

Elementary Handbook

For
Parents & Students



Fargo Public Schools

2023 – 2024

FARGO PUBLIC SCHOOLS 2023 - 2024

ELEMENTARY HANDBOOK FOR STUDENTS AND PARENTS

An important goal of the school district is to promote communications between the home and school. The purpose of this handbook is to provide parents and students with information on practices and procedures in our elementary schools. It is our hope that this handbook will assist both parents and teachers in working together to provide the best possible learning opportunities for your children. If you have any questions or suggestions, please contact the principal of your school. We enjoy building our programs on your suggestions.

BOARD OF EDUCATION

The Board of Education consists of nine members elected for four-year terms. The School Board generally meets the second and fourth Tuesday of each month at 5:30 p.m. in the Board Room at the Fargo Public Schools District Office. Dates, times, and locations of meetings are occasionally changed to accommodate the business of the Board. A schedule of upcoming School Board meetings can be obtained by calling 701-446-1005. More information is available at <https://www.fargo.k12.nd.us/schoolboard>. The leadership of the school district is provided by Superintendent Dr. Rupak Gandhi. He is assisted by Associate Superintendents Dr. Robert Grosz and Ms. Melissa Eidsness.

The Fargo Public Schools is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, gender, age, Veteran status, disability or non-qualifying handicap, genetic information or testing in its education/activities and employment practices. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' district policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other OCR enforced statutes. Additionally, the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding Title IX compliance or the accessibility or location of services, activities, and facilities Dr. Patricia Cummings, Director of Compliance at (701)446-1000 or email cumminp1@fargo.k12.nd.us. You may write to the coordinator at Fargo Public Schools, 700 7th Street South, Fargo, ND 58104. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with the U.S. Dept. of Education, Office for Civil Rights, Midwestern Division Chicago Office, 500 W. Madison Street, Suite 1475, Chicago, IL 60601. You may also file a complaint with the North Dakota Division of Juvenile Services, 3100 Railroad Avenue, Bismarck, ND 58501

FARGO PUBLIC SCHOOLS STRATEGIC PLAN



Our Mission

"Educating and empowering all students to succeed."

Our Vision

Fargo Public Schools is committed to excellence through a student-centered learning environment supported by positive collaborations with students, staff, parents, school, and community. A Fargo Public Schools education will provide students with a broad knowledge base by engaging in a standards-based curriculum with co-curricular opportunities.

Graduates will possess sound character and skills in communication, critical thinking, collaboration, and creativity necessary to participate in an ever-changing and culturally diverse world. Equitable opportunities will ensure a quality educational experience to stimulate and support all students in their intellectual, social, and personal growth.

Our Values

The Fargo Public Schools are committed to:

- *Believing that all students can learn and grow*
- *Creating a supportive and positive school climate*
- *Ensuring that all students receive effective, rigorous, and relevant instruction from highly qualified teachers*
- *Engaging leadership in all students, parent, and community partnerships*
- *Making data-driven decisions for continuous improvement*

Our Strategic Initiatives

The Strategic Plan is grouped by six strategic initiatives directly aligned to the results monitored by the Board of Education based on their policies:

- *Tiered Instruction*
- *Positive School Culture and Safety*
- *Co-Curricular Activities*
- *Community Outreach and Communication*
- *Equitable Resources and Planning*
- *Continuous Improvement and Accountability*

Administrative policies referred to in this handbook can be found on the Fargo Public Schools Web Site:

www.fargo.k12.nd.us

[On the main web page, click on "About Us"]

ELEMENTARY SCHOOL BUILDING DIRECTORY

School doors open 15 minutes before the scheduled start time each morning for students.

School	Principal	Address	Phone	Start Time	End Time
Bennett (Grade K-5)	Sara Schafer	2000 58 th Ave S	446-4000	8:05	2:27
Centennial (Grade K-5)	Bobby Olson	4201 25 th St S	446-4300	8:05	2:27
Clara Barton (Grade 3-5)	Rebecca Folden	1417 6 th St S	446-4400	7:55	2:17
Eagles (Grade K-5)	Dr. Jennifer Jung	3502 University Dr S	446-3900	8:05	2:27
Ed Clapp (Grade K-5)	Jennifer Schuldheisz	3131 28 th St S	446-2900	8:05	2:27
Explorer Academy	Dr. Justin Lien	1780 17 th St S	446-1000	8:25	2:47
Hawthorne (Grade K-2)	Rebecca Folden	555 8 th Ave S	446-4500	8:05	2:27
Horace Mann (Grade K-2)	Leandra Ostrom	1025 3 rd St N	446-4600	8:25	2:47
Jefferson (Grade K-5)	Beth Olson	1701 4 th Ave S	446-4700	8:05	2:27
Kennedy (Grade K-5)	Dr. Karrie Pederson	4401 42 nd St S	446-4200	7:55	2:17
Lewis & Clark (Grade K-5)	Jason Cresap	1729 16 th St S	446-4800	8:05	2:27
Lincoln (Grade K-5)	Megan Kiser	2120 9 th St S	446-4900	8:05	2:27
Longfellow (Grade K-5)	Eric Henrickson	20 29 th Ave NE	446-5000	8:15	2:37
Madison (Grade K-5)	Lori Conmy	1040 29 th St N	446-5100	8:25	2:47
McKinley (Grade K-5)	Cheryl Janssen	2930 8 th St N	446-5200	8:15	2:37
Roosevelt (Grade 3-5)	Leandra Ostrom	1026 10 th St N	446-5300	8:15	2:37
Washington (Grade K-5)	Cathy Selberg	1725 N Broadway	446-5400	8:25	2:47
Early Childhood Special Education Program	Donna Johnson 701-446-3100	ECSE Morning Session: 8:00-10:30 a.m., M, T, Th, and F ECSE Afternoon Session: 12:10-2:40 p.m., M, T, Th, and F Best in Class Pre-Kindergarten: 8:00 a.m.-2:40 p.m., Mon - Thurs			

DISTRICT OFFICE CONTACT NUMBERS

General Information	446-1000
Superintendent of Schools, Dr. Rupak Gandhi.....	446-1005
Associate Superintendent - Secondary Education, Dr. Robert Grosz.....	446-1073
Associate Superintendent - Elementary Education, Melissa Eidsness	446-1069
Business Services, Jackie Gapp	446-1032
Community Relations, AnnMarie Campbell.....	446-1005
Director - Human Capital, Dr. Jeff McCanna	446-1038
Director - Nutrition Services, Cindy Hogenson	446-1154
Director - Standards-Based Education, Dr. Liann Hanson	446-1040
Director - Compliancy, Dr. Patricia Cummings	446-1012
Assistant Director - Special Education, Shelby DiFonzo	446- 1017
Director - Educational Justice, Tristan Love	446-1072
Administrator - Early Childhood Special Education, Donna Johnson	446-3105
School Nurses, Rachael Johnson (<i>Cass Public Health</i>)	241-1381
Student Records/Transcripts, Ephane Joseph	446-1025

Table of Contents

ASSESSMENT	6	NON DISCRIMINATION AND ANTI-HARASSMENT	
ATTENDANCE	6	POLICY	15
BICYCLES, RIPSTICKS, ROLLERBLADES,		NUTRITION SERVICES.....	16
SCOOTERS, SKATEBOARDS, AND SNOWBALLS ..	7	OPEN ENROLLMENT	16
BULLYING AND COMPLAINTS	7	PETS.....	16
CELL PHONE & OTHER ELECTRONIC DEVICES ...	7	PETITION REQUESTS	17
CHILD ABUSE OR NEGLECT	8	PROGRESS REPORTS / PARENT-TEACHER	
CHURCH-SCHOOL RELATIONS.....	8	CONFERENCES.....	17
CURRICULUM DEVELOPMENT.....	8	RECESS - CANCELLATION.....	17
DISCIPLINE	8	REGISTRATION AND UPDATES	17
DRESS CODE	9	RETENTION, PROMOTION AND ACCELERATION	
DRUG PREVENTION PROGRAM	9	OF STUDENTS	18
EDUCATIONAL CONCERNS	9	SCHOOL CLOSING	18
EMERGENCY RESPONSE PLAN AND EXERCISES .	9	SCHOOL DELAY: LATE START.....	18
ENGLISH LEARNER PROGRAM.....	10	Sex Offenders on School Property.....	18
ENTRANCE AGE REQUIREMENTS	10	SPECIAL EDUCATION	18
FERPA Privacy Rights.....	10	STUDENT EDUCATION RECORDS	18
FEDERAL TITLE PROGRAM DISPUTE RESOLUTION		STUDENT PICK-UP/DROP-OFF	19
POLICY	11	STUDENT SAFETY AND WELLNESS PROGRAMS	19
FIELD TRIPS	11	STUDENT SUPPORT SERVICES	19
FRAGRANCES.....	12	STUDENT TEACHERS.....	20
GIFTED PROGRAM.....	12	SUMMER SCHOOL PROGRAM.....	20
HEALTH ISSUES.....	12	SUPERVISION.....	21
INVITATIONS and DELIVERY OF		TITLE IX.....	21
FLOWERS/BALLOONS.....	14	TRANSPORTATION	21
LIBRARY MEDIA CENTERS/COMPUTERS	14	VALUABLES AT SCHOOL	22
LOST AND FOUND.....	14	VISITORS AT SCHOOLS	22
MENTAL HEALTH AND WELL-BEING	14	VOLUNTEERS	22
MOVING RESIDENCES.....	15	WEAPONS IN SCHOOL	22
NON-CUSTODIAL PARENT.....	15		

ASSESSMENT

The testing of student achievement is a continuous process handled primarily by classroom teachers. However, in order to (1) evaluate the effectiveness of our teaching and curriculum materials, (2) determine whether each individual is doing as well as he/she is capable, and (3) determine how well our students are meeting the District standards for learning, we feel that a systematic assessment program is essential. Parents will receive a report showing how well a student is achieving in each subject listed.

Your child's scores on all assessments will be checked carefully and maintained in the cumulative record file as long as he/she attends school in this district. If you have any questions about the testing program, please feel free to contact the school principal.

ATTENDANCE – TARDINESS - ABSENCES *See Administrative Policy 6220: Student Attendance*

It is important that parents and their student(s) develop the practice of good attendance and punctual behavior patterns early in their school years and continue to understand their importance.

Parents should call the school when a child is to be absent, so the school can account for all students. When a child is absent and the reason for the absence is not known, the school secretary will contact the parent/guardian as soon as possible to determine the reason for the absence. When school absenteeism (excused/unexcused and/or tardiness) becomes excessive the parents will be contacted to work with school staff on resolving the issue.

Commonly Asked ATTENDANCE Questions:

What if my child refuses to go to school?

Parents can call the school for assistance in getting their child to school. Parents/guardians are responsible for getting their child to school.

Why do I have to notify the school by 9:00 AM if my child will be absent?

This is necessary to determine the safety of your child. If contact cannot be made, school administration may work with the Fargo Police Department to conduct a welfare check.

Can a school require a medical excuse for absences due to illness?

Yes, schools can ask for medical documentation for illness.

ND Century Code on Attendance 15.1-20-01:

All children between the ages of 7 and 16 are required by law to be in attendance every day that school is in session.

Illness and certain other physical or mental incapacities are exceptions. Regular attendance habits require maximum cooperation of parent, students, and school. Parental responsibility is clearly noted in the North Dakota Century Code.

ATTENDANCE BOUNDARIES AND TUITION

See Administrative Policies 6110: Tuition Charges and Payments and 6710: Attendance Boundaries

Elementary students are assigned to attend the school in the attendance area in which their parents or legal guardian resides. It is recognized that certain conditions may warrant exceptions to the above. Through a petition process, exceptions may be granted by the principal and superintendent upon the request of parents or legal guardians. Please refer to the petition section. Fargo Public Schools will charge tuition for students who are not legal residents of the Fargo School District. However, we participate in open enrollment to some Fargo schools when an application is made pursuant to North Dakota *Open Enrollment* guidelines; if approved, there would be no tuition. For further details, contact us at 446-1010.

BEFORE SCHOOL & AFTER SCHOOL CHILDCARE

Boys and Girls Club – 701-235-2147

Early Morning and after-school programs at: Bennett, Centennial, Eagles, Ed Clapp, Hawthorne, Horace Mann/Roosevelt, Kennedy, Lewis & Clark, Lincoln, Longfellow, Washington

YMCA School Age Learning Centers – 701-364-4117

After school programs at: Jefferson, McKinley, and Madison

BICYCLES, RIPSTICKS, ROLLERBLADES, SCOOTERS, SKATEBOARDS, AND SNOWBALLS

Bicycle racks or parking areas are provided for children who ride their bicycles to school. When children arrive at school with their bicycles, they should go directly to the bicycle parking area to park and lock the bicycle.

- * Bicycles should not be ridden in school playground areas and are considered as strictly a means of transportation to and from school.
- * Skateboards, scooters, ripsticks, and rollerblades should not be used on school property during the school day and are considered as strictly a means of transportation to and from school.
- * Baseballs or hard softballs are prohibited on the school playground during the school day.
- * Throwing snowballs or ice chunks on school property is prohibited.

BULLYING AND COMPLAINTS *See Administrative Policy 6061: Anti-Bullying (also see Discrimination/Harassment)*

Bullying, by an individual or a group, is prohibited. Allowing, observing, or supporting bullying, even though not directly involved in the bullying, is also prohibited. Bullying is any act that occurs repeatedly over time that knowingly causes harm or fear of harm to a person or person's property. This includes written comments (including internet, texting, and email), verbal comments, and physical actions. Anyone that feels they have been a victim of bullying or knows of specific conduct that appears to fit a pattern of bullying needs to report the event to a school official. Wording from the FPS policy reads: *"Bullying" means any physical, written, or verbal expression (including the use of electronic technologies) or pattern that is intended to cause or does cause distress to one or more students.*

The definition includes three important components:

- * *Bullying is aggressive behavior that involves unwanted negative actions;*
- * *Bullying involves a pattern of behavior repeated over time;*
- * *Bullying involves an imbalance of power or strength.*

There is a complaint form on the FPS website; click on "About Us" then "Administrative Policies" – Choose "student" forms and follow the instructions.

CELL PHONE & OTHER ELECTRONIC DEVICES

Fargo Public Schools hold high expectations for student behavior, academic integrity, and responsible use of technology such as cellular phones, smartphones, smartwatches, iPods, iPads, laptops, personal digital assistants (PDA's), e-readers, and other personal electronic devices capable of transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment. Standards for responsible use at school, on busses, or at school activities:

1. Students shall not use any electronic devices that in any way disrupts or detracts from the educational environment.
2. Use of electronic devices for educational purposes will be at the discretion of the teacher. Electronic devices should be used only when designated by the teacher.
3. It is the student's responsibility to secure his/her electronic devices to show care for their technology devices and personal information. The school is not responsible for lost or stolen items or individual service plan charges related to the use of electronic devices.
4. Students are expected to respect the network and adhere to the Responsible Use Policy (RUP) when using personal electronic devices. Students will be expected to access the district's Wi-Fi network while in school with their assigned personal learning devices. Students should not connect their personal learning device to a personal phone or mobile hotspot while in school.
5. Photographing or recording of another person may be allowed for educational purposes as defined by the teacher. Any use of an electronic device, other than for educational purposes, will be considered an infraction of this policy.
6. The USE of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. *Violations of these guidelines may result in loss-of-use privilege, other consequences, and/or confiscation of the device based on the discretion of school administration, teachers, or other school*

personnel.

CHILD ABUSE OR NEGLECT *See Administrative Policy 6315: Child Abuse and Neglect*

North Dakota State Law mandates that schoolteachers, administrators, counselors, and nurses having knowledge of or reasonable cause to suspect that a child coming before them in their official or professional capacity is abused or neglected, will report the circumstances to Cass County Social Services, Fargo, North Dakota. The law further provides that any person required to report, who willfully fails to do so, is guilty of a Class B misdemeanor (a Class B misdemeanor penalty is a maximum of 30 days imprisonment or \$500.00 fine, or both).

Child abuse or neglect may be:

Emotional - Failure to provide warmth, attention, supervision of normal living experiences.

Physical - Shaking, beating, burning, failure to provide the necessities of life.

Verbal - Excessive yelling, belittling, or teasing.

Sexual - Incest or other inappropriate sexual activity involving a child.

CHILDREN IN NEED OF SERVICES (CHINS)

CHINS youth are adolescent youth displaying 1 or more of the following behaviors:

1. Smoking/vaping under the age of 14 (ages 10-13)
2. Running away from their home/residence
3. Truancy (3 or more absences without reason/explanation)
4. *Habitually* disobeying the lawful commands of their parent/guardian.

By law, the CHINS unit is only allowed to accept and respond to referrals of youth displaying these specific behaviors. If you are working with a youth, who does not meet the criteria and needs to be connected to community services, consider calling 211 or 988 to identify local services to support youth and families. More information about the CHINS program can be found online at www.hhs.nd.gov/cfs/children-need-services.

CHURCH-SCHOOL RELATIONS

EXCUSING STUDENTS TO ATTEND RELIGIOUS SERVICES: Students may attend religious holiday services when requests for such permission are received in advance by the principal.

CHURCH YOUTH NIGHT: No elementary principal or teacher will schedule a school activity for elementary students after 4:00 pm on Wednesdays.

CURRICULUM DEVELOPMENT *See Administrative Policy 4200: Curriculum Development*

An effective educational program is contingent upon continuity and coordination of instruction and curriculum. Curriculum development and improvement are based on several factors: the philosophy of education and goals established by the Board of Education, the needs and interests of children, the needs of the community and of society, current research concerning human development, and the ways individuals learn.

Responsibility for courses of study, textbooks, supplementary instructional materials, teaching methods, and other items relating to the instructional program must be shared by a variety of individuals including teachers, administrators, the superintendent, and members of the Board of Education.

Teachers and administrators, through the appropriate curriculum committees, will preview and select basic instructional classroom materials. Selected materials will support the district's philosophy statements and curricular standards and benchmarks. Selected materials will be an extension of best practice educational research. The committee members will follow the district-approved curriculum review cycle to study and evaluate proposed instructional materials for district adoption (AP 4250 Selection of Instructional Materials).

DISCIPLINE *See Administrative Policy 6310: Student Behavior, Discipline and Reporting*

Fargo Public Schools declares that a physically and psychologically safe school environment is an essential

component of sustaining a rich and effective learning community. We recognize that it is the responsibility of each adult in every school to educate students about appropriate behavior. If students engage in behaviors that do not align with their school's expectations, lost instructional time due to removal from classes must be minimized whenever possible.

Fargo Public Schools will seek to partner with parents, guardians, and families to ensure that students receive instruction in appropriate behavior, time to learn appropriate behavior, and fair and proportionate responses for failure to meet behavior standards. Above all, students must share in the responsibility of upholding high standards for behaviors, holding themselves accountable if they have engaged in an activity that does not align with those standards, and commit to understanding the effect that their choices have on the school community.

Fargo Public Schools asserts that effective discipline considers the age and development of the student in framing the instruction of appropriate behavior and the consequences for misbehavior. It is important to state that students have varying needs when it comes to learning appropriate behavior, and this need is supported using positive behavioral interventions and supports (PBIS). Effective discipline is educational, not punitive, and it includes reparation of harm, restoration of relationships, and the use of restorative practices to re-engage students in their learning community.

DRESS CODE *See Administrative Policy 6325: Student Dress*

Students have a fundamental right to free public education. They also have a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others and in establishing a climate for learning within the school. All students are expected to dress and groom themselves neatly in clothes that are suitable for school. Clothing and accessories worn by students are not to endanger the health or safety of other students or distract the educational process.

DRUG PREVENTION PROGRAM *See Administrative Policy 4750: Alcohol and Drug Use*

The Fargo Public Schools is committed to a comprehensive program in grades K-12 to prevent the use of alcohol, tobacco, and other drugs. This includes an age-appropriate, drug and alcohol education and prevention program which addresses the legal, social, and health consequences and techniques for resisting peer pressure to use harmful and illicit chemicals. These programs include a strong instruction program, counseling and outreach staff, and a procedure for referral to appropriate community agencies. Fargo Public Schools recognize that the possession, distribution, and use of alcohol and illicit drugs by our students are unlawful, harmful, and wrong. The district also has in place administrative policies for both students and staff members which set standards for behavior as well as establish consequences for dealing with violations.

EDUCATIONAL CONCERNS

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

1. It is suggested that you discuss your concern first with your child.
2. If further communication is necessary, visit with your child's teacher.
3. If satisfaction is not reached at this level, an email, phone call or a personal visit with the principal is the next step to resolving the concern.
4. A conference with the parent, teacher, principal, and student, if appropriate, is the next step to resolve the concern.
5. Any decision at a building level may be appealed to the district office administration (an Associate Superintendent or the Superintendent).

EMERGENCY RESPONSE PLAN AND EXERCISES

There are five basic emergency responses that are practiced: evacuation, lockdown, secure the building, shelter,

and hold. Classrooms have emergency buckets with all the materials and forms needed to carry out these responses. All school personnel have been trained in emergency procedures, including ALICE Protocol. School personnel will be doing their best to ensure that all students are being held in a safe location. Our goal is the safe care, custody, and accountability of children.

In a lockdown, the school will not be able to answer incoming phone calls or make outside calls. School personnel are trained in the ALICE Response method to violent critical incidents. Within minutes, school personnel will be assisted by police, who will secure the neighboring streets and the building perimeter. No one, including parents, will be allowed near the school during a lockdown.

Students are to follow the instruction of staff members and will leave the building if safe to do so. All students and faculty/staff will remain in the lockdown, following ALICE Protocol, until the police department lifts the lockdown. When there is a critical incident, school staff will make decisions based on ALICE training. Once first responders arrive, the responders will provide support and next course of action. When the lockdown is lifted, parents may come to pick up their children at the school (or reunification site, if reunification is deemed necessary). The location of a reunification site will be relayed to parents through the local media and the school district's notification systems.

Please be aware that parents/guardians must bring legal, government-issued picture identification (such as a driver's license, state ID card, military ID, passport) to a reunification site before their students can be released to them in a situation where students are moved from their school for safety reasons.

ENGLISH LEARNER PROGRAM – *Go to Student Support Services*

ENTRANCE AGE REQUIREMENTS *See Administrative Policy 6210: Entrance Age*

All children entering kindergarten for the first time must be five years old on or before July 31 preceding the school year. All children entering first grade for the first time must be six years of age on or before July 31 preceding the school year.

State law requires that all children enter first grade before they are seven unless they are in kindergarten. The law requires that the person responsible for a six-year-old who is enrolled in a public school must ensure that the child is in attendance for the duration of the school year. The parent/guardian may withdraw the six-year-old from school but may not then re-enroll the child until the following school year. This law does not affect a six-year-old child relocating to another school district.

EARLY ENTRANCE *- See Administrative Policy 6210: Entrance Age*

Early entrance means entering kindergarten or first grade before the legal entrance age. The date of birth evidence must be provided at the time of registration. State Law allows a student to enter early if they meet certain criteria. If interested in early entrance for a child whose birthday is between August 1 and November 31, contact *Amy Nojang* (446-1010) after January 1 to receive more information about the testing, criteria, and application process. The deadline for early entrance application is April 15. The testing fee is \$40. Early entrance information is also available online at <http://www.fargo.k12.nd.us/earlyentrance>.

FERPA Privacy Rights - PRIVACY ACT (34CFR Part 99)

The Fargo Public School District extends official notification of their commitment to the Family Educational Rights and Privacy Act (FERPA) which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a

record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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.

3. The right to consent to disclosures of personally identifiable information contained in 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks including serving on the Emergency Threat Response Team. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (The District may also disclose "directory" information such as a student's name, address, telephone number, date of birth, honors, and awards. If the parent does not want directory information released, they must contact the school where the student attends within two weeks.)
4. 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 is Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

FEDERAL TITLE PROGRAM DISPUTE RESOLUTION POLICY

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to Title programs. The following process must be followed by anyone who wishes to file a complaint:

1. The written complaint must be sent via mail or email to: Fargo Public Schools, 700 7th Street South, Fargo, ND 58104 and include the name of the Title Manager for the specific program. Title Managers and their programs are:

Title I Part A (Disadvantaged Students)	Jan Anderson	anderja@fargo.k12.nd.us
Title II Part A (Teacher Training and	Robert Grosz	groszr@fargo.k12.nd.us
Title III (English Language Acquisition)	Liann Hanson	hansonl3@fargo.k12.nd.us
2. The complaint must include: the date, the name of the district or unit or individual the complaint is against, the name, address and phone number of the person making the complaint, a detailed description of the complaint including specific facts, and the signature of the person making the complaint. When a complaint is filed, the appropriate Fargo Public Schools Title Manager will investigate and issue a written response within sixty (60) calendar days from the date the complaint is received.

Reconsideration: Once a response is received from Fargo Public Schools administration, the person making the complaint has the right to have their complaint reconsidered. The complainant may submit a reconsideration request in writing to the ND Dept. of Public Instruction (State Superintendent, 600 E. Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440) and the US Dept. of Education (Secretary of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202).

FIELD TRIPS *See Administrative Policy 4410: Field Trips*

Instructional field trips are those which are directly related to ongoing classroom instruction. They provide a means for staff and students to relate the instructional program to the community outside the schools. Field trip transportation will be provided by bus or another district vehicle. Circumstantial exceptions to this are listed in AP 6340 Transportation of Students. On all school-sponsored trips involving students, provisions will be made for proper supervision. Parents are asked to give permission in the fall using the online registration forms for

children to be taken on field trips. Parents will be notified of upcoming field trips. Please review the Field Trip and In School Experiences overview document available on your school's website.

FRAGRANCES

Respecting the sensitivity others may have to chemicals or fragrances, we ask that students and staff minimize the use of scented body sprays and lotions, hairspray, colognes, and perfumes. Products such as these contain compounds which can be detrimental to the health of some children and adults, thereby limiting their ability to learn and work in our school settings. In the case of individuals whose sensitivity is acute, students and staff may be asked to refrain from the use of such fragrances completely.

GIFTED PROGRAM – Go to Student Support Services

HEALTH ISSUES

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

AHERA requires that schools ensure workers and building occupants are informed of inspections and response actions. Fargo Public Schools' AHERA information can be accessed by contacting the Director of Maintenance and Operations at 701-446-1023. Each school that contains asbestos has a current management plan in place that identifies knows asbestos and its location. The plan is available upon request.

COMMUNICABLE DISEASE REGULATIONS

See Administrative Policy 4780: Communicable Diseases

Teachers must report suspected cases; whenever any principal and/or teacher in any private, parochial, or public school has reason to suspect that any student is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to the Fargo Cass Public Health in Fargo (241-1360). REFER TO THE CHART AT THE END OF THIS HANDBOOK.

GOVERNMENT REGULATIONS

Fargo Public Schools and Fargo/Cass Public Health employees honor and comply with all government regulations including Health Insurance Portability and Accountability Act (HIPAA).

HEALTH INFORMATION FORM

This is an online form that is completed or updated yearly by the parents for use by the school and the school nurses. This form is considered an educational record, governed by state and federal laws including the Federal Educational Rights & Privacy Act (FERPA). In the event of any third-party billing, Health Insurance Portability & Accountability Act (HIPAA) is also followed. As a parent or legal guardian, when you sign the form, you are giving permission to allow the information on the card to be disclosed only as authorized by the above laws or regulations and to use such information to create an Emergency Care Plan or to consult with a student's Primary Care Provider for any health concerns as needed.

Fargo Cass Public Health (FCPH) and the Fargo Public Schools provide notification to parents of the regulations followed to maintain the privacy of the health information. FCPH provides an opportunity to review its privacy practice notice, its legal duties, and your rights concerning your health information related to HIPAA. This notice is available when you complete the yearly health form, at the school nurse's office, or on the City of Fargo's website: <http://fargond.gov/city-government/departments/fargo-cass-public-health> (Search privacy notice). For further information, contact the public health office at 241-1360. FPS regulations related to FERPA are listed in this handbook.

ILLNESS GUIDELINES

Parents should call the school to advise school officials of the child's absence. If a child becomes ill while in school, the parents will be contacted so they can come immediately to the school to pick up the child. It is

important that each parent provides a local name and phone number of a person who could be contacted in case of an emergency. The principal or secretary will also refer any suspected contagious cases to the parent for medical diagnosis. Notify the school nurse if you have concerns or questions related to illness issues.

Children with the following symptoms should not be sent to school and/or school activities. If these symptoms are present, the student should be sent home.

- Any indication of communicable diseases as listed on the communicable disease regulations.
- Thermometer indicates a temperature of 100 degrees or above
- Undiagnosed rash or sores.
- Vomiting or diarrhea.
- Deep and severe cough, heavy or discolored nasal discharge.
- Contagious infection diagnosed by a physician.

Students may not return to school until:

- When the student is diagnosed by a physician to have a contagious infection and places the student on prescription medication, the student may not return to school until they have taken the medication for a full 24 hours and
- The student's temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (i.e., Tylenol), etc. to keep the temperature down.
- There has been no vomiting or diarrhea for 24 hours.

These guidelines are for the safety of the ill student as well as for the other students and staff.

IMMUNIZATION

North Dakota Century Code 33-06-05-01 requires that all students entering any grade in school must provide a completed Certificate of Immunization before they can be admitted to school. Parents are responsible for ensuring their students receive immunizations as they become due. The parents/guardians of all students have 30 days from the date of enrollment (or, if already enrolled, the date the student is eligible to receive the immunization) to ensure students receive or at least start the series of the missing immunizations. If the student is not in the process of receiving the immunizations within those 30 days, the student will be excluded from attending school. The parent/guardian may sign a waiver or exemption form based on medical, philosophical or religious beliefs; however, if there is an outbreak of a disease related to the immunization exemption, the non-vaccinated student will be excluded from attendance during that time.

MEDICATION *See Administrative Policy 6720: Medication Administration*

School personnel may not dispense prescription medication to children unless the licensed prescriber and parents have signed the "Prescription or Over the Counter (OTC) Authorization for Medication Administration" form. Non-prescription medication (over-the-counter medications, such as acetaminophen, cough syrup, bug spray or sunscreen, etc.) will be **administered according to the manufacturer's recommendation as written on the bottle**. In addition, the parent or legal guardian needs to sign an authorization form. These forms are available at all school offices, at most clinics, and on the Fargo Public Schools website. A new form must be submitted at the start of the school year or when any changes occur from the original prescription order. All medication will be in and dispensed from the school office or other designated areas. Medication must be sent to school in the original container. When a prescription is ordered at a pharmacy, you can request the order be placed in two bottles. Medication left at the end of the school year must be picked up by an adult or it will be disposed of by the nurse two weeks after school is completed for the year.

SCHOOL HEALTH SUPPORTS

A school nurse, employed through Fargo Cass Public Health (FCPH), is available on an intermittent basis to all elementary schools. The telephone number to contact is 241-1360. The school nurses are funded through Fargo Public Schools and Fargo Cass Public Health. FCPH also provides health assistants on a limited schedule at some buildings. At some buildings FPS schedules health aides to manage the day-to-day operations of the nurse's

office.

School District Practice: Once per school semester, elementary schools will send a basic informational document regarding head lice to parents. Upon the first case of lice known in a school, that principal will send a letter to their building parents, building staff, and the district office notifying them that a case of lice has been identified. To maintain confidentiality, notifications of new cases will occur no more than once per month.

INVITATIONS and DELIVERY OF FLOWERS/BALLOONS

If your child is going to bring invitations to school for a party at home, all children in the class must be invited. If you aren't inviting all the children in the class, do not bring the invitations to school; mail or hand-deliver the invitations. Before proceeding with plans to have balloons or flowers sent to your child, keep in mind that these items will sit in the office until the end of the school day when your student will be asked to pick them up as school is dismissed. They will not be delivered to a classroom. Also, consider the difficulty created for the child who must try to manage these items as well as their backpack, etc. on their way home, whether they are walking or riding the bus.

To align to the district Wellness Policy (AP 3250) and to ensure safety of students with food allergies (AP 3225) and diabetic care plans, families are no longer allowed to bring birthday or celebration food snacks to school for the class.

LIBRARY MEDIA CENTERS/COMPUTERS

Each elementary school has a well-equipped media center staffed by a trained library media specialist. In addition to providing reading guidance and personal literacy and coding, the library media specialist provides instruction in research and information literacy, STEAM, digital citizenship, and a variety of interdisciplinary topics.

Each media center has a large collection of print, audio-visual, and digital materials. The district maintains a webpage of Elementary Student Resources, a collection of online educational subscription resources. These resources may be accessed from home. Contact the school librarian with any questions about logging into these resources.

Each fall, students receive instruction regarding the responsible and appropriate use of FPS computing devices and information network. This age-appropriate instruction is designed to explain FPS policy AP 4265 Student Use of Fargo Public Schools Information Network and engage students in learning about proper device care and safe internet behaviors.

LOST AND FOUND

The school maintains an area where items that are found can be turned in, and lost items may be reclaimed. Items found should be turned into the school office. All personal items should be marked with names so that, if lost, they can be promptly returned to their rightful owners. At various times during the school year, unclaimed items may be donated.

MENTAL HEALTH AND WELL-BEING

Protecting the health and well-being of each student is of utmost importance. The school board has adopted a suicide prevention policy designed to help protect all students through the following steps:

- Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources
- When a student is identified as being at-risk, a risk assessment will be completed by a school-based mental health professional who will work with the student and help connect the student to appropriate local resources

- Students will have access to local and national resources that they can contact for additional support, such as:
 - FirstLink Crisis Services: DIAL 211 or 701-235-SEEK (7335)
 - National Suicide Prevention Lifeline: DIAL 988 or 1-800-273-TALK (8255); www.suicidepreventionlifeline.org
 - The Trevor Lifeline: 1-866-488-7386 www.thetrevorproject.org/get-help-now
 - Trevor Lifeline Text/Chat Services, available 24/7 - Text "TREVOR" to 678-678
 - Crisis Text Line: Text TALK to 741-741; www.crisistextline.org

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or their peers. Students are encouraged to tell any staff member if they or a peer are having/experiencing suicidal thoughts or are in need of help.

While confidentiality and privacy are important, students should know that when there is a risk of suicide, safety comes first. For a more detailed review of policy please see the district's full suicide prevention policy.

MOVING RESIDENCES FROM ONE FARGO SCHOOL TO ANOTHER FARGO SCHOOL

If a family moves to another school area within the Fargo Public School System, please notify the school of the change in address. If parents desire to have their children complete the semester at the school where they have been enrolled, the parent must complete the appropriate form, then the principal can consider the parent's request. (Refer to the section on *Petition Requests*.)

MOVING RESIDENCES FROM FARGO SCHOOL DISTRICT TO A NEW SCHOOL DISTRICT

If the family is moving to another school district outside of Fargo, parents should notify the school and sign a "release of records" form at the new school so the child's records can be forwarded to the new school district. For families that move to a neighboring North Dakota school district and want to continue attending school in the Fargo district, an Open Enrollment Application can be completed (Please refer to the section on *Open Enrollment*). Families that move to a different state must transfer to an appropriate school in that state once the move is completed.

NON-CUSTODIAL PARENT

It is the parents' responsibility to notify the school that both parents are to receive notices from the school and to ensure appropriate emergency numbers have been provided. If there are legal orders pertaining to rights of parents, the school must be provided with information in order to support the orders.

NON DISCRIMINATION AND ANTI-HARASSMENT POLICY *See Policy AP 4060/5060/6060 AP 4060/5060/6060*

The Fargo 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, national origin, ancestry, disability, age, or other status protected by 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.

Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:

For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

Forms and contact information are located in the policy.

NUTRITION SERVICES

Elementary students are offered a daily breakfast and lunch meal provided through the USDA's National School Lunch Program. Students may receive 1 breakfast and 1 lunch meal daily at the USDA subsidized price of \$1.55 for breakfast and \$2.55 for lunch for the 2023-2024 school year. Households may apply to receive meal payment assistance and additional waived fees by completing an application online at EZMEALAPP.COM. Households qualifying for other federal assistance program, such as SNAP, will qualify for meal payment assistance automatically. Students must accept all required food components when receiving a school meal. Additional meals and milk cartons are available for purchase. Students must have the funds available at the time of purchasing extras either in their lunch account or in cash. Extra milk may be purchased for \$.45 per 8 oz carton. Funds can be added to the student's lunch account online through PowerSchool or by providing a check to the school office. Students are welcome to bring their lunch from home and eat with their class when not participating in the school-provided meal. Federal forms and related information regarding free or reduced meals will be emailed to each family prior to the first day of school and will also be available in all school offices and online throughout the school year.

Students have 20-25 minutes for lunch. Students leaving the building for noon but not going home must have written permission from parent/guardian so that a student's whereabouts are documented in case of an emergency. Students requiring a modified school menu for medical purposes must complete a Special Menu Requirement Form with the Nutrition Services Department also included in the appendix of this document. Food preferences are not accommodated.

MILK BREAK

A mid-morning milk break program is provided as an optional service for a fee. Families may choose to purchase this service. The total price per semester along with beverage choices is determined and announced by the school and is payable in advance each semester. Milk flavor choice is made at the time of purchase and applies through each semester.

OPEN ENROLLMENT

The Fargo Public School District is a participant in open enrollment. Families that move to a neighboring North Dakota school district and want to continue attending a school in the Fargo district, or families that reside in neighboring North Dakota districts and have not changed residences, an Open Enrollment Application can be submitted [www.fargo.k12.nd.us Click on "Registration" – "District Forms"]. The application form contains the filing instructions, deadlines, and guidelines. Be aware that some Fargo schools do not accept open enrollment due to class size and space limitations. The application deadline for fall enrollment is the last working day in the preceding February.

PETS

No pets should be brought to school. Allergies, carpet cleanliness, injuries and rabies are very real concerns.

PETITION REQUESTS

Through a petition process, exceptions to a student's school of enrollment may be granted by the two involved principals upon the request of parents or legal guardians. Approval is dependent upon a number of factors, the most important being the class sizes at both schools affected. Please note the submission deadlines. Forms and information are on the district website [www.fargo.k12.nd.us Click on "Registration" – "District Forms"].

Current Petitions Students:

Parents of students currently attending school on an approved petition may request enrollment of their child(ren) at the current school of attendance for the next school year by submitting the petition to the principal at the requested school by the deadline of May 1. These current petition families will be notified no later than June 15 regarding their request.

New Petition Requests:

Parents of students requesting a new enrollment of their student(s) at a school outside their assigned attendance area may complete the information requested and submit the petition to the principal at the requested school by August 1. These new (or late) petition families will be notified no later than August 15 regarding the status of their request.

PROGRESS REPORTS / PARENT-TEACHER CONFERENCES

The teacher assesses each child's progress through daily work, assessments, and observations. Parent/Teacher conferences are held twice a year to discuss progress in relation to end-of-year expectations. The reporting schedule is structured, with conferences in October/November and February/March, and progress reports at the end of each semester. The progress reports are available electronically on PowerSchool. Consistent communication is important, and parents can request additional conferences with the principal. Access to state test results and report cards is also available on PowerSchool by logging in and scrolling down to the left column to click on Document Storage.

RECESS - CANCELLATION

Outdoor recess playtime is normally canceled when the temperature and wind speed create a wind chill factor of 10 degrees below zero. Parents are strongly encouraged to make sure their children have mittens, hats, boots, and coats adequate for cold weather. Outdoor recess is canceled when the temperature and wind speed create a wind chill factor of 10 degrees below zero or colder. Outdoor recess will be canceled not only in the case of extreme cold but also when the air quality is deemed unhealthy. FPS will monitor air quality levels in Fargo using the AirNow website, which reports daily. Recess will be canceled if the air quality is coded as RED or PURPLE on the website. The CDC has provided school recommendations on outdoor activities here: [Air quality and outdoor activity guidance for schools](#). The principal, or designee, has the discretion to modify recess as needed. Because physical activity is so important, all students will go outside unless they have a doctor's note indicating they should stay indoors. Principals have the discretion to modify recess as needed.

REGISTRATION AND UPDATES

Each year all families new or returning are asked to complete annual registration forms and make fee payments online through PowerSchool.

- It is important to update parent, guardian, and emergency contact information if they change before the annual registration. To do this, please login into PowerSchool and select forms. Update the form and submit, the building level administrative assistant will update your request into PowerSchool within two student contact days. If you are having difficulties with your login, please contact Stacy Haglund at 701-446-1030. If you need assistance in filling out the form, please contact your building's main office.
- Please note that if a student needs to be sent home during the school day the school will call the parents and guardians first, if they cannot be reached the school will call the emergency contacts next.

RETENTION, PROMOTION AND ACCELERATION OF STUDENTS *See Administrative Policy 4710*

Retention, promotion, and acceleration will be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

SCHOOL CLOSING

The Superintendent of Schools will make the decision as to whether school will be held or called off due to inclement weather. If school is called off, parents will be contacted via the automated phone, email, and text system based on the contact information supplied to the school office, all local radio and television stations will be notified, and information posted on the District's social media channels. Parents should always use their own judgment as to whether or not the weather is suitable for their children to make the journey to school on any particular day. If school is in session and it is your judgment that your children should remain at home, that decision will be respected by the school and the absence excused. For more information regarding school closings due to weather, visit <https://www.fargo.k12.nd.us/schoolcancellation>.

Occasionally, the school day may need to be shortened due to weather, water, electrical, or other unforeseen circumstances. In these instances, parents will be contacted via the automated phone, email, and text system based on the contact information supplied to the school office, all local radio and television stations will be notified, and information posted on the District's social media channels. The usual bus routes will be run if possible. The school will follow parent's plan as indicated on Emergency Early Release form that is completed online at the beginning of each year.

SCHOOL DELAY: LATE START

On mornings when weather conditions warrant additional time to assess conditions, the Fargo Schools may use a late start procedure. This will allow time for the sunrise to occur, the weather to improve, or the decision to cancel school for the day to be made. On these days, a ***two-hour delay*** will be used. That means buses will run two hours late. *Rural bus riders* can expect the bus to arrive two hours later than the normal arrival time. *Energy saver bus riders* can add two hours to the scheduled times printed and expect the bus to be at the specified stops two hours after the printed times. The early run of these energy saver routes will not run. Road and street conditions will have an impact on bus schedules and some delays can be expected. ***Elementary school*** starting times will be two hours later than the regular starting times printed in this handbook. Before school programs and morning activities will not be held, so students should not arrive early.

School Early Release:

Fargo Schools will implement four early release days during the 23-24 school year. On these days students will be released from school two hours earlier than normal. All bus routes will be two hours earlier also. The dates are highlighted on the district calendar for family planning on the 23-24 District Calendar:

- Wednesday, October 18th
- Friday, December 22nd
- Friday, February 16th
- Friday, April 19th

Sex Offenders — *AP 3435 Sex Offenders on School Property*

Parent sexual offenders must seek approval to enter school property from the Superintendent of Schools in writing annually. If approval is granted, it is given for one school year with the approval expiring on the last day school.

SPECIAL EDUCATION — *Go to Student Support Services*

STUDENT EDUCATION RECORDS *See Administrative Policy 6910: Student Education Records*

Cumulative records are maintained on every student in the Fargo Public Schools. The information in a cumulative

record file includes basic demographic information about the student and their family, attendance records, grades and/or progress reports, immunization information, assessment results, and special education information (if applicable). Other information provided by the parents including medical information, custody arrangements etc. may be included. Parents are welcome to see or have a copy of the material in this file upon written request. Should a student transfer to another school system, parents will sign a release of the records form at the new school. Official records will be sent to the new school by the Fargo Public Schools. No individual or agency outside the school system will be permitted to inspect a child's record without the written consent of parents or court order.

STUDENT PICK-UP during the day

Our primary purpose is to ensure a safe environment for all students to grow and learn. To ensure safety of all students, and utilize time for learning, it is our district-wide policy that if students are picked up before the end of the day, they will be called from their class only after the parent/guardian is in the school office, signing the student out. Please arrive in the office early enough to allow your child adequate time to leave their classroom and dress appropriately for the weather. If parents plan to have someone other than themselves pick up their child at school, they should inform the school office so proper arrangements can be made. The individual should have proper identification available to show the school office staff.

Student Pick-up before and after school

To keep children safe, and keep drop-off and pick-up as efficient as possible, FPS has adopted these protocols. We ask that all caregivers review and follow the protocols in order to contribute to our safe school culture and demonstrate consideration and respect for all. At the end of the day, the children are watching. Please remember you are modeling for them the necessity of following school rules and showing respect for all.

1. Please have the student backpacks, lunches or lunch money and students ready before entering the Pick-up and Drop Off Zone.
2. Please do not use your cell phone or play loud music while picking up or dropping off students.
3. Park next to the curb.
4. Come to a complete stop. (Caregivers need to stay in the car in the pick-up and drop-off loops)
5. Staff will help direct traffic in this area. Please pull up as far as they indicate.
6. Students should exit and enter on the passenger side of the car only (curbside).
7. The drive-through is the safest when everyone works together and has patience.

STUDENT SAFETY AND WELLNESS PROGRAMS

All schools participate in the *Red Flag Green Flag* program in grade two and the *I Wish the Hitting Would Stop* program in grade four. These programs assist students with reporting and coping with inappropriate situations with other people. Fourth and fifth-grade students participate in puberty talks conducted by Cass Public Health nurses. Parents will be notified of these trainings in advance and if you have questions, please contact your school counselor.

STUDENT SUPPORT SERVICES

ENGLISH LEARNER PROGRAM

When all new families register to attend Fargo schools, they complete a *Home Language Survey (HLS)* form. If this form indicates that the student speaks a language other than English at home (including American Indian tribal languages), the student *may* be able to receive educational services from the English Learner (EL) department. If the HLS indicates a student might be EL, the student is given a language screener (ACCESS) to see if they qualify. ACCESS measures English speaking, listening, reading, and writing proficiency. Students in the EL program will usually meet for part of their day with EL teachers to receive additional instructional support to bring their language skills to a level where they can be academically successful in the mainstream classroom.

GIFTED SERVICES

Gifted Services for identified students in grades 1-5 are provided in each building. Typically, informal services are offered in grades 1 and 2 to determine student strengths and then formalized starting in grade 3. Formalized students are placed on an Individualized Learning Plan (ILP). Service options include consultative, small group, and individualized services depending on the needs of the child. Go to the district website for more information: <https://www.fargo.k12.nd.us/giftedservices>

SPECIAL EDUCATION

Fargo Public Schools offer comprehensive special educational services to children and youth between the ages of 3 and 21. When a teacher suspects that a child may have a disability, a series of procedures is initiated to determine whether a child is eligible for service based on state or federal criteria. Typically, this begins with a child study team meeting at the building level to examine whether all regular educational resources have been accessed. These educational resources include a series of interventions which can be intensified over time commonly known as a Multi-Tiered System of Support (MTSS) process. Interventions may comprise a variety of strategies, curriculum, and accommodations to attempt to correct a student's difficulty within the general education classroom setting. The purpose of MTSS is to intervene early when a student is experiencing difficulty with school. This process may correct a student's difficulty before an assessment for a suspected disability needs to occur. In some instances, the Child Study Team may determine that formal referral to special services is essential. Whenever that occurs, parents are advised of the needed assessment services and are required to give written consent for such assessments. Upon completion of assessments, a meeting is scheduled with the child's parents, teacher, evaluators, and a building administrator to review the results and determine eligibility for special education services. Services may consist of special instruction within the classroom, instruction in a resource room, or instruction in a special resource classroom. Related special services such as transportation, physical or occupational therapy, special assistive technology and/or evaluation by other agencies may be offered to eligible children. The identification of children who may need preschool educational services is accomplished by an ongoing screening program for three- to five-year-old children or referral by an outside agency (infant development, outside agency, therapist, or doctor). Children determined to be "at risk" are scheduled for a follow-up evaluation and placement if appropriate. Families interested in screening may contact the Early Childhood Special Education (ECSE) Preschool Program at 446-3100 or go to the FPS ECSE website <https://www.fargo.k12.nd.us/ecse> to sign up for a screening.

Section 504 (Child Find Notice)

Pursuant to Section 504 of the Rehabilitation Act of 1973, the district has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation, and placement into Section 504 programs, please contact the Director of Compliance, Dr. Patricia Cummings at 701-446-1000 or email cumminp1@fargo.k12.nd.us

STUDENT TEACHERS

The primary mission of the Fargo Public Schools is the education of children. It is also recognized that public schools serve an important and necessary function in the preparation of future teachers. Therefore, the placement of student teachers by area teacher training institutions in the various schools of the district is approved by the Board of Education.

SUMMER SCHOOL-Program

The elementary program provides remedial assistance in reading and math for those who are referred by their classroom teachers. All registrations for the summer school elementary program must be submitted before April 1st by the classroom teacher. Contact Lori Nappe, Elementary Summer School Director, at 446-1295 with questions.

SUPERVISION

The safety of every child under our supervision is a major concern. The use of the playground before and after school, evenings, and weekends is permissible, but parents who allow their children to use the grounds should know that supervision is not provided. Children should arrive at school no more than **fifteen minutes** before the start of school. Students that arrive earlier than 15 minutes before school need to be dressed appropriately to wait outside until the doors open. Supervision prior to the 15 minutes before the start of school is the parent's responsibility. At dismissal, children should go home or to a childcare provider immediately to check in before returning to the playground. Students and parents need to read and comply with the signs on the playground.

TITLE IX – POLICY STATEMENT: Title IX lies within Administrative Policy 4060/5060/6060.

The Fargo 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, national origin, ancestry, disability, age, or other status protected by law.

TITLE IX – GRIEVANCE PROCEDURE

Title IX Sexual Harassment Grievance Procedure The following procedure is designed to resolve sexual harassment grievances by and against staff, students, parents, and third parties, as described in board policy, in a prompt and equitable manner. In accordance with Title IX of the Education Amendments Act of 1972, the District prohibits discrimination on the basis of sex, including sexual harassment, in any District education program or activity. The District shall respond when sexual harassment occurs in the District's education program or activity against a person in the United States. Policy requires all staff to fully cooperate when asked to participate in a harassment or retaliation investigation, except in circumstances when requiring cooperation would constitute prohibited retaliation. The procedure contained in this regulation supersedes the District's policies regarding complaints about personnel and bullying.

Reports of sexual harassment may be made by any person, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment. A report may be filed in person, by mail, by telephone, by e-mail, or by any additional method provided by the District using the contact information for the Title IX Coordinator as set forth in policy. Grievance forms and investigative processes are set forth in Policy 4060/5060/6060.

TRANSPORTATION *See Administrative Policy 6340: Transportation of Students*

Students residing inside the FPS boundaries and more than a half-mile from school are offered rides to and from school on an Energy Saver Route System. Students are only eligible for transportation to and from school from their home address. It is recommended that parents walk with the student to the bus stop and identify unique landmarks, so children know at which stop to get off when riding home. Parents/guardians must provide transportation to and from school if the student is attending via open enrollment or petition.

Parents and students can report behavioral incidents to the driver, principal, or the transportation office (446-1016). The regulations for students riding school buses are included in the route schedule and on the Fargo Public Schools website.

Transportation to and from school is a privilege and requires that students adhere to all safe riding rules. Discipline for misbehavior on the bus will range from a "warning" with parent notification up to and including bus suspension for the remainder of the school year. It is the prerogative of the school principal to assign whatever action he/she feels is appropriate for each school bus incident. Supervision at bus stops is the parents' responsibility.

On rare occasions, transportation has experienced a shortage of drivers, if this occurs a bus route may be delayed or cancelled for that day. Notification will be made as soon as possible on that day by email or text to those directly affected.

VALUABLES AT SCHOOL

We encourage students to keep valuable items at home or arrange to secure them during the school day.

Theft of high expense items: In cases of theft involving medical materials or items of considerable value, staff and students should report this information to the school office. Prior to beginning an investigation, school personnel will communicate this information with parents of the student(s) involved, police, and the school nurse when appropriate.

The schools are not responsible for stolen, lost, or broken personal items. Students need to leave valuables at home.

VISITORS AT SCHOOLS See Administrative Policy 4650: Visitation

Parents and Guardians are welcome to visit schools. Children alone cannot visit, however, unless an invitation has been extended for some special event. Classroom visits must be prescheduled with the school principal no later than 2 days prior to the date of the visit. During regular class hours, **all visitors must report to and register in the main office; failure to do so is a Class B misdemeanor.**

VOLUNTEERS

Schools encourage volunteers to participate in their building. Volunteers are needed in many areas. If you are interested or know someone who is interested in volunteering, please contact your school principal or your child's teacher.

WEAPONS IN SCHOOL See Administrative Policy 6320: Suspension and Expulsion

The Fargo Board of Education places a high priority on the safety and well-being of students. Possession of a weapon by a student or adult on school property, in school buildings, before, during, or after school, or at school-sponsored events is strictly prohibited. "Weapon" is defined as any firearm, whether loaded or unloaded, any device designed as a weapon or through its use, is capable of producing great bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. Disciplinary action may include suspension or expulsion. Dangerous objects will be turned over to the district's Safety Coordinator and held until a parent makes arrangements to pick up the item from the district office.

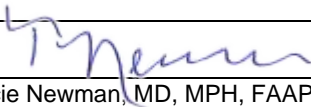
The table listed below includes possible communicable diseases seen in the school setting. This is not an all-inclusive listing. If you have any questions or concerns related to any communicable diseases, please contact your school nurse or Fargo Cass Public Health at 701.241.1360.

NAME	DISEASE INFORMATION	CASES	CONTACTS
BEDBUGS	Bedbugs are small parasites that feed on the blood of humans while they sleep. They are not known to transmit any infectious disease. They leave small marks similar to mosquito bites.	No exclusion from school. Skin lesions are treated symptomatically. Cleaning and possibly insecticide treatments of the home is the method used to prevent spread. Severe cases may need to seek medical attention for steroids and antibiotics.	Household contacts may have similar exposure to source of bedbugs. They are not spread person-to-person but can be transported to other locations in small crevices of objects.
CHICKEN POX (Varicella)	Vaccine available and recommended for all children. Two doses of vaccine required for all school aged children. Caused by herpes zoster virus — the same virus that causes shingles.*	Children should be excluded until all blisters have dried into scabs and no new blisters have started for 24 hours or in immunized children without scabs, until the blisters are resolving. This usually takes four to seven days.	Varicella is highly contagious 1-2 days prior to rash. Susceptible contacts should consider immunization within three to five days of exposure. Antivirals within 24 hours in high-risk groups. Incubation period is two-three weeks.
COVID-19 *Subject to change based on CDC risk level and NDDoH guidelines	Respiratory disease caused by SARS-CoV-2 spread mainly person to person through respiratory droplets. Infected persons can have no symptoms or symptoms range from mild to severe and can include cough, sore throat, headache, fever, body aches, vomiting, diarrhea, or loss of taste and smell.	People with symptoms should get tested and stay home if positive. Individuals should isolate for 5 days from symptom onset (or day 0 of testing). Students and staff may return when 5 days have passed since symptoms started AND are fever free for 24 hours (without use of fever-reducing medications) AND symptoms are improving. Isolation period should be followed by 5 days of wearing a well-fitted mask OR 2 negative tests 48 hours apart.	Vaccination is the best way to prevent the spread of COVID-19. Frequent hand washing, avoiding touching face, covering cough / sneezes, and regular cleaning of surfaces all encouraged to reduce the risk of disease spread. Quarantine is no longer recommended for people exposed to COVID-19. It is recommended for contacts to wear a well-fitting mask and to get tested. Test to Stay is not needed.
DIPHTHERIA-TETANUS-PTUSSIS (DTP, DTaP, Tdap, Td or DT vaccine)	Four or more doses required – one dose must be on or after the fourth birthday. Three doses Td/Tdap required for those age seven or older not previously vaccinated. One dose of Tdap required for seventh grade entry effective year 2014-2015 and thereafter. Thirteen- to 18-year-olds who missed 11-12 year Tdap encouraged to receive one dose. (TD) booster is recommended every ten years.	Diphtheria – Exclude from school until well. Handle each case individually. Pertussis – Exclude from school. Children and staff may return after they have completed five days of appropriate antibiotics or if they have been coughing for more than 21 days. If no antibiotics are given, exclude for three weeks from onset of disease.	Diphtheria toxoid booster appropriate for age if not up to date on immunizations as well as antibiotics. Physician may advise booster immunization and/or antibiotics for close contacts. Symptomatic contacts (contacts with a cough) of pertussis cases should also be excluded from activities until five days of antibiotic treatment are completed or 21 days of cough.
ERYTHEMA INFECTIOSUM (Fifth's Disease)	Is a viral infection caused by parvovirus B19, in most instances it is a mild rash illness of childhood. The rash is referred to as "slapped cheeks". The rash may progress to a lace like rash on the trunk, arms, buttocks, and thighs. In addition, may have a low-grade fever, runny nose, headache, muscle aches and tiredness. More common in elementary aged children.	Fifth's disease has the greatest risk of transmission before the signs and symptoms appear. Therefore, routinely, exclusion from school is not recommended. It is spread by exposure to airborne droplets from the nose and throat of infected people. Incubation period is 4-14 days.	Pregnant women who are not immune usually only have mild illness if they are exposed to fifth's disease. They can continue to go to their workplace if there is an outbreak. If they are not immune to parvovirus B19, and not currently infected, they may want to stay away from people infected.

NAME	DISEASE INFORMATION	CASES	CONTACTS
HAND FOOT AND MOUTH	Is a common viral illness most often occurring in children younger than five but can sometimes occur in older children. The symptoms include fever, poor appetite, feeling of being unwell (malaise), and sore throat. Then one or two days later painful blisters develop in the mouth, generally in the back of the mouth. Rash on palms and soles may also develop as flat red spots that sometimes blister.	Children with symptoms should not attend childcare or school until the fever is no longer present and the blisters began to subside. It is spread by contact with nose and throat discharges, blister drainage, and feces of infected people.	Particular attention should be given to thorough hand washing following contact with nose and throat discharges and feces of infected people.
HEAD LICE (Pediculosis)	Caused by a tiny biting parasite. Other than severe itching head lice cause no other medical problems. The sharing of hats, coats, and hair items easily spreads head lice.	No exclusion from school, until the end of the day the live lice were found and then until treated. Children should be treated for lice as soon as possible.	Close contacts should be checked frequently for two weeks. Head-to-head contact with other children should be discouraged.
HEPATITIS A (Hep A)	Hepatitis A virus infection is usually self-limited, and treatment consists of supportive care. Symptoms are nonspecific and can include fever, malaise, anorexia, vomiting, nausea, abdominal pain, and diarrhea. Two doses of vaccine are recommended, spaced six months apart, starting at age one year.	Transmission is by oral-fecal route so need to use care if providing bathroom personal care to students (gloves and careful handwashing). Children should not return to school until one week after illness onset, until the prophylaxis program for contacts is completed, or until directed by the health department.	Household and close personal contacts should receive immune globulin and/or vaccine.
HEPATITIS B (Hep B)	Vaccine is routine for infants and became required for kindergarten entry in year 2000-2001. Three doses are required for grades kindergarten thru twelve. Acute Hepatitis B infection in children has variable symptoms from asymptomatic to fulminant Hepatitis.	No exclusion unless a child is exhibiting any of the following: weeping sores that cannot be covered; biting or scratching behavior; a bleeding problem; generalized dermatitis that may produce wounds or weepy tissue fluids; if unable to participate in routine activities, needs more care than can be provided by staff or meets other exclusion criteria such as a fever with behavioral changes.	Household and close personal contacts should receive immune globulin and/or vaccine. Children can return to a group setting when skin sores are dry or covered, when the child is cleared to return by a health professional, or when the child is able to participate in activities.
HEPATITIS C	No vaccine available.	No exclusion.	Risk is through needle sharing (main risk), accidental needle stick, and being a sexual partner (less risk).
HUMAN IMMUNO-DEFICIENCY VIRUS (HIV)	No vaccine available. Caused by a virus and spread through body fluids.	Evaluated case by case. No exclusion unless the child is exhibiting any of the following: weeping sores that cannot be covered; biting or scratching behavior; bleeding problem; generalized dermatitis that may produce wounds or weepy tissue fluids; unable to participate in routine activities, needs more care than can be provided by staff, or meets other exclusion criteria such as fever with behavior change.	As with all students, follow universal precautions. The child can be readmitted to a group setting when skin sores are dry or covered, when the child is cleared to return by a health professional, or when the child is able to participate in activities.
IMPETIGO	Caused by certain strains of streptococcal and staphylococcal bacteria.	Exclude until lesions are healed or under treatment for 24 hours and covered.	No restrictions. Frequent hand washing for staff in contact with case.
INFLUENZA	A respiratory illness caused by influenza virus which may include fever, cough, sore throat, chills, headache, body aches, and malaise. Most commonly occurs during "influenza season" from October to May. People of all ages can get influenza, and all should be encouraged to get their flu vaccine each year, unless they have specific medical contraindications.	Influenza is spread from person to person by droplets from coughing, sneezing, singing, or talking. It is possible to spread via contaminated surfaces such as doorknobs or phone. People should stay home from school, work, and childcare until they have been fever-free for 24 hours without the aid of fever reducers.	Vaccination is the best way to prevent the spread of the flu. Wash hands frequently. Avoid touching face with unwashed hands. Cover cough and sneezes. Throw tissues in the trash. Clean commonly touched surfaces. Stay home when sick.






NAME	DISEASE INFORMATION	CASES	CONTACTS
MEASLES-MUMPS-RUBELLA (MMR)	<p>(MMR Vaccine) Two doses are required for all school-aged children. Note: Students without two doses will be excluded from school if a measles case is diagnosed.</p> <p>Measles – A highly contagious virus that can lead to complications. Symptoms include high fever, cough, runny nose, watery eyes, and rash.</p>	<p>Measles – Exclude. Return after the rash has been present for four days. Vaccinated people who are not showing symptoms need not be excluded. Unvaccinated people who have been exempted from measles immunization must be immunized within 72 hours of exposure to return to school.</p>	<p>Inadequately immunized contacts require vaccination within 72 hours of exposure or should be excluded from school and all activities until NDDHHS determines they can safely return. Vaccinated contacts may attend school unless they have symptoms or are advised by a physician to remain at home.</p>
	<p>Rubella – contagious virus that causes mild illness with symptoms such as low-grade fever sore throat, and a rash that starts on face and spreads to rest of body.</p>	<p>Rubella – (German Measles) Exclude. Children and staff who are suspected to have rubella should be excluded for seven days after rash onset. Unvaccinated people who have been exempted from Rubella immunization for medical, religious, moral, or philosophical reasons must be immunized within 72 hours of exposure.</p>	<p>Need daily observation unless adequately immunized. Incubation period 14-21 days. Rubella can cause miscarriage or serious birth defects in the unborn child.</p>
	<p>Mumps – Viral illness that causes swelling of the parotid salivary gland behind the angle of the jaw.</p>	<p>Mumps – Must be excluded for 5 days after symptom onset. Incubation period is 12-25 days. Transmitted through contact with saliva or respiratory droplets.</p>	
MENINGOCOCCAL MENINGITIS (MCV4 or MPSV4)	<p>MCV4 vaccine is required at age 11 to 12 and a second dose at age 16 years. Vaccine may be used for certain high risk groups including college freshman living in dorms and those with functional asplenia. Minimum age for vaccine is two years.</p>	<p>People should be excluded until at least 24 hours after antibiotic therapy was started and the illness has subsided. Most common symptoms are fever, headache, and stiff neck. Meningitis is spread by respiratory and throat secretions during close or lengthy contact.</p>	<p>Household, daycare, and other direct, <u>intimate</u> contacts may be recommended antibiotics.</p>
MPOX	<p>Blistering rash to genitals, anus, or other areas like hands, feet, face, or trunk. Lesions may itch or cause discomfort and go through stages of healing that include scabbing over, the scab sluffing off, and a new layer of skin forming. Other possible symptoms: fever, chills, swollen lymph nodes, fatigue, headache, body aches, sore throat, cough, nasal congestion. Symptoms typically start within 3 weeks following exposure and the virus can be spread from symptom onset until rash has fully healed (usually 2-4 weeks).</p>	<p>Anyone with symptoms or who tests positive should isolate at home until all lesions have fully healed and there are no new lesions.</p>	<p>People exposed to mpox should contact local or state public health. Based on risk, people may be offered vaccination. People exposed but without symptoms do not require school exclusion but should monitor for symptoms</p>
MONO (Infectious Mononucleosis)	<p>Mono is caused by Epstein-Barr virus. Common in adolescents. Symptoms typically include fever, sore throat, swollen lymph nodes and fatigue. Splenomegaly seen in 50 to 60% of patients.</p>	<p>No school exclusion. Potential resumption of sport activities, except for contact sports, no earlier than 21 days after illness onset. Person is most infectious before they develop symptoms and up to 20% will continue to be able to spread the virus through nose and throat secretions for up to a year after recovery.</p>	<p>Following infectious Mono, virus may be shed in salivary secretions at high levels for a prolonged period. Avoid high risk behavior such as sharing water bottles, etc., children may return to school when they are able to resume normal activities and return to full contact sports once cleared by physician.</p>

NAME	DISEASE INFORMATION	CASES	CONTACTS
MRSA (Methicillin-resistant staph aureus)	Skin or internal infection with staph bacteria resistant to many antibiotics. Passed from person to person through direct contact with skin or through contact with contaminated items. Skin infection can be pimple, boil, or open wound draining pus. Refer open draining wounds or abscess to health care provider for treatment.	Open wounds should be covered with clean, dry bandages, taped on all four sides. Exclude from school only if wound cannot be covered and contained. Those with active skin and soft tissue infections should not participate in contact sports. Those colonized with MRSA should not routinely be excluded from school.	Encourage good hand washing. Cover any open wounds or skin breaks. Do not share personal items and towels. Potentially contaminated surfaces should be cleaned with disinfectant labeled effective against MRSA.
PINK EYE (Infectious Conjunctivitis)	Pink eye is a symptom (not a disease) and can be caused by both infectious (common cold viruses, bacteria, etc.) and non-infectious (rubbing the eyes, allergies, contact lens problems) conditions.	Exclude younger children until cleared or have been on treatment for 24 hours. For older children there is much less risk of transmission and exclusion should be made on a case-by-case basis. Exclude children if they have bacterial conjunctivitis (i.e., yellow or green discharge, redness or matted eyes).	Frequent hand washing for staff in contact with case.
PINWORMS	A round worm intestinal infection that can have no symptoms or itching around the rectum. Sometimes there is secondary infection of scratched skin. Only found in humans, not animals. Passed by "fecal-oral transmission."	No exclusion from school, unless diapering, then may return after first treatment dose. Good hand washing. Keep nails short. Discourage nail biting and scratching anal area.	Good handwashing. Any object that is contaminated with feces could be infectious. Eggs can be infectious in indoor environment for two to three weeks.
POLIOMYELITIS (IPV)	(IPV Inactivated Polio vaccine). IPV is the only vaccine available in the United States and is the preferred vaccine. Four doses required. Exception: If the third dose is given after the fourth birthday, a fourth (supplementary dose) is not required at school entry.	Each case must be handled individually.	Handled individually.
RING WORM of Skin Body (Tinea Corporis), Scalp (Tinea Capitis), or Feet (Tinea Pedis)	Caused by a fungal infection and transmitted by direct contact, sharing of hats or combs, contaminated shower stalls etc. Transmission is unlikely in typical classroom setting, but there is higher risk with physical activities such as gym, wrestling, swimming, etc. where there is increased skin-to-skin contact and a shared shower room.	Children with ringworm can attend school if they are being treated and the affected skin can be covered. Exclude young children until 24 hours after treatment. Older children do not need to be excluded before treatment if they are not involved in higher risk activities and have minimal symptoms.	Close contacts should watch for skin irritation within one to two weeks. No exclusion, however, all people should be excluded from certain activities that are likely to expose others to the fungus, such as using swimming pools, showers, towels at public gyms, etc.
ROSEOLA	No vaccine. Caused by a virus. Typically, 3 to 5 days a fever that resolves and followed by a rash.	No exclusion.	No restrictions. Children with sporadic cases of roseola are not considered to be contagious.
SCABIES	Caused by a tiny mite. Severe itching is the main symptom.	Children and staff may return when treatment has been completed.	Close contacts should watch for skin irritation for two to six weeks.
SCARLET FEVER	No immunization. Caused by certain strains of streptococcal bacteria.	Exclude until has been on antibiotics at least 12 to 24 hours. The rash itself is not infectious and not a reason to continue exclusion.	Good hand washing and avoid eating or drinking after others.
SHINGLES (Varicella)	Vaccine available and recommended (not required) for all children. Caused by herpes zoster virus - the same virus as chicken pox.*	No exclusion unless the rash cannot be covered. Children can return when they are able to resume normal activities.	Susceptible contacts should consider immunization.
STREP THROAT	No immunization. Caused by certain strains of streptococcal bacteria.	May not return to school until antibiotics started for 12 to 24 hours in addition, must be afebrile and otherwise well.	Daily observation in school. Incubation period two to five days. Follow instructions from private physician. Symptomatic household contacts should be cultured for strep or treated.

NAME	DISEASE INFORMATION	CASES	CONTACTS
TUBERCULOSIS DISEASE (Active Disease) (TB)	No vaccine available.	Exclude until verification by physician and FCPH that non-infectious. Active TB is excluded until the sputum is negative (generally about two to four weeks after the beginning of treatment).	Testing and follow up of contacts as determined necessary by FCPH. Medication may be recommended for contacts.
TUBERCULOSIS INFECTION (Latent Infection) (LTBI)	No vaccine available.	No exclusion. Should take or have completed medication to prevent active disease.	No risk of tuberculosis infection to contacts.
<p>*Shingles is much less contagious than chicken pox even though the same virus causes them. Chicken pox is spread both by direct contact with the fluid from the skin lesions as well as by respiratory secretions. Shingles is only spread by direct contact with fluid from the skin lesions. Infectivity of the shingles skin lesions is minimal when clothing covers the area involved and the student has been using an antiviral cream such as Acyclovir for 24 hours.</p>			
 _____ Tracie Newman, MD, MPH, FAAP Health Officer		_____ 12/13/2022 Date	

Air Quality and Outdoor Activity Guidance for Schools

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at www.airnow.gov.

Air Quality Index	Outdoor Activity Guidance
 green GOOD	Great day to be active outside!
 yellow MODERATE	Good day to be active outside! Students who are unusually sensitive to air pollution could have symptoms.*
 orange UNHEALTHY FOR SENSITIVE GROUPS	It's OK to be active outside, especially for short activities such as recess and physical education (PE). For longer activities such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
 red UNHEALTHY	For all outdoor activities , take more breaks and do less intense activities. Consider moving longer or more intense activities indoors or rescheduling them to another day or time. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
 purple VERY UNHEALTHY	Move all activities indoors or reschedule them to another day.

* Watch for Symptoms

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

If symptoms occur:

The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

Go for 60!

CDC recommends that children get 60 or more minutes of physical activity each day. www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm

Plan Ahead for Ozone

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

2023-2024 FARGO PUBLIC SCHOOLS

ELEMENTARY CALENDAR

AUGUST

Thursday	24	Back to School Night
Monday	28	FIRST DAY of school

SEPTEMBER

Monday	4	No School/No Students: Labor Day Holiday
--------	---	--

OCTOBER

Th/M	12 & 16	<i>Parent / Teacher Conferences</i>
Wednesday	18	Early Out
Thursday	19	No School/No Students: NDCEL Conference
Friday	20	No School/No Students: NDCEL Conference
Tuesday	31	End of 1 st Quarter

NOVEMBER

Friday	10	No School/No Students: Veteran's Day Holiday
W-F	22-24	No School/No Students: Thanksgiving Holiday Break

DECEMBER

Friday	22	Early Out
Monday	25	Winter Vacation Break Begins

JANUARY

Tuesday	2	CLASSES RESUME
Friday	12	End of 2 nd Quarter
Monday	15	No School/No Students: Staff Professional Development

FEBRUARY

Friday	16	Early Out
Monday	19	No School/No Students
Thursday	29	Parent/Teacher Conferences

MARCH

Monday	4	Parent / Teacher Conferences
Mon-Fri	11-15	No School/No Students: Spring Break
Friday	22	End of 3 rd Quarter
Friday	29	No School/No Students: Vacation Day

APRIL

Monday	1	Storm Make-up Day #1: if needed. Otherwise, No School/No Students: Vacation Day
Friday	19	Early Out
Monday	22	Storm Make-up Day #2: if needed. Otherwise, No School/No Students: Vacation Day

MAY

Monday	27	No School/No Students: Memorial Day
Thursday	30	LAST DAY of School
Friday	31	Graduation: Dakota

JUNE

Sunday	2	Graduation: South, Davies, and North
--------	---	--------------------------------------

Fargo Public Schools
Nutrition Services Department
Special Menu Medical Requirement Form

USDA regulations require that this form be filled out completely and signed by a medical professional if you are requesting a diet modification. If the diet order we have on file changes at any point during the students time at FPS a new form must be filled out.

Student Name: _____

DOB: _____

School Name: _____

Physician Name: _____

Medical Facility: _____

Telephone: _____

If you have any questions, please contact:
Kyla Zach 701-446-1153

Parent/Guardian

Name: _____

Parent/Guardian

Phone: _____

Please return this form to one of the
three options below:

1. Kyla Zach
Operations Center
3901 40th Ave S.
Fargo, ND 58104
2. Email: zachk@fargo.k12.nd.us
3. Fax: 701-446-1155

Diagnosis (i.e. food allergy or chronic disease or disability)

If a disability, describe what modifications are needed

Omitted Foods

Suggested Substitutes

Physician's Signature: _____

Date: _____