least one other school staff member.

Students' personal possessions stored in lockers shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of district policy, the law, and/or the violation may be detrimental to the health, safety, or welfare of enrolled students or staff. Searches of personal technology is governed in a separate district policy, FFI. Administrators shall make a reasonable attempt to have a student present during searches of personal possessions contained in locker(s) unless an emergency situation warrants an immediate search or the presence of the student would be inappropriate under the circumstances.

#### **Use of Trained Dogs & Involvement of Law Enforcement**

Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects and/or substances that are illegal or violate school policy, the building principal or Superintendent shall search the locker in accordance with the search procedure above.

The building principal or Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student's locker that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student's locker.

### **Violation**

Personal possessions in violation of school district policy, rules, the law, and/or that may be detrimental to the health, safety, or welfare of district students will be confiscated until further directed by the Superintendent or law enforcement. Illegal substances found during a search of a student's personal possessions will be turned over to law enforcement authorities.

Students in violation of this policy, or any federal/state law, may be subject to disciplinary action in accordance with the district's student conduct and discipline policy (FF) as determined by the Superintendent or designee, and when appropriate, be referred to law enforcement.

## **STUDENT ACTIVITIES**

A variety of activities are provided to students with opportunities to develop interests and to make school experiences more enjoyable. Students are encouraged to participate in them and to get involved.

### **Participation Fees**

The Grand Forks School Board has instituted the participation fees in athletic and co-curricular activities sponsored by the Grand Forks School District. The following guidelines will be utilized and followed for the purpose of assessing and collecting the various fees:

1. Students reporting for fall activities will pay the fees at the time of fall registration. Students reporting for activities that begin after the opening of school will pay the fee after they report for the activity. The coach/director of the activity will be responsible for collection of the fees.
2. Students unable to pay the participation fee will not be denied the right to participate. The Athletic Director will make the decision in this area. The free/reduced hot lunch guidelines will be used as a reference.
3. In all activities, students will be expected to pay the fee prior to the first contest.
4. No participation fees will be charged for statistician persons, student managers, and trainers.
5. When injury or illness prevents continuation in a sport or activity, a refund will be made (providing the injury/illness is substantiated by a physician's statement) up until the time of the first scheduled contest or public appearance.
6. After the first contest, public appearance or after one-third of the season, no refunds will be made for any reason due to the fact that the benefits of the sport/activity will have accrued to the amount of the fee to the student.
7. Students who voluntarily drop out of the activity will forfeit their fees.
8. When an athlete in grades 7 and 8 makes a senior high varsity team, he/she must pay the senior high fee.
9. The middle school participation fee for Athletics, Debate, Speech, Drama, and Performing Arts is \$50.00.
10. Club Sports are programs that are sponsored by private groups. The district does not fund or govern club sports and therefore, the fee is not included in the school participation fee.
11. Student athletes may choose not to use the district-provided transportation. A signed note from the student athlete's parent or guardian must be submitted to the coach. Student athletes who have submitted the note can only be released into the custody of the parent or guardian. The coach must physically see the parent or guardian before releasing the student athlete. Student athletes may not be released to travel with a friend or sibling even if a parent/guardian note is sent.

The Grand Forks Public School District does not carry or provide medical insurance to participants in school activities who may be injured or become ill while participating in a Grand Forks Public School District sponsored activity. All such costs are the responsibility of the parents/guardians.

### **Activity Pass**

Students can purchase a yearly activity pass through the school office. The free/reduced hot lunch guidelines will be used as a reference for students unable to pay. Students can also purchase an individual pass at each event.

## **EXTRACURRICULAR PARTICIPATION REQUIREMENTS**

### **Philosophy**

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District shall enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off-campus behavior. In addition, the Board has established the following extracurricular participation requirements.

#### **Activities Affected by this Policy**

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

#### **Academics**

For the purposes of this policy, a failing grade is defined as receiving an 'F' in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

No middle school student may participate in a middle school level contest unless he or she is not failing two or more classes at the time that grades are reviewed by the school administration.

No middle school student may participate in a high school level contest unless he or she is passing all of their classes at the time that grades are reviewed by the school administration.

#### **Violation of Other Misconduct Policies**

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

#### **Suspension Procedure**

When the building principal or Superintendent, as a result of their investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, they shall issue notice to the student of this suspension.

#### **Travel while Suspended**

Students who are under suspension are prohibited from traveling with their respective teams.

#### **Period of Enforcement**

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of middle school students.

#### **Off-Season Violations**

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever occurs first) from the first authorized date of competition in the student's next activity. To satisfy the two-week or two-contest suspension, the student must remain with the program in which the suspension was served through the completion of the season. Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

#### **Student Conduct**

Any student who engages in, admits to, or is convicted of an act that would be grounds for citation or arrest in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting and fishing violations) shall be subject to the previously listed sanctions.

#### **Leadership Rule**

Any participant who has a violation will not be eligible for a leadership role for a period of twelve calendar months from the date the school is notified of the violation.

### **Recognition – Awards**

Any student who has a violation that occurs between the first date of practice and the final date of competition will not be awarded any school-sponsored recognition/awards for that activity. A student's ability to earn a varsity letter in that activity will be determined by each coach's lettering policy.

A suspension from representing the school means that a student can practice with extracurricular teams while participating in clubs and the like within the school but may not participate in any public events during the suspension. In addition, the student is not eligible to travel with the team or group out of town during the time of the suspension.

**Full review of the NDHSAA policies can be found on their website at [NDHSAA.com](http://NDHSAA.com)**

## **ATTENDANCE POLICIES AND PROCEDURES**

The Grand Forks Public School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

### **Definitions**

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.

Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the principal or Superintendent or designee.

- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.

Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

### **Documentation Requirements**

School administration may require documentation to verify an excused absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

### **Compulsory Attendance Violations**

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

### **Absences**

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student. The Superintendent or designee shall

establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences. Students shall be subject to disciplinary sanctions due to unexcused absences.

#### **Excuses**

In the event of an absence, the parent(s)/guardian(s) should call the school indicating the student will be absent. Medical documentation may be required.

#### **Make-Up Work**

Students are responsible for work missed because of any absence. Students who miss school because of school activities or any pre-arranged absence must make arrangements for the missed work with teachers prior to the absence. Students who miss school will have the same number of days missed plus one additional day to complete the work. At the end of a grading period: quarter, trimester, semester, or year, students have a maximum of 10 school days to complete any outstanding work. Students are expected to make arrangements with their teacher(s) to complete the work as soon as possible following an absence.

#### **Cheating/Plagiarism**

Plagiarism and cheating are serious offenses because it halts the very experience which education tries to nurture: independent processing of ideas. Students are, therefore, expected to develop and evolve as independent writers and thinkers. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, screen shots, airdrops, social media and/or other forms of technology, generative artificial intelligence (i.e. ChatGPT), and plagiarism from print or digital sources. Students who violate this policy may be subject to further behavioral consequences by an administrator or teacher. Plagiarism and cheating will result in administrative discipline and possible loss of privileges and positions of leadership. Academic and personal integrity is expected of everyone and entail a firm adherence to a set of values essential to an academic community grounded in honesty, trust, fairness, respect, and responsibility for all.

#### **Permission to Leave School**

When a student needs to leave school during the school day, the student should speak with the attendance secretary and get properly checked out with a telephone call and/or a written note from parent(s)/guardian(s).

1. **Illness or Emergency:** If a student does not feel well enough to attend classes, he/she is to report to the principal's office. Arrangements will be made for the student to go home. In some emergency situations, the student will be placed on a cot until the parent(s)/guardian(s) can pick the student up.
2. **Medical or Dental:** Students must have written permission by parent(s)/guardian(s) or dental/health care provider to leave school. When the student returns, he/she should have a statement from the dental/health care provider verifying the length of appointment.
3. **Nonschool activities** (ex: Park Board, dance groups, etc.): The time for leaving early for non-school related activities will be determined by the sponsoring organization and the school administration.
4. **Prearranged absence:** If a student knows an absence is going to occur (such as a funeral for a family member out of town, leaving town with parent(s)/guardian(s), medical appointment out of town, etc.) a special pre-arranged absence form will be furnished.
5. **Attendance - Extracurricular activities:** Students are required to attend school the morning following a festival, tournament game, drama production, etc., which is held the evening before at the school or elsewhere. A student must be in attendance the day of a performance or contest or activity to be eligible to participate or attend.

#### **Truancy**

Truancy is defined as being absent from one or more classes without the consent of parent(s)/guardian(s) and/or school officials. The North Dakota compulsory attendance law mandates that students under the age of 16 must attend school every day. When truancy occurs, the juvenile authorities may be contacted. Students will be required to make up work missed.

#### **Tardiness**

Students are expected to be on time and prepared for school. If a student is late for school, the student must report to the attendance office to have his/her name removed from the absentee list. Students will be expected to make up time for unexcused tardies. Habitual tardiness is not tolerated. The number of tardies is recorded on a student's permanent record. Each school will develop procedures to ensure appropriate implementation of the above expectations and will reflect each school's philosophy in meeting the goal of excellent student attendance.

### **Lunch Period**

All students are expected to be in the lunchroom during their 25-minute lunch period. Improper behavior will not be tolerated in the lunch areas.

Money for meals can be deposited into accounts any morning before 10:00 am and needs to be in a sealed envelope. Write the student's name and account number on the outside of the envelope. Make checks payable to the **Grand Forks Public Schools**. Students will receive a reminder when their account is low. Register at [myschoolbucks.com](https://myschoolbucks.com) to receive automated reminders of account status for no charge. You may also add money to your child's account through [myschoolbucks.com](https://myschoolbucks.com) for a small fee.

Refunds of accounts can be given to those leaving the school district by contacting the Cook Manager or the secretary in each school. Families may also call the Child Nutrition office at 701-746-2436. Balances at the end of the year will be kept until the next school year. If a student's balance is more than \$15.00 at the end of the school year, a refund can be requested.

In accordance with the Grand Forks Public School Wellness Policy, Policy ABEA, we strive to be superior in our nutrition standards. The District shall comply with USDA Smart Snacks in School nutrition standards for all competitive foods and beverages sold on school grounds during the school day to students including those foods and beverages provided at celebrations and parties and classroom snacks brought by staff or family members. The Grand Forks Public School Wellness Policy, Policy ABEA, can be found on the Grand Forks Public Schools website at <https://www.gfschools.org/schoolboards/about>.

According to the Smart Snacks in Schools Regulation Policy ABEA-AR3 for lunches or food other than Child Nutrition meals "no food other than food sent from home is allowed during meal times". This means families are not allowed to bring in fast food or other restaurant foods into their student or for themselves.

### **Food Brought from Home and Classroom Parties**

1. The District does not allow snacks such as cupcakes, etc. to be brought into the classroom for birthdays or classroom parties.
2. The District does not allow fast foods such as McDonalds, etc. as lunch from home.
3. All snacks that may be brought into the school buildings or classrooms should be in accordance with the nutrition standards outlined herein.
  - a. Snacks should include a nutrition label
  - b. Sugar\* is not the first ingredient
  - c. Candy is not allowed
  - d. All snacks must be peanut and nut free
  - e. Any fruit or vegetable is allowed
  - f. Yogurt and cheese are allowable (with a freezer pack to keep cool)
  - g. Plain water in any size is allowable
  - h. Individual snacks requested by your child's teacher must come to school in the original packaging that includes a nutrition label. Snacks that contain or may contain peanuts or other nuts and/or do not have a nutrition label do not fall within the nutrition standards listed above and will be sent home with your child.

## **SCHOOL CONDUCT STANDARDS & DISCIPLINARY PROCEDURES**

Grand Forks middle school students are expected to observe a high standard of conduct at school and at all school functions. This implies proper dress at these functions and generally accepted standards of behavior. When students represent the school on out-of-town trips, it is expected that they conform to these same high standards of conduct.

All students have the responsibility to assist in maintaining a safe and harmonious environment. Willful conduct such as **bullying, harassment, verbal and/or nonverbal intimidation or threats, stalking, assault, fighting, vulgar and indecent behavior, insubordination, and any other willful conduct** which materially and substantially disrupts the rights of other students to an education is prohibited. This includes bullying, harassment, and intimidation or threats through electronic and Internet use. Any student committing such acts shall be subject to appropriate disciplinary action.

### **Insubordination, Disrespect, and Fighting**

Insubordination means disobeying teachers or staff members; not following instructions in regard to conduct; or in any way by actions or words, showing a defiant attitude. Disrespect is being offensive and rude in behavior or language.

Student misconduct shall be classified as a minor, moderate, or major violation of conduct standards. Definitions of these terms and disciplinary investigation and response procedures shall be included in student handbooks.

When determining the level of a conduct violation, a teacher, principal, or other school official with disciplinary authority shall take into account the totality of circumstances associated with the misconduct, such as, but not limited to:

1. The degree to which the misconduct disrupted the educational environment;
2. The degree to which the misconduct infringed on the rights of others;
3. The frequency and proximity of the incidents of prior misconduct.

When a school official is unsure of how to appropriately classify a student conduct violation, s/he shall consult with the building principal or, in the case of a building principal, the Superintendent before responding to the misconduct. Neither this requirement nor the disciplinary procedure below shall supersede district policies and procedures containing emergency response and safety measures.

### **Investigation & Disciplinary Procedures**

**Minor conduct violations:** Minor conduct violations shall be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher.

**Moderate and major conduct violations:** Such offenses shall be referred to the building principal for investigation and response. A teacher or school official referring a student to the building principal as a result of a potential conduct violation shall complete a misconduct report for the principal to review. The principal shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law.

If a moderate or major conduct violation is substantiated, the principal is authorized to respond by invoking one or more (if permitted by this regulation) of the following options:

#### **Minor offenses:**

1. Require the student to attend detention;
2. Withdraw student privileges;
3. Contact the student's parents;
4. Develop a behavior adjustment plan;
5. Hold a conference with the student's parent/guardian;
6. Other reasonable sanctions determined by the building administrator.

#### **Moderate offenses**

1. Require the student to attend detention;
2. Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy;
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;
4. Refer the student to a school counselor;
5. Create a behavioral adjustment plan;
6. Hold a conference with the student's parent/guardian and classroom teacher;
7. Other reasonable sanctions determined by the building administrator

Options four through six are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above. Discipline reports may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law.

**Major offenses:** The building principal may respond to major student conduct violations using any of the measures listed above for moderate conduct violations or may recommend more severe penalties, which may include expulsion, in accordance with district policy and referral to law enforcement.

**Detention**

If a student is required to serve detention, his/her parent shall be notified by the school prior to the student serving the detention. The Grand Forks Public School Policy on Student Conduct Standards and Disciplinary Procedures FF-AR, can be found on the Grand Forks Public Schools website at <https://www.gfschools.org/schoolboards/about>.

**SUSPENSION AND EXPULSION****Definitions**

This policy defines the following:

- *School property* means all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored event or activity.
- *Suspension* includes in-school suspension from classes and out-of-school exclusion from classes, school property, and activities.
- *Dangerous weapon* as defined by NDCC 62.1-01-01
- *Firearm* as defined by NDCC 62.1-01-01

**Suspension/Expulsion Authority**

The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in their school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates the Superintendent or designee to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer.

The hearing officer may expel a student for conduct that violates this policy, after providing notice and a hearing, as set forth in board regulations. When the hearing officer is someone other than the Grand Forks Public School District Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

Expulsion shall not be imposed beyond the maximum duration permitted by law.

**Conduct Subject to Suspension/Expulsion**

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, a hallucinogenic drug, amphetamine, barbiturate, marijuana, 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.

### **Suspension or Expulsion of Students with Disabilities**

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension. To view the complete Suspension and Expulsion policy FFK.0917, go to The Grand Forks Public School website at <https://www.gfschools.org/schoolboards/about>.

### **Suspension**

The Grand Forks Public Schools operate under two types of suspensions:

1. An in-school suspension will require the student to be in school during class, doing school work, but not attending regular classes.
2. An out-of-school suspension will be given if the violation is deemed severe by the administrator.

The authority to determine whether or not a student shall be suspended for a period not to exceed ten days rests with the building principal and can be exercised after the student is given:

1. Oral or written notice of the charges against the student,
2. An explanation of the evidence against the student,
3. An opportunity to present the student's side of the story

For further explanation of suspension procedures, see Board Policy FFK-AR1.

Students will not be allowed to participate in or attend extracurricular functions during the time of suspension.

### **Expulsion**

If the administration deems expulsion necessary, the following steps will be taken:

1. Parent(s)/guardian(s) notified
2. Hearing Officer is notified
3. Hearing held
4. Decision by Hearing Officer
5. An expulsion may be for the remainder of the current term or twelve months for firearm violations.

### **Disturbance of a Public School - Penalty**

Students may be cited for disturbance of a public school under *North Dakota Century Code 15.1-06-16*.

It is a Class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session.
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

### **Citation for Disorderly Conduct**

Students may be cited for disorderly conduct under North Dakota Century Code 12.1-31-01. An individual is guilty of a Class B misdemeanor if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual's behavior, the individual:

- a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
- b. Makes unreasonable noise;
- c. In a public place, uses abusive or obscene language or makes an obscene gesture;
- d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- e. Persistently follows a person in or about a public place or places;
- f. While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
- g. Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or

- h. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person;

### **Bus Behavior**

Students' safety on buses is of utmost concern. Misbehavior on buses may result in suspension, detention, or being denied ridership privileges.

### **BULLYING POLICY**

The Grand Forks Public 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 District that students and school staff members shall not engage in bullying behavior while on school property.

### **Definitions**

For the purposes of this policy:

- *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.
  - 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. Places the student in actual and reasonable fear of:
      - 1. Harm; or
      - 2. Damage to property of the student; and
    - ii. 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.

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 Grand Forks Public 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.

### Prohibitions

A student or school staff member may not:

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

### 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. 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 and Retention**

The District shall develop a form to report alleged violations of this policy (ACEA-E3) and investigation procedures. Full information surrounding documentation, retention, and investigation procedures can be found on the Grand Forks Schools web page, at <https://www.gfschools.org/schoolboards/about>.

### **Reporting to Law Enforcement and Others Forms of Redress**

Law enforcement must be notified by a school administrator or the 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 and 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.

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.

### **Technology Use**

The Grand Forks Public School district provides technology resources for staff and students ("users") to support the educational mission of the district. The district encourages efficient, cooperative and creative methods to perform the user's educational, administrative or job-related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency and appropriate usage.

Technology resources provided by the district include but are not limited to:

- iPads
- Chromebooks
- Computers and related peripherals
- Printers
- File and application servers
- Telephones, fax, and voicemail systems
- Internet and Network Access
- Email accounts
- Google drive account
- Video networks
- Televisions, DVD players
- Digital cameras
- Copy machines, Cell phones, and Hotspots

The efficient application of these resources requires the cooperative effort of district support personnel, staff and students. This policy governs issues unique to technology resources and works in accordance with district policies.

**Expectations and Use Requirements:** The district expects users to exhibit professional/responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed.

These expectations include:

- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Grand Forks Public School District does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material and does not permit the usage of such material at any time in the school environment.
- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes no computer hacking, software piracy, copyright infringement and other illegal behaviors.

Full information on the Acceptable Use Policy ACDA surrounding Privacy, Security, and Internet Safety and Use of Filters can be found on the Grand Forks Schools web page, at <https://www.gfschools.org/schoolboards/about>

The Internet offers many valuable educational resources for users, but there are also safety issues that should be considered. Internet safety issues include:

- Keep your personal information private. Don't give anyone your name, address, phone number, passwords or other personal information about yourself when online and students should always check with an adult before giving out any information online.
- Don't read email or download attachments from people you don't know. It is an easy way to infect your computer with a virus or be lured to an objectionable website.
- Understand that nothing done on the Internet is private. Records exist that document everything you do while online.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate. Do not respond to the person either directly or indirectly.
- Never meet online-only friends in person. The people you meet online may be very different people in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper etiquette while online and avoid conflicts with other users.

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the users responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the district technology staff.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly.

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act.
- Violence/violent behavior

- Illicit drugs/drug culture
- Gambling
- Alcohol/tobacco
- Excessive email/chat
- Materials harmful to minors
- Hacking
- Cyberbullying

**E-Mail, Internet, and Network Use:** The district provides email accounts and Internet access for staff and students. The global and fluid nature of these resources requires unique standards regarding their use in our district. Considerations when using these resources include:

- Users must adhere to the Technology Use Policy at all times when using the Internet and/or email, including after hours, weekend and/or holiday use.
- Users are prohibited from using district email or Internet access for commercial or personal gain.
- Users are prohibited from using district email or Internet access for unethical-or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on district servers and published on the Internet will be reviewed for appropriateness. Criteria will include student safety, student privacy and educational value.
- Materials that represent Grand Forks Public Schools and are hosted on non-district servers should adhere to the Acceptable Use Policy.
- Students will be provided a district issued e-mail account up enrollment. Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the Grand Forks Public Schools Acceptable Use Policy.

**Vandalism:** Vandalism includes, but is not limited to, wantonly defacing or damaging school property, including items entrusted to students such as, but not limited to, textbooks and lockers. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action addressed in Grand Forks School Board Policy FFK that can be found on the Grand Forks Schools web page, at <https://www.gfschools.org/schoolboards/about>.

**Sanctions:** The building administrator and/or supervisor are responsible for applying sanctions when the Acceptable Use Policy has been violated. Possible sanctions for any actions that violate the Acceptable Use Policy include but are not limited to:

- Loss of access privileges to technology resources
- Removal of students from classes with loss of credit
- Expulsion
- Restitution for damages to software, hardware, or other technical equipment
- Restitution for costs associated with repair of equipment or software
- Restitution for costs related to improper use of district telephone, fax or voicemail systems
- Involvement of local, state or federal law enforcement
- Disciplinary action deemed appropriate by building administrator/supervisor

**Legal Disclaimer:** The Grand Forks Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages users may suffer. This includes loss of data resulting from delay, non-delivery, miss-deliveries, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. Grand Forks Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Grand Forks Public Schools will not be held liable for the actions of users, which violate the conditions of this document.

## STUDENT BEHAVIOR CODE

### Search

Students are subject to search upon a reasonable suspicion that the search will yield evidence of a violation of a school rule.

#### **Philosophy**

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

#### **Search Procedure**

When the building principal or Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal possessions belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the building principal or Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness. Students may be asked to empty their pockets; however, strip searches shall not be conducted.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

#### **Searches of Vehicles**

The building principal or Superintendent, with a witness present, shall conduct searches of a student vehicle if the vehicle is parked on school property and if reasonable suspicion exists. The building principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure they are present during the inspection unless an emergency situation warrants an immediate search. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the building principal shall contact law enforcement.

#### **Involvement of Law Enforcement**

The building principal or Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student's personal possessions that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student's personal possessions.

#### **Violation**

Personal possessions in violation of district policy, the law, and/or that may be detrimental to the health, safety, or welfare of district students will be confiscated until further directed by the Superintendent or law enforcement. Illegal substances found during a search of a student's personal possessions will be turned over to law enforcement authorities.

Students in violation of this policy, or any federal/state law, shall be subject to disciplinary action in accordance with the district's student conduct and discipline policy (FF) as determined by the Superintendent or designee, and when appropriate, be referred to law enforcement.

### Vandalism, Theft or Trespass

Destruction of school property or theft against school, teachers, or students may result in suspension, and the proper law authorities may become involved.

#### **Definition**

For the purposes of this policy, vandalism includes, but is not limited to, wantonly defacing or damaging school property, including items entrusted to students such as, but not limited to, textbooks and lockers.

#### **Remedies & Repercussions**

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information. It is the policy of the Board to seek all legal redress against persons found to have committed vandalism. 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 state law. In addition, disciplinary action will be taken in accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

### **Assault**

Parent(s)/guardian(s) will be notified if their child assaults a school employee, student, or other person while in the care of the school, or in the course of a school-related activity. Proper law enforcement authorities will be contacted.

## **POSSESSING WEAPONS POLICY**

### **Definitions**

This policy defines the following:

- *Dangerous weapon* as defined by NDCC 62.1-01-01(1)
- *Firearm* as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3)
- *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 the District, and the site of any school-sponsored event or activity.

### **Prohibitions**

Students are prohibited from possessing 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.

### **Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion through the end of the current school year be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the District immediately suspend the student and initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion to less than one calendar year on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place themselves or others at risk by returning to the school prior to the expiration of the expulsion period.

Any modifications of the one calendar year expulsion must be documented in writing.

Dangerous weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

The District must refer any student who brings a firearm on school property to the criminal justice or juvenile delinquency system.

### **Special Education Students**

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a firearm or dangerous weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, referral decisions, and placement decisions of such students in accordance with IDEA regulations.

### **Nonapplicable Provisions**

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display dangerous weapons or look-a-likes for educational purposes. Such an approved display will be exempt from this policy.

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they unknowingly have a firearm or dangerous weapon in their possession may not be considered to possess it if they immediately turn it over to a District employee or notify a District employee of its location.

### **Reporting**

The District shall annually report compliance with all state expulsion requirements to the Department of Public Instruction. Each incident in which a student is found to have brought a firearm on school property must be reported as an infraction, even if the Superintendent elects to modify the required expulsion period or impose no penalty. Any incidents in which a student covered by the provisions of the IDEA brings a firearm or dangerous weapon on school property must also be included, even if it is determined that the incident is a manifestation of the student's disability and that the penalties should be modified or not imposed. Any modification of the one-year expulsion requirement must also be reported.

### **Fire Alarms**

Fire alarms and fire extinguishers are provided as safety devices for those people in the building. It is against the law to set off fire alarms and discharge fire extinguishers. The proper authorities will be notified if a student is reported to be involved in either activity.

### **Restraint and Seclusion**

As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to himself/herself or to others may be physically restrained and/or placed in seclusion by school staff in accordance with Grand Forks School Board Policy FCC. These can occur along with other emergency actions such as School Resource Officer interventions. Significant violations of the law including assaults on students and staff will be reported to police. Parents will be informed as soon as possible after any such incident.

### **Alcohol, Tobacco, Drugs, and Prohibited Substances**

Grand Forks Public Schools recognize that the use, possession and distribution of alcohol, tobacco, electronic cigarettes, synthetic drugs and other drugs by our students is unlawful and harmful. North Dakota state law forbids the use of alcoholic beverages to anyone under 21.

Grand Forks Schools adhere to Grand Forks School Board Policy FFA.0917

The Grand Forks Public School District shall strive to provide a learning environment that is safe, drug-free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol-related violations.

### **Definitions**

This policy defines the following:

- *Alcohol* – See Prohibited Substances.
- *Drug* – See Prohibited Substances.
- *Possession* shall mean:
  - a. Actual physical possession of the alcohol or drug while on school property;
  - b. Use or consumption of the alcohol or drug while on school property;
  - c. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Use* shall mean that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.
- *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.

## **Prohibited Substances**

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

## **Prohibited Activities**

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive or to attempt to possess, procure, purchase, or receive the substances listed in this policy, or what is represented by or to the student to be any of the substances listed in this policy, or what the student believes is any of the substances listed in this policy.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances listed in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

## **Reporting Violations**

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law, a teacher is required to report known or suspected violations of this policy to the school principal or designee.

## **Violation**

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

Such searches may not include referral for mandatory alcohol/drug testing and/or referral to the District's licensed addition counselor. Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

## **Intervention**

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis.

For the complete Student Alcohol and Other Drug Use/Abuse policy FFA.0917 go to the Grand Forks Public Schools webpage at <https://www.gfschools.org/schoolboards/about>

## **Confidentiality**

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records and other applicable law.

## NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

### Definitions

For purposes of this policy:

*Electronic smoking device* means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.

*Imitation tobacco product* means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.

*Lighter* means a mechanical or electrical device typically used for lighting tobacco products.

*Possession of tobacco products* means:

Actual physical possession of the tobacco product while on school property;

Use or consumption of the tobacco product while on school property;

Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or

Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

*Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.

*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.

*Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.

*Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.

*Visitor* means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

Full policy ABBA\_0720 language regarding rationale for regulating possession and use can be found by going to the Grand Forks Schools webpage at <https://www.gfschools.org/schoolboards/about>.

### Prohibitions

Students, staff, and visitors are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at

any time, on and off school property, as directed by district policy (FFE-0920) and the North Dakota High School Activities Association bylaws. This policy includes all events on school property that are not sponsored by, or associated with, the school.

The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

The District shall not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry or from any tobacco products shop.

### **Exceptions**

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration.

It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **Extracurricular Participation Eligibility**

Eligibility is determined on a week-by-week basis. If a student has two (2) or more F's, he/she will be ineligible for a period of a week from Wednesday to Wednesday. Students may attend practice but may not play, perform, or travel to any games or public contests while they are ineligible. Extracurricular activities include sports, plays, musicals, speech, and music festivals/ensembles.

### **Citizenship Eligibility**

If a student earns two (2) or more 2's or a 1 for inappropriate behavior, the student may not participate in any extracurricular activities for one week. This includes any NDHSAA sponsored events. Behavior grades may be issued by any staff member: teachers, principals, paras, custodians, lunchroom supervisors, or other adults working in the school.

A suspension from representing the school means that a student can practice with extracurricular teams while participating in clubs and the like within the school but may not participate in any public events during the suspension. In addition, the student is not eligible to travel with the team or group out of town during the time of the suspension.

### **Student Suspensions and Academic Eligibility Interpretations**

*The following policies apply to students in grades 7 and 8 who participate in academic or athletic activities.*

SECTION IV: Students must be making satisfactory progress toward the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress. Failure to acquire two and one half credits at the end of a semester will make him/her ineligible for a minimum of two weeks the following semester. (2015)

### **Academic Eligibility**

No student in grades 6-8 shall participate in any trips, performances, or competitions associated with the co-curricular activities or other school-related events if such student shall at the same time have any unsatisfactory record of scholarship. (Behavior, Academic, Attendance) NOTE: Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement or academic credit is given. They will, however, be suspended from participation in interscholastic contests, activities and events. Administration will review egregious violations that may result in disciplinary action that supersedes this policy.

<b>VIOLATION</b>
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Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by school, medical, or law enforcement personnel.

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include:

1. Notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.
2. Suspension or expulsion.
3. Student may be referred for chemical evaluation.
4. Any student who presents reasonable suspicion of having used alcohol may be given a breath test on the school premises.
5. Eligibility rules in the N.D. High School Activities Association handbook.

#### **Chemical Abuse Assessment Team**

Under Century Code 15.1-24-03, any school may appoint a chemical abuse pre-assessment team consisting of a school counselor, a social worker, and other appropriately trained individuals or a school may use a building support team to carry out chemical abuse prevention services under this chapter.

Procedures:

1. The team shall review and act upon law enforcement reports of chemical abuse violations by students.
2. Within fourteen (14) days of receiving a report, the team shall determine whether to provide the student, or if the student is a minor to the student's parent or guardian, information regarding chemical abuse and school and community services available to assist individuals who engage in chemical abuse.

### **MEDICAL INFORMATION**

#### **Immunization Law for Middle School**

According to the North Dakota Administrative Code 33-06-05: Any child admitted to school or early childhood facility under the provision that such child is in the process of receiving the required immunization shall be required to receive the immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within 30 days of enrollment or be excluded from school or early childhood facility. SCHOOL EXCLUSION DATE IS OCTOBER 1, 2023, FOR THOSE STUDENTS WHO ARE NOT UP TO DATE. Immunization requirements include vaccination against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, and hepatitis B and varicella (chickenpox). **Meningococcal and Tdap** vaccinations are required for all 7<sup>th</sup> and 8<sup>th</sup> graders. The law does allow exemptions for medical, philosophical, moral or religious reasons. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those with an exemption, will be excluded until the danger of the epidemic is over.

#### **Medicine and Medication During School Hours**

Students should not carry medication with them during school hours. This includes over-the-counter and prescription medication. Exceptions are: students with diabetes may carry their insulin supplies, students with allergies may carry Epinephrine and Benadryl, and students with asthma may carry inhalers.

If consent has been given by a parent/guardian on the Yearly Information Health Record, the school nurse may administer over-the-counter medication using standing orders approved and signed by the Deputy Health Officer, Dr Joel Walz, and the Associate School Superintendent, Catherine Gillach. The Yearly Information Health Record should be updated online each year.

If a student requires prescription medication, a parent/guardian may give permission for the nurse or an unlicensed person, who has successfully completed medication training with certification, to administer medication. A **Medication Authorization Form** must be completed for prescription medication to be administered including a health provider's signature along with the parent/guardian's signature.

If a student needs over-the-counter medication on a regular basis (for example, when the nurse is not present) or a different over-the-counter medication that the nurse does not have on her standing orders, the parent may send this medication to school for the school nurse or the medication certified unlicensed person to administer. This will require a **Medication Authorization Form** completed by the parent/guardian, as well as a bottle of the medication that is labeled with the student's name. The school cannot give more medication

than what the drug label recommends. Giving more than what is recommended on the label requires a healthcare provider's signature since giving more than the label recommends becomes a prescription dose.

### **Medical Conditions Requiring a Health Plan**

A student with a medical condition (such as diabetes, seizure disorders, allergy requiring Epinephrine, heart conditions, etc.) or requiring a medical procedure (such as catheterizing, tube feeding, suctioning, etc.) must have a health care plan in place and signed by the health care provider prior to school staff administering or providing healthcare treatments at school. Parents should contact the school nurse for more information.

If consent has been given by a parent/guardian on the On-Line Registration, the school nurse may administer over the counter medication using standing orders approved and signed by the Deputy Health Officer, Dr Joel Walz, and the Assoc. School Superintendent, Catherine Gillach. The Yearly Information Health Record is found in the registration packet.

If a student requires prescription medication, a parent/guardian may give permission for the nurse or an unlicensed person, who has successfully completed medication training with certification, to administer medication. A Medication Authorization Form must be completed for prescription medication to be administered including a health provider's signature along with the parent/guardian's signature.

If a student needs over the counter medication on a regular basis (for example, when the nurse is not present) or a different over the counter medication that the nurse does not have on her standing orders, the parent may bring this medication to school for the school nurse or the medication certified unlicensed person to administer. This will require a Medication Authorization Form completed by the parent/guardian, as well as a bottle of the medication in the original container, that is labeled with the student's name. The school cannot give more medication than what the drug label recommends. Giving more than what is recommended on the label requires a health care provider's signature since giving more than the label recommends becomes a prescription dose.

### **Essential Oils Use**

School staff will not be allowed to administer essential oils and students will not be allowed to self-administer essential oils. Students should not be in possession of essential oils on school grounds.

### **Concussion Management**

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). The full policy FCAF.0317 on Concussion Management language regarding Definitions, Removal Decisions, and Return to Play can be found by going to the Grand Forks Public Schools webpage at <https://www.gfschools.org/schoolboards/about>.

## **ADDITIONAL SCHOOL BOARD POLICIES**

### **NONDISCRIMINATION AND ANTI-HARASSMENT POLICY**

#### **General Prohibitions**

The Grand Forks Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

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

report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

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

## Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Sexual Orientation* is a person's sexual identity in relation to the gender to whom one is sexually, emotionally, or romantically attracted. A person's sexual orientation is distinct from a person's gender identity and expression.
- *Gender Identity* is the personal sense of one's own gender which may correlate with a person's assigned sex at birth or differ from it.
- *Gender Expression* is the way in which a person expresses themselves through appearance, dress, or behavior.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
  - Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
  - Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
  - Sexual or "dirty" jokes;
  - Sexual advances;
  - Pressure for sexual favors;
  - Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - Displaying or distributing of sexually explicit drawings, pictures, and written materials;
  - Graffiti of a sexual nature;
  - Sexual gestures;
  - Touching oneself sexually or talking about one's sexual activity in front of others;
  - Spreading rumors about or rating other's sexual activity or performance;
  - Remarks about an individual's sexual orientation; and
  - Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
- *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR1. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2. The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

The following people have been designated to handle inquiries regarding the nondiscrimination policies:  
Title IX: Griffin Gillespie, Human Resources Director, PO Box 6000, Grand Forks, ND 58206, 701-787-4878, ggillespie080@mygfschools.org.

Section 504: Matt Bakke, Assistant Superintendent of Elementary Education, PO Box 6000, Grand Forks, ND 58206, 701-787-4882, mbakke190@mygfschools.org

Full policy AAC.0920 Nondiscrimination and Antiharassment language regarding Confidentiality, Complaint Recipients, Grievance Coordinators, Policy Dissemination, and Training can be found by going to the Grand Forks Public Schools webpage at <https://www.gfschools.org/schoolboards/about>.

### **STUDENT EDUCATION RECORDS AND PRIVACY**

The Grand Forks Public School District ensures student education records and data privacy rights are protected according to the Family Educational Rights and Privacy Act (FERPA) policy GCC and Protection of Pupil Rights Amendment (PPRA) policy GCC-E. NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to have the District notify you annually of your rights (this document);
2. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access;

Parents or eligible students who wish to inspect their child's or their education records should submit to the building principal or designee a written request that identifies the records they wish to inspect. The building principal or designee shall make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected in accordance with board regulation FGA-BR1;

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education records should write the building principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the building principal or designee decides not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

4. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, a person serving on the Board, or Contractors, consultants, volunteers, service providers, or other party with whom the District has outsourced institutional services or functions for which the District would otherwise use employees; records provided to these third parties must remain directly

under the District's control for purposes of maintenance and use and the third party must agree to comply with 34 C.F.R. 99.33(a). Examples include, but are not limited to, school resource officers, interns, student teachers, the District's attorney, PowerSchool, SLDS, learning management software, Child Nutrition software, and district alert systems); and

Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer; and

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### **Disclosure of PII without Consent**

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, as defined in #4 above, that the District has determined to have legitimate educational interests. This may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1));
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2));
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35);
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4));
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5));
6. To organizations conducting studies for, or on behalf of, the District, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6));
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7));
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8));
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10));
11. Information the District has designated as "directory information" under §99.37. (§99.31(a)(11));

12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)); or

To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K)).

## **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 or e-mail, 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

More information can be found regarding FERPA, PPRA, and student education records in Grand Forks School Board Policy FGA on the GFPS website at <https://www.gfschools.org/schoolboards/about>.

### School Immunization Requirements

Vaccine Type	Number of Required Doses		
	Kindergarten-6	Grades 7-10	Grade 11-12
<b>DTaP/DTP/DT/Tdap/Td*</b>	5	5	5
<b>Hepatitis B</b>	3	3	3
<b>IPV/OPV†‡</b>	4	4	4
<b>MMR</b>	2	2	2
<b>Varicella (Chickenpox)+</b>	2	2	2
<b>Meningococcal¶</b>	0	1	2
<b>Tdap⊖</b>	0	1	1

- \* One dose of DTaP (pediatric diphtheria, tetanus, and acellular pertussis) vaccine must have been given on or after the fourth birthday. Only four doses are necessary if the fourth dose was administered on or after the fourth birthday. Three doses of Tdap (adolescent/adult tetanus, diphtheria, and acellular pertussis)/Td are required for children ages seven or older who were not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.
- † For polio vaccination, in an all-IPV or all-OPV schedule: one dose must have been given on or after the fourth birthday. The final dose in the series should be administered on or after the fourth birthday and at least six months after the previous dose. If four doses are administered prior to age four, a fifth dose should be administered on or after age four. Only three doses of IPV are required if the third dose is given on or after the fourth birthday. Children born before August 2005 only need four doses separated by at least four weeks. These children do not need a dose after the age of four.
- ‡ Any doses of OPV administered after April 1, 2016, should not be counted as valid, because it was bivalent or monovalent vaccine, rather than trivalent. The child should be revaccinated with IPV vaccine, accordingly. A person may require additional/replacement doses of IPV, if part of their vaccination history includes receipt of OPV.
- ¶ One dose of meningococcal conjugate vaccine (MCV4) must have been given on or after the tenth birthday. The second dose of MCV4 must be given on or after the sixteenth birthday. If the first dose of MCV4 is given after the sixteenth birthday, then only one dose of MCV4 is required for eleventh and twelfth grade.
- ⊖ One dose of Tdap must have been given on or after the eleventh birthday.

#### Exemptions

Students may be exempt from immunization requirements for the following reasons:

- **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **Personal Belief or Religious Belief Exemption:** Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- **History of Disease Exemption:** Requires a certificate signed by a physician stating that the child has a reliable history of disease. History of disease exemptions may only be claimed for hepatitis B, varicella, measles, mumps, or rubella.

#### Exclusion

- All children must be up-to-date according to the school immunization requirements or have claimed an exemption by **October 1<sup>st</sup>** of each school year or they must be excluded from school. Children enrolling in school after October 1<sup>st</sup> have 30 days to be up-to-date or claim an exemption or they must be excluded from school.