



2023-2024

Elementary Handbook

www.gfschools.org

Education is a cooperative venture between parents, teachers, and administrators working toward the goal of the betterment of young people and the community.

This handbook is intended to serve as a guide—an outline of expectations and procedures, and other important information, which contributes to the operation of our schools.

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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.

CONTACT INFORMATION

District Office / 2400 47th Avenue South / (701) 746-2200			
ELEMENTARY SCHOOLS	ADDRESS	ATTENDANCE LINE NUMBER	PHONE NUMBER
Ben Franklin	1016 South 20 th Street	701-746-2251	701-746-2250
Century	3351 17 th Avenue S	701-746-2443	701-746-2440
Discovery	3300 43 rd Avenue S	701-787-4361	701-787-4359
J. Nelson Kelly	3000 Cherry Street	701-746-2269	701-746-2265
Lake Agassiz	605 Stanford Road	701-746-2277	701-746-2275
Lewis & Clark	1100 13 th Avenue S	701-746-2287	701-746-2285
Nathan F. Twining (AFB)	1422 Louisiana Street	701-746-2313	701-787-5100
Phoenix	351 4 th Avenue S	701-746-2241	701-746-2240
Viking	809 22 nd Avenue S	701-746-2210	701-746-2300
Wilder	1009 North 3 rd Street	701-746-2324	701-746-2320
Winship	1412 5 th Avenue N	701-746-2321	701-746-2325
MIDDLE SCHOOLS			
Elroy H. Schroeder	800 32 nd Avenue S	701-746-2334	701-746-2330
Nathan F. Twining (AFB)	1422 Louisiana Street	701-746-2313	701-787-5100
South	1999 47 th Avenue S	701-746-2345	701-746-2345
Valley	2100 5 th Avenue N	701-746-2326	701-746-2360
HIGH SCHOOLS			
Grand Forks Central	115 North 4 th Street	701-746-2482	701-746-2375
Community	500 Stanford Road	701-795-2777	701-795-2777
Red River	2211 17 th Avenue S	A-K - 701-746-2409 L-Z - 701-746-2410	701-746-2400
OTHER SERVICES			
Adult Education	500 Stanford Road		701-795-2777
Child Nutrition	2115 6 th Avenue North		701-746-2436
Valley Bus Company	1115 N 55 th St		701-235-5912
English Language Learners	2400 47 th Avenue S		701-746-2200
Head Start	3600 6 th Avenue N	701-746-2280	701-746-2433
Native American Services	2400 47 th Ave S.		701-746-2200
Special Education	2400 47 th Avenue S		701-746-2200
Title I	2400 47 th Avenue S		701-746-2200
SWEP	800 32 nd Avenue S		701-746-2330

GENERAL INFORMATION

LUNCH PROGRAM

Lunch periods are 25 minutes in length. The lunch fees are:

Breakfast (<i>includes milk</i>)	1.20	Adult Breakfast	2.00
Lunch (<i>includes milk</i>)	2.20	Adult Lunch	3.50

*Milk can be purchased separately

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 to receive automated reminders of account status for no charge. You may also add money to your child's account through myschoolbucks.com for a small fee.

Refunds of accounts can be given to those leaving the school district by contacting the Cook Manager in each school or the Child Nutrition Office at 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.

FREE/REDUCED PRICED MEALS

Students may be eligible for free or reduced-price meals according to income guidelines. Free and reduced-priced meal applications will be made available to every household during the registration process. Free and Reduced meal applications may be completed at any point throughout the school year. Applications will always be available in your school's office, the Child Nutrition office, and on the district website. An online application is available at <https://apply4schoolmeals.dpi.nd.gov>. The applicant will be notified of their qualification status after the application has been reviewed and processed by the Child Nutrition Office.

If a language other than English is preferred please notify a secretary, Cook Manager or the Child Nutrition Office to provide an application with an appropriate translation.

Students that eligible for free meals are allowed one breakfast and one lunch per day as defined in the USDA Meal Pattern Requirement at no cost. Additional items are available for purchase. Milk alone is considered an a la carte item and will be charged as such.

SNACKS IN SCHOOL

We recognize the important role of parents/guardians and school staff in educating our students about healthy lifestyles. Due to an increased number of students with severe food allergies and the higher levels of severity, we no longer celebrate student birthdays with a "birthday snack" in our schools. Parents are welcome to find other non-food items to send to school if they wish. For example, a book, game, or school supplies may be donated to your child's classroom.

Some teachers schedule a snack time during the school day. You are not required to provide a snack for your child. However, if you do, please send snacks in accordance with the following Nutrition Standards outlined in the Grand Forks Public School District Wellness Policy.

- Snacks should include a nutrition label
- *Sugar is not the first ingredient
- Candy is not allowed
- All snacks are peanut and tree nut free
- Any fruit or vegetable is allowable
- Yogurt and cheese are allowable (with freezer pack to keep cool)

- Plain water in any size is allowable
- 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.

*Different names for sugar include such names as brown sugar, corn sweetener, corn syrup, dextrose, fructose, glucose, honey, fruit juice concentrate, high fructose corn syrup, invert sugar, lactose maltose, malt syrup, molasses, raw sugar, sucrose, or syrup, to name a few.

The Grand Forks Public School Wellness Policy, Policy ABEA, can be found on the Grand Forks Public Schools website at <https://www.gfschools.org/school-boards/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. *See guidelines above

PARENT TEACHER ORGANIZATION (PTO)

Each elementary school has an active Parent Teacher Organization (PTO). It is beneficial for parents and teachers to attend the meetings regularly and actively support the organization.

INTRAMURALS

Students in grades 4-5 may participate in intramurals before or after school depending on the school. The cost of each block session is \$12.50. Participants are to be picked up or go directly home at the conclusion of each daily session.

TELEPHONES/CELL PHONES

Classrooms are equipped with telephones, however, in order to minimize class interruptions, calls do not ring into the classroom. Messages can be left on voicemail. Plans for after school need to be made in advance. Students are not permitted to use cell phones or smart watches during the school day. Students not following this guideline may have their cell phone or smart watch confiscated.

VISITORS

The School Board and staff of the school district welcome members of the community and other interested persons to visit the schools. At the same time, procedures must be in place that ensure a safe and secure learning environment in the schools.

The superintendent is authorized to establish such regulations as:

1. Encourage visitors to observe schools, following procedures designed to emphasize school security,
2. Provide for appropriate hospitality for visitors,
3. Ensure that such visits will enhance the effect of the educational program, rather than hinder it.

School Board members are also encouraged to visit schools. However, they should remember that in their capacity as visitors they have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board or when delegated specific tasks by Board action.

STUDENT PICK-UP PROCEDURE

Parents are required to meet their children “outside” of school at dismissal time. This may create a minor inconvenience; however, student safety is our first priority.

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), district social media, and local news outlets to broadcast information.
- Student 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.

BOUNDARY LINES

Boundary lines are established between school buildings in order to balance enrollment. If you wish to have your child attend another school other than his/her neighborhood school, please obtain an In-District Transfer Request Form from any school office. This request needs to be filled out and returned to your neighborhood school office. Approval is based on space availability. Visit the district website at www.gfschools.org for a map of the boundary lines.

WITHDRAWAL OR TRANSFER

In the event you plan to move to another school attendance area within the city, please contact the school office in advance so that a student transfer form can be completed. If a student is transferring outside of the Grand Forks Public School District, please contact the school office and sign a Release of Records so the school records can be transferred.

PETS/ANIMALS**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 or 701-787-4874.

CHANGE OF ADDRESS AND PHONE NUMBERS

It is important that records are up to date and accurate. Please notify the school promptly of any change of address, email or phone numbers (work, home, cell).

STORMY WEATHER PROCEDURES

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

SAFE PROCEDURES TO AND FROM SCHOOL

Parents should encourage their children to walk to school. The Safe Kids Coalition recommends no bike riding to school before grade 3. Children younger than age 10 do not have the cognitive ability to judge distance and speed of oncoming cars. Children must wear a protective helmet when riding a bike or participating in other wheeled sports (roller blades, heelies, scooters, skateboards). Bikes, roller blades, heelies, scooters, and skateboards are not to be ridden on the school grounds because serious injury to children playing can result.

STAY IN SCHOOL

There is a positive correlation between regular attendance and academic success. The *Stay in School* Program is a collaborative effort of community agencies with the purpose of reducing excessive school absence and tardiness. This is a joint venture between school, family, and community, which offers assistance to parents and students at an early intervention point in order to reduce time away from the classroom.

ATTENDANCE POLICY

As per North Dakota state law, all students enrolled in the Grand Forks Public Schools are expected to be in school on time and ready to learn each day. To accomplish this, a child needs proper nourishment, sleep, and support from the home. Regular attendance patterns develop a positive daily routine that supports learning and requires the members of the school community, including parents, students, teachers, and support staff.

- North Dakota State guidelines state: “Students shall miss no more than 20 days per year.”
- Parents are expected to call the school attendance line (see contact information on page 4) if their child will not be in attendance.
- Medically excused absences do not count against a student's twenty days IF a note is provided by a doctor, dentist, orthodontist, optometrist, therapist, etc.

RECORDING ATTENDANCE

The following guidelines are used to record attendance if school is in session for a full day.

Whole day absent – If a student is absent four (4) or more hours, they are reported absent for one (1) school day.

Half day absent – If a student is absent two (2) or three (3) hours, they are reported absent for one-half (1/2) school day.

The following guidelines are used to record attendance if school is dismissed at 11:20 am

Whole day absent – If a student is absent three (3) or more hours, they are reported absent for one (1) school day.

Half day absent – If a student is absent two (2) or less hours, they are reported absent for one-half (1/2) school day.

TARDINESS

Students are expected to be on time every day. The first bell rings at 8:20 am and the tardy bell rings at 8:25 am. Students arriving after the second bell will be recorded as tardy.

DENTAL AND MEDICAL APPOINTMENTS

Parents are encouraged to schedule their child's medical and dental appointments after school. If appointments take place during the school day, a statement from the dental/health care provider verifying the length of the appointment should be provided. Students must be checked out and back in at the school office.

ARRIVAL

School begins at 8:25 am and ends at 3:00 pm. Breakfast is available daily at each school starting at 7:40 am. Unless students are involved in the breakfast program or before school activity/programs, they are not to arrive at school before 8:20 am as there is no supervision outside before school begins.

DEPARTURE

The safety of our students is a top priority at our schools. As per district policy, parents and visitors are required to sign in at the office when they visit the school, however, this has not been an expectation from 2:45-3:00 pm when parents/visitors pick up students. Because we are unable to identify all our parents and others picking up students, students will meet you "outside" at the 3:00 pm dismissal time. A map and guidelines for parking and student drop-off/pick-up will be provided at each school. We realize this may cause an inconvenience for some and we ask for your cooperation and understanding. Students are expected to go home immediately after school (or school activity), as there is no supervision at this time.

MEDICAL INFORMATION

IMMUNIZATION

North Dakota Department of Health requires that parents or guardians of a child must, at the time of his or her initial entry into elementary school, submit one of the following:

- Written proof from a licensed physician or health department stating that the child has had adequate protection against diphtheria, pertussis, tetanus, polio, chicken pox, measles, mumps, rubella and hepatitis B.
- A certificate from a licensed physician stating the physical condition of the child is such that immunizations would endanger the life of the child.
- Statement from the parent/guardian indicating they refuse the immunizations.

IMMUNIZATION LAW FOR ELEMENTARY 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. **THE SCHOOL EXCLUSION DATE IS OCTOBER 1, 2023, FOR THOSE STUDENTS WHO ARE NOT UP TO DATE**

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.
- **Philosophical, Moral 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 the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

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.

ILLNESS IN SCHOOL

When students become ill during the school day, their parents will be called and asked to pick up their child immediately. If we are unable to contact a parent, the emergency contact will be called.

Children should remain at home until they have been fever-free for at least 24 hours without the use of over-the-counter products. Children should also be kept home for a minimum of 24 hours after the last bout of vomiting and diarrhea.

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 healthcare 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/school-boards/about>.

SCHOOL ACCIDENTS

In the event your child is involved in an incident involving injury, the teacher, school nurse or office personnel will administer care. If the incident is of a serious nature, parents will be notified. A Non-Employee Incident Reporting Form will be completed and a copy will be provided to the parent(s) the same day the incident occurred. If the school is unable to contact the parents, emergency measures will be taken.

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

HEAD LICE PROCEDURE

The Grand Forks Public School will focus on students who persist with nits/live lice despite appropriate treatment. The parent will be contacted and referred to public health or healthcare providers.

School staff will not perform classroom head lice screening, as the AAP discourages this practice. Siblings or children living in the same house may be screened. Head lice screening should take place in an area that protects student privacy. Staff will protect the privacy of affected students in accordance with HIPAA regulations. Please see District Website for further information at www.gfschools.org>Families>Medical Information and Forms>Head Lice Policy, Procedure and Information.

INSTRUCTION

CURRICULUM

Art	Character Education
Health	Language Arts
Mathematics	Music
Physical Education	Science
Social Studies	

RESOURCES

The following services are available to children who meet the qualifications:

- Counselors
- English Language Learners
- Head Start
- Occupational Therapists
- Physical Therapists
- Early Childhood Special Education
- Reading Specialists
- Social Workers
- Special Education
- Behavior Interventionists

STANDARDS-BASED REPORTING

Standards-based report cards are provided to parents three times during the year. In addition, parent- student- teacher conferences are held in the fall and spring of each school year. Other conferences may be held whenever the parent or teacher believes it is necessary.

PROMOTION AND RETENTION

We believe that whenever possible, a child should progress with his/her age group. Occasionally it may be necessary to retain a child in the same grade for another year. The school team, which includes the child's legal guardian, makes this recommendation only after a careful study of the child's needs. The decision is not based entirely upon the child's ability to meet grade level expectations in subject matter. Social, physical, emotional, and intellectual needs are all taken into consideration.

If a teacher believes retention is a possibility, they shall contact the student's parent(s) and inform the building principal as early as possible. The principal shall inform the parents of remediation options. Advancement to the next grade may be made conditional upon successful remediation or demonstrated proficiency within a timeframe established by the principal.

Teachers, in consultation with parents, are responsible for making promotion and retention recommendations based on promotion and retention criteria contained in policy. Recommendations shall be submitted to the building principal for approval.

A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The superintendent's decision shall be final. Appeals must be initiated within 30 days of receiving notice of the principal's promotion or retention decision. Failure to timely present the appeal shall be deemed to be a waiver of the appeal process.

Promotion & Retention of Special Education Students

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law. Parents wishing to appeal the IEP's decision shall follow appeal procedures under the Individuals with Disabilities Education Act (IDEA).

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/school-boards/about>.

HOMEWORK

The purpose of homework is for students to develop good study habits as well as independently practice or apply skills and knowledge acquired in the classroom. Homework is the responsibility of the student and may include reading, math, and/or other curricular areas.

FIELD TRIPS

Classes may take field trips each year. Parents are asked to give permission for field trips on the enrollment form. Parents will be notified when a field trip is scheduled.

KINDERGARTEN

Children who have reached their 5th birthday before August 1, are eligible to enter kindergarten. Kindergarten starts at 8:25 am and ends at 3:00 pm. The following information is required at the time of registration:

- Verification of residence both primary and secondary
- Required immunization records
- Birth Certificate
- Additional registration information can be found at gfschools.org

EARLY ENTRANCE TESTING

Parents may contact the principal to request a copy of the early entrance testing procedures and obtain an application.

INSTRUMENTAL MUSIC

String instrument instruction is available to interested students in grades 4-5. String students may start lessons during the summer between third and fourth grades. Band instrument instruction is available to interested students in grade 5. Band students may start lessons during the summer between fourth and fifth grades. Children are responsible for their own instrument. Rental plans are available through local music stores. The school district is not responsible for lost or stolen instruments.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

All elementary schools within Grand Forks Public Schools have a Multi-Tiered System of Supports (MTSS) to deliver high-quality and responsive instruction in all classrooms. Our schools conduct benchmark assessments with all children to identify those who are not making progress at expected rates. When necessary our school teams use a problem-solving method to make collaborative decisions based on all available evidence about student needs. School teams then implement interventions by trained professionals. Teams frequently monitor student progress to determine if academic and behavioral interventions are producing the desired effect. For more information about the Multi-Tiered System of Supports (MTSS) please contact your child's school office.

SCHOOL CONDUCT AND DISCIPLINARY PROCEDURES

EXPECTATIONS

We believe that parents and teachers expect a high standard of conduct on the part of children. Parents, teachers, and children all share responsibilities for assuring appropriate student behavior. The discipline of schools extends beyond the building to the school grounds and to all places where school-sponsored activities are held.

All students have the responsibility to assist in maintaining a safe and respectful 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 (email) and Internet use. Any student committing such acts shall be subject to appropriate disciplinary action including probation, suspension, or expulsion.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

In order to provide a positive and safe learning environment for our students at school, the Positive Behavioral Interventions and Supports (PBIS) program is used to help students develop the self-discipline to make good choices, reinforce positive behaviors, and redirect negative behaviors. The purpose of PBIS is to provide a common approach to school-wide expectations, encourage appropriate behavior, discourage inappropriate behavior and collect data for problem solving and decision-making.

Within the realm of positive behavior, each school has implemented the district-wide Olweus Bullying Prevention Program. The goals of this program are to reduce bullying problems, prevent new bullying problems from occurring, and establish respectful relationships among students. The following anti-bullying rules have been established for each school:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know someone is being bullied we will tell an adult at school and an adult at home.

Students who believe they are being bullied, are asked to tell the person committing the bullying to stop and also tell an adult at school and an adult at home. If the bullying behavior persists, the student is asked to tell a teacher or the principal OR complete a Student Bullying Report and place it in the school office. Student Bullying Reports are available near the locked box. The principal will investigate submitted reports. Please refer to the Bullying Policy.

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.

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.

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, 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/school-boards/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;

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. Fighting will not be tolerated. All three are cause for suspension, and the proper law authorities may become involved.

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.0709, can be found on the Grand Forks Public Schools website at <https://www.gfschools.org/school-boards/about>.

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.

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.

For more information on the Searches of Students and Student Personal Possessions Policy FGCB go to the Grand Forks Public School webpage at <https://www.gfschools.org/school-boards/about>.

VANDALISM AND THEFT

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/guardian will be notified if their child assaults a school employee, student, or another person while in custody of the school, or in the course of a school-related activity and the proper law authorities will be contacted.

LASER PEN LIGHTS

Laser pen lights are not allowed in school buildings or on school grounds. The laser pen light will be confiscated. Students will be subject to disciplinary action determined by the principal.

SNOWBALLING

As a safety precaution, snowballing on the school grounds or on the way to and from school is absolutely forbidden. Parents must assume responsibility for any injury sustained by this activity.

TECHNOLOGY USE POLICY

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 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 Technology 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/school-boards/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 any malicious attempt to harm or destroy any Grand Forks Public School district equipment or software or the data of another user on a computer, local networks, or global networks. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action addressed in Grand Forks School Board Policy ACEC.

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 the 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 online 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.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY

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):

1. *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.
2. 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.
3. *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.
4. 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:

Medical documentation from an appropriate licensed healthcare provider;
 A copy of a court summons or subpoena;
 An obituary for funeral leave;
 Verification of planned or executed family travel (e.g., a boarding pass);
 A request from an official at the student's place of worship; or

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.

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:

1. *Bullying* is defined in NDCC 15.1-19-17 as:

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

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.

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).

2. *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.
3. *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.
4. *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.
5. *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.
6. *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.
7. *School staff* include all employees of the Grand Forks Public School District, school volunteers, and sponsors of school-sanctioned activities.
8. *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

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.

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/school-boards/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:

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- 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.
- Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

PREVENTION PROGRAMS AND PROFESSIONAL DEVELOPMENT ACTIVITIES

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

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.

ALCOHOL, TOBACCO, DRUGS, AND PROHIBITED SUBSTANCE POLICY

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,¹ 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/school-boards/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/school-boards/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 tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and 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

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/school-boards/about>.

STUDENT EDUCATION RECORDS AND PRIVACY

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)(1) - (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/school-boards/about>.