



2024-2025

Student Handbook

www.gfschools.org

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

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



This handbook belongs to:

Name _____

Address _____

City _____

State _____ **Zip Code** _____ **Phone** _____

School _____

Grade: _____

Locker # _____

I have read and understand the handbook rules and regulations:

Parent / Guardian Signature **Date** **Student Signature** **Date**

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GRAND FORKS PUBLIC SCHOOLS MISSION

Growing together to enrich the world.

GRAND FORKS PUBLIC SCHOOLS VISION

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

GRAND FORKS PUBLIC SCHOOLS VALUE STATEMENT

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

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

GENERAL INFORMATION

BOUNDARY LINES

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

WITHDRAWAL OR TRANSFER

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

CHANGE OF ADDRESS AND PHONE NUMBERS

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

LOST AND FOUND

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

SCHOOL ATTENDANCE

The Grand Forks Public School District recognizes that prompt, regular attendance is essential for student success in school. It is the joint responsibility of the student and their parent(s) or guardian(s) that each student attends all scheduled classes and daily activities except when a school administrator has excused a student.

Notification

In the event of an absence, the parent(s) or guardian(s) is expected to call the school indicating the student will be absent and reason of absence. Until notification is received, student will be marked in PowerSchool as an unexcused absence.

Compulsory Attendance / Truancy

The Grand Forks Public School District shall abide by compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, a student is deemed in attendance and may not be absent from school without excuse from a **parent/guardian** for more than:

- Three (3) consecutive unexcused days within a semester; or
- Six (6) one-half unexcused days within a semester (elementary school); or
- Twenty-one (21) class hours

An *excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator. School administration may require documentation to verify an excused absence. An *unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred.

Documentation Requirements

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

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

Tardies

Students are expected to be on time and prepared for school. If a student is late for school, the student must report to the attendance office to have his/her name removed from the absentee list. Students will be expected to make up time for unexcused tardies.

Permission to Leave the School

No student will be excused from school during the day unless they bring a written consent from their parents for such a purpose. A phone call or email by a parent to the building principal or secretary will be acceptable. If a student is to leave school during the school day or becomes ill, the student must first receive permission from the office.

Stay In School Program

To ensure that all students attend school in accordance with the state's education law and take full advantage of educational opportunities provided by the district, school attendance will be monitored daily. When a student has accumulated absences, the school shall communicate with the student and parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, jointly develop a plan for improving the student's school attendance and discuss make-up work requirements. The student and parents/guardians shall be subject to disciplinary sanctions due to unexcused absences.

For more information see the Attendance & Absences policy FFB on the Grand Forks Public School web page <https://www.gfschools.org/school-boards/policies>.

STUDENT DRESS CODE

Allowable Dress & Attire

The district recognizes that students have a right to express themselves through dress and personal appearance; however students shall not wear apparel deemed disruptive or potentially disruptive to the safe and orderly operations of our schools, nor discriminatory or disrespectful in nature. Students must wear tops, bottoms, and shoes.

- Tops and bottoms must meet while standing and tops be connected over the shoulders
- Clothing must cover undergarments and private areas, and must not be see-through
- Hoods and hats are not allowed as student faces must remain visible to staff
- Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

The Student Dress Code Policy FFH may be found on the Grand Forks Public website at <https://www.gfschools.org/school-boards/policies>.

STORMY WEATHER PROCEDURES

Please visit our website at www.gfschools.org on the [School Cancellation and Postponement Procedures page](#) for information.

LUNCH PROGRAM

Lunch periods are 25 minutes in length. The lunch fees (which include milk and are subject to change) are:

Elementary Breakfast	\$1.20	Adult Breakfast	\$2.00
Elementary Lunch	\$2.20	Adult Lunch	\$3.50
Middle and High School Breakfast	\$1.45		
Middle and High School Lunch	\$2.45		

Milk can be purchased separately

Money for meals can be deposited into accounts any morning before 10:00 am and needs to be in a sealed envelope. Write the student's name and account number on the outside of the envelope. Make checks payable to the **Grand Forks Public Schools**. Students will receive a reminder when their account is low. Register at myschoolbucks.com

to receive automated reminders of account status for no charge. You may also add money to your child's account through myschoolbucks.com for a small fee. Refunds of accounts can be given to those leaving the school district by contacting the Child Nutrition office at (701) 746-2436. Balances at the end of the year will be kept until the next school year. If a student's balance is more than \$15.00 at the end of the school year, a refund can be requested.

FREE/REDUCED PRICED MEALS

Students may be eligible for free or reduced-price meals according to income guidelines. Free and reduced-price meal applications will be made available to every household during the registration process. Free and Reduced meal applications may be completed at any point throughout the school year. Applications will always be available in your school's office, the Child Nutrition office, and on the district website. An online application is available at <https://apply4schoolmeals.dpi.nd.gov>. The applicant will be notified of their qualification status after the application has been reviewed and processed by the Child Nutrition Office. If a language other than English is preferred please notify a secretary, Cook Manager or the Child Nutrition Office to provide an application with an appropriate translation. Students that are eligible for free meals are allowed one breakfast and one lunch per day as defined in the USDA Meal Pattern Requirement at no cost. Additional items are available for purchase. Milk alone is considered an a la carte item and will be charged as such.

SNACKS IN SCHOOL

We recognize the important role of parents/guardians and school staff in educating our students about healthy lifestyles. Due to an increased number of students with severe food allergies and the higher levels of severity, we no longer celebrate student birthdays with a "birthday snack" in our schools. Parents are welcome to find other non-food items to send to school if they wish. For example, a book, game, or school supplies may be donated to your child's classroom. Some teachers schedule a snack time during the school day. You are not required to provide a snack for your child. However, if you do, please send snacks in accordance with the following Nutrition Standards outlined in the Grand Forks Public School District Wellness Policy:

- Snacks should include a nutrition label
- *Sugar is not the first ingredient
- Candy is not allowed
- All snacks are peanut and tree nut free
- Any fruit or vegetable is allowable
- Yogurt and cheese are allowable (with freezer pack to keep cool)
- Plain water in any size is allowable
- Individual snacks requested by your child's teacher must come to school in the original packaging that includes a nutrition label. Snacks that contain or may contain peanuts or other nuts and/or do not have a nutrition label do not fall within the nutrition standards listed above, and will be sent home with your child.

*Different names for sugar include such names as brown sugar, corn sweetener, corn syrup, dextrose, fructose, glucose, honey, fruit juice concentrate, high fructose corn syrup, invert sugar, lactose maltose, malt syrup, molasses, raw sugar, sucrose, or syrup, to name a few. The Grand Forks Public School Wellness Policy, Policy ABEA, can be found on the Grand Forks Public Schools website at <https://www.gfschools.org/domain/11>. According to the Smart Snacks in Schools Regulation Policy ABEA-AR3, for lunches or food other than Child Nutrition meals "no food other than food sent from home is allowed during meal times." This means families are not allowed to bring in fast food or other restaurant foods to their student or for themselves.

Food Brought from Home and Classroom Parties

1. The District does not allow snacks such as cupcakes, etc. to be brought into the classroom for birthdays or classroom parties.
2. The District does not allow fast foods such as McDonalds, etc. as lunch from home.
3. All snacks that may be brought into the school buildings or classrooms should be in accordance with the nutrition standards outlined herein. *See guidelines above

PARENT-TEACHER ORGANIZATIONS (PTO) / BOOSTER GROUPS

Parents and friends of the individual schools in the school district often form some type of school booster group. This group may be a PTO; other times the group may take the form of an activities booster club.

These groups tend to develop two major forms of support for their schools. One method of support is to encourage community participation in school functions such as athletic contests, concerts, open houses, ice cream socials, and drama presentations. The second method of support involves fundraising, with the funds being used to provide something special for the school or organization within the school. The fundraising activities range from school carnivals to community dinners to raffles.

The school board appreciates the efforts of these groups because of the community involvement they generate and the attitudes of support they create. The board is supportive of their efforts, providing that a reasonable set of guidelines are followed by building principals, staff members, and the PTO/booster groups. The guidelines may be found under Policy HBCD.

VISITORS IN SCHOOLS

Visitor Expectations

The Board encourages parents and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted.

Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board. The District will enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.

Visitors are prohibited from engaging in disruptive conduct that is interfering or interrupting the orderly operation/management of the District, or that is insulting, harassing, or threatening toward district personnel or students. Visitors who engage in such conduct will immediately be asked to leave school property.

Solicitors are not permitted on school property except when authorized in accordance with state law and/or applicable district policy.

Visitors shall be prohibited from electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the press; and

Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits in advance according to administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Private tutors may be allowed on school property for the purpose of providing tutoring services to students. Private tutors shall observe the same requirements including signing a [confidentiality agreement](#) as other visitors when visiting district schools.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations shall receive a warning that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property. The Superintendent, building principal, or designee shall ask visitors who violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, the school administration shall seek the assistance of law enforcement to remove the individual from school property. The Board reserves the right to limit or restrict an individual's ability to access school property if their conduct is in violation of this policy.

Regulations

Since schools are a place of work and learning, certain limits apply to visitors who enter onto school property. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a regular staff member, volunteer, or student of the school will be deemed a "visitor;"
2. Visitors to the school during the designated school day must report to the administrative office upon arrival. Visitors are required to sign in and out of the building using the Visitor Management System, or as otherwise directed, and to wear a visitor identification name tag at all times while in the school or on school grounds. Administrators shall ensure that signs are posted at every entrance to the school to notify visitors of this requirement;
3. Visitors attending school functions that are open to the public, such as parent-teacher meetings, conferences, school programs, assemblies, graduations, and athletic events, are not required to register;
4. Parents or members of the public who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s). The classroom teacher(s) shall notify the building principal of a requested classroom visit. The approval of such visits is at the discretion of the building principal;
5. Young children who are not students at the District are not to be brought on school property during the school day without administrative approval;
6. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the District except for special programs specified by the teacher;
7. Requests to bring out-of-town visitors to school must be submitted to the principal;
8. A request by a parent/guardian to have a provider in their employ visit the school to work with a student during the designated school day shall be prohibited unless provided for by the student's individualized education plan (IEP);
9. The building principal reserves the right to deny, limit or schedule classroom visits or visitors to avoid disruption to the educational program, normal operation of the classroom and school while also ensuring the safety, security, and privacy of students;
10. Teachers are not expected to take class time to discuss individual matters with visitors. Visitors who wish to discuss a matter with a teacher or employee are encouraged to do so by appointment, phone call, or email;
11. Instructional materials may be reviewed in the office after a request has been made to the principal. Any objection to curriculum or instructional materials shall be made in accordance with the district's policy on

STUDENT USE OF CELL PHONE, SMART WATCHES, AND OTHER ELECTRONIC DEVICES

Elementary Students

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

Middle School Students

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

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

- Leave their cell phones with their advisory teacher at the beginning of each school day.

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

Each student will be issued a Chromebook which will provide educational access to the district’s online resources deeming cell phone access unnecessary. The **office staff will relay family messages to students** during the day if necessary. Students will also be allowed to use the office phone to make important calls during the day.

Middle School Consequences

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

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

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

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

High School Students

High School students who choose to bring their cell phones to school will:

- Place their cell phones in a cell phone holder upon entering each classroom, and retrieve their phone at the end of each class period.
- Students will have access to their phones during lunch and passing time as long as it is used responsibly.
- At no time may a student use their cell phone or any other recording device in a manner that violates a reasonable expectation of privacy.

Each student will be issued a Chromebook which will provide educational access to the district’s online resources deeming cell phone access unnecessary. The **office staff will relay family messages to students** during the day if necessary. Students will also be allowed to use the office phone to make important calls during the day.

High School Consequences

1st Offense: The teacher will take the student’s phone, reinforce the school policy, and will place the phone in the holder until the end of the class period.

2nd Offense: The phone is taken to the office and will be released to the student at the end of the day and their parent/guardian will be notified.

3rd Offense: The phone is taken to the office and released to the student at the end of the day and the parent/guardian will be notified. The student must turn their phone into the office at the start of each school day for the next three consecutive school days. The phone may be retrieved after last period.

4th Offense: The phone is taken to the office and will be released to the parent/guardian at the end of the day. The student must turn their phone into the office at the start of each school day for five consecutive school days. The phone may be retrieved after last period.

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

PETS/ANIMALS

While personal pets and animals are prohibited on school grounds during school hours, Grand Forks Public

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

SCHOOL ACCIDENTS

In the event your child is involved in an incident involving injury, the teacher, school nurse or office personnel will administer care. If the incident is of a serious nature, parents will be notified. A Non-Employee Incident Reporting Form will be completed and a copy will be provided to the parent(s) the same day the incident occurred. If the school is unable to contact the parents, emergency measures will be taken. The Grand Forks Public School District does not carry or provide medical insurance to participants in school activities who may be injured or become ill while participating in a Grand Forks Public School District-sponsored activity. All such costs are the responsibility of the parents/guardians

EMERGENCY/CRISIS PROCEDURES

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

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

- **Drill:** An activity that covers a specific safety circumstance and is designed to prepare your student to act quickly and minimize questions and fears should an emergency take place. North Dakota Century Code requires fire, tornado, and other emergency drills, including an unannounced lockdown.
- **SRO:** School Resource Officer; a uniformed Grand Forks Police Department officer assigned to schools to help build and maintain relationships between police, students, families, and employees.
- **Hold:** Occupants are kept in classrooms or current area but out of the hallways.
- **Secure:** Occupants will return or stay inside, clearing the hallways and remaining in their room or areas.
- **Lockdown:** Occupants are kept in rooms or areas that are secured. There is no movement within the building. Lockdown procedures are followed.
- **Reunification Site:** Area where students and employees are transported.
- **Student Release Area:** Location designated at a school or reunification site where families may pick up students. This location will be communicated to you at the time of an emergency.

As soon as possible, please:

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

What you can expect if an emergency occurs:

- The emergency plan will be implemented and the district/school emergency teams will respond.
- All appropriate emergency response agencies will be dispatched to the school.
- Depending on the situation, students and employees will be secured within the building or relocated to a Reunification Site.
- Families will be kept informed on the situation with as much detail as possible. The first and official way for us to contact you in an emergency is using our automated phone calling system. This will most likely

originate from the phone number 701-746-2212. **Please save this phone number in your contact list now.** Please only rely on these official communications.

- **In an emergency situation, phones are needed to manage the situation and lines must remain open.** Calling could also put students and employees at risk in an intruder situation. For example, if they did not have time to turn down their ring volume, your call could potentially give away their hiding spot.
- You will not be allowed on school grounds during an emergency. Emergency personnel responding to the situation need the area clear to do their job. After emergency responders determine that a safe student release is possible, arrangements will be made to reunite students with their families. This will occur at a reunification site.
- Students will not be allowed to take their property (coat, backpack, etc.) with them in an emergency.

After an Emergency:

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

Press Pause

Families should be aware that Grand Forks Public Schools will ask students and employees to "Press Pause," or wait five minutes before communicating (texting or posting on social media) in an emergency to give authorities sufficient time to assess the situation and communicate accurate information. This helps to avoid an environment that shares misinformation, which may escalate a situation. Teachers/Administrators will give students the "Green Light" to utilize their device.

Additionally, all Grand Forks Public Schools students and families are encouraged to report anything they see, hear, or are made aware of that may impact a school. If you see or hear something, say something. Call 911 or the Grand Forks Police Department at 701-787-8000. To text an anonymous tip to the Grand Forks Police Department, text GFPD to 847-411.

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

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

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the Grand Forks Public Schools. As a student, we recognize that your mental health is a part of your overall wellness. We commit to creating an atmosphere of support and care.

1. Students will learn about recognizing and responding to warning signs of suicide in themselves and others utilizing coping skills and support systems while seeking help for themselves and others; utilizing coping skills and support systems; and how to seek help for themselves and others. Suicide prevention and

intervention will occur in health classes.

2. When a student is identified as being at risk, they will be assessed by a school-employed mental health professional who will work with the student and help connect them to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support such as: The National Suicide Prevention Lifeline - 1.800.273.8255 (TALK), Calling 988 [988 Suicide & Crisis Lifeline](https://www.988lifeline.org/), The Trevor Lifeline - 1.866.488.7386, www.thetrevorproject.org.
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Due to the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
6. For a more detailed review of the Student Prevention Policy and Procedure FCAE, visit the Grand Forks Public Schools website at <https://www.gfschools.org/school-boards/policies>.

CURRICULUM INFORMATION

GRADE PROMOTION, RETENTION, & ACCELERATION

The Grand Forks Public School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff. The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

Criteria for Determining Promotion & Retention

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

1. Has the student completed course requirements at the presently assigned grade.
2. Has the student demonstrated proficiency in enough course content areas to warrant promotion.
3. Has the student sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Does the student demonstrate the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law. Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the district's athletic program. Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

Acceleration

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

REPORT CARDS

Typically, report cards are issued the week following the end of the grading period.

STUDENT PROGRESS MONITORING

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

ACADEMIC INTEGRITY

Integrity is expected of everyone and encompasses firm adherence to a set of values essential to an academic community grounded in honesty, trust, fairness, respect, and responsibility for all. Plagiarism, cheating, and

misrepresentation of a student’s original work are serious offenses, as they oppose our district’s commitment to developing students who can demonstrate independent thinking, creativity, knowledge, and idea generation.

Students are expected to develop and evolve as independent writers, communicators, collaborators, and thinkers. Presenting someone else's work, or work completed through generative artificial intelligence (AI) or other technology-created mechanisms as one's own in order to obtain a grade or credit is considered a violation of academic integrity. This includes but is not limited to, copying others' assignments, quizzes, or test answers; misusing screenshots, airdrops, social media, and/or other forms of technology; failing to cite how AI was used to produce work and plagiarizing (stealing or passing off another’s words or ideas as one’s own) from print or digital sources. Students who violate this policy may be subject to further behavioral consequences by an administrator or teacher. Academic integrity violations will result in administrative discipline and possible loss of privileges and positions of leadership.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Multi-tiered systems of support (MTSS), also known as Response to Intervention (RtI), helps all students become proficient in grade-level, essential standards by meeting their individual needs in the areas of student achievement, behavior, and social-emotional learning through data-based decision making. MTSS uses a tiered approach, with additional support offered based on each student's progress in the areas of curriculum instruction, interventions, and positive behavioral supports.

Our schools conduct benchmark assessments three times per year with all students to identify those who are not making progress at expected rates and ensure that our core curriculum is working. School teams then work together to analyze this data and make informed decisions about student support. This might include additional instruction, increased practice time, working in smaller groups, and/or receiving targeted interventions. Trained professionals then provide evidence-based interventions and track their effectiveness.

For more information about the Multi-Tiered System of Supports (MTSS) please contact your student’s school office or visit the Grand Forks Public Schools website at www.gfschools.org.

STUDENT ACTIVITIES

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

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

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

Activities Affected by this Policy

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

Academics

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

In addition to NDHSAA academic standards, the Grand Forks Public School District also requires that no high school student may participate in a contest unless he or she is passing five or more classes at the time that grades are reviewed by the school administration.

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

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

Violation of Other Misconduct Policies

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

Suspension Procedure

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

Travel while Suspended

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

Period of Enforcement

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

Off-Season Violations

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

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

BUS CONDUCT

The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events. The Superintendent or designee shall determine the level of disciplinary authority that shall be given to school vehicle driver and develop regulations for handling student misconduct on school vehicles.

Conduct Requirements

Students shall be required to abide by all applicable district conduct and safety policies while in district vehicles. The Superintendent or designee may develop additional, specific regulations related to conduct in school vehicles.

Violations

Students who violate any of these policies or rules may be subject to the consequences contained in applicable student discipline policies.

When the conduct of a disabled and/or special education student transported in a school vehicle poses a transportation safety risk or when the conduct otherwise violates policy to the extent that it compels the District to reconsider the student's transportation arrangements, prior to making a removal decision, the District shall determine the following:

1. If transportation is part of the student's 504 Plan and/or Individual Education Program (IEP).

2. If removal would constitute a removal from the education program as determined by the following factors:
 - a. There is a significant distance between the student's home and school.
 - b. There are no alternative means of public or private transportation.
 - c. The school has not made appropriate arrangements to provide for the student's education.

If criteria one or two above is applicable, the 504/IEP Team will develop an alternative means of providing transportation to the disabled and/or special education student in accordance with federal law and regulations or will treat such student's removal from school transportation as suspension from the educational program and will follow the procedure for suspension contained in the district's suspension/expulsion policy and in federal regulations.

STUDENT CONDUCT AND DISCIPLINE

Conduct Standards

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

Disciplinary Standards

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content districtwide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;
3. Be identical in content for all district high schools.

Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities Education Act when responding to violations of student conduct standards by special education students.

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Grand Forks Public School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student. Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the District shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the principal or associate principal on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be

required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

SUSPENSION AND EXPULSION

Suspension/Expulsion Authority

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

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

The hearing officer may expel a student for conduct that violates this policy, after providing notice and a hearing, as set forth in board regulations. When the hearing officer is someone other than the Grand Forks Public School District Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing. Expulsion shall not be imposed beyond the maximum duration permitted by law.

Conduct Subject to Suspension/Expulsion

Conduct, including but not limited to the following, exhibited while on school property, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

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

Information regarding the conduct subject to suspension or expulsion must be posted in a prominent place in each school and must be published in student handbooks.

Suspension or Expulsion of Students with Disabilities

The District shall comply with the provisions of the Individuals with Disabilities Education Act when suspending or expelling a special education student. The District shall not expel any student with a disability when the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Education services must continue for IDEA eligible students who are expelled.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

Suspension

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

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

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

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

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

Students will not be allowed to participate in or attend extracurricular functions nor be present on any Grand Forks Public School property during the time of suspension.

Expulsion

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

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

DISTURBANCE OF A PUBLIC SCHOOL - PENALTY

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

It is a Class B misdemeanor for any person to:

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

CITATION FOR DISORDERLY CONDUCT

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

- a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
- b. Makes unreasonable noise;
- c. In a public place, uses abusive or obscene language or makes an obscene gesture;
- d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- e. Persistently follows a person in or about a public place or places;
- f. While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
- g. Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or
- h. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.

TECHNOLOGY USE

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

The Grand Forks Public Schools’ Acceptable Use (Policy ACDA) and Student Use of Personal Technology (Policy FFI) outlining appropriate technology and network usage and expectations can be found on the Grand Forks Schools web page, at <https://www.gfschools.org/school-boards/policies>.

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

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

Expectations and Use Requirements: The district expects users to exhibit professional/responsible behaviors when using all district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed. The same expectations apply to utilizing student personal technology while on school property as outlined in Student Use of Personal Technology (Policy FFI).

These expectations include:

- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Grand Forks Public School District does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material and does not permit the usage of such material at any time in the school environment.
- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes prohibiting computer hacking, software piracy, copyright infringement and other illegal behaviors.

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

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

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the users responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the district technology staff. Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly.

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act
- Violence/violent behavior
- Illicit drugs/drug culture
- Gambling
- Alcohol/tobacco
- Excessive email/chat
- Materials harmful to minors
- Hacking
- Cyberbullying

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

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

Sanctions: The building administrator and/or supervisor are responsible for applying sanctions when the **Acceptable Use (Policy ACDA)** and/or **Student Use of Personal Technology (Policy FFI)** has been violated.

Possible sanctions for any actions that violate the policies include but are not limited to:

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

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

quality of information obtained through its services.

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

STUDENT BEHAVIOR CODE

RESTRAINT AND SECLUSION

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

FIRE ALARMS

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

VANDALISM

Definition

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

Remedies & Repercussions

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

It is the policy of the Board to seek all legal redress against persons found to have committed vandalism. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under state law. In addition, disciplinary action will be taken in accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

POSSESSING WEAPONS

Definitions

This policy defines the following:

- *Dangerous weapon* means, as defined in 18 U.S.C. 930(g)(2), a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.
- *Firearm* means, as defined in 18 U.S.C. 921, (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. The term does not include an antique firearm.

- *School property* is as defined in NDCC 15.1-19-10 (6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.

Prohibitions

Students are prohibited from possessing on school property or at a school function a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

Disciplinary Consequences

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

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

Any modifications of the one calendar year expulsion must be documented in writing. Dangerous weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement. The District must refer any student who possesses a firearm on school property or at a school function to the criminal justice or juvenile delinquency system.

Special Education Students

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

Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display dangerous weapons or look-a-likes for educational purposes. Such an approved display will be exempt from this policy. A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or at a school function, or discovers that they unknowingly have a firearm or dangerous weapon in their possession may not be considered to possess it if they immediately turn it over to a District employee or notify a District employee of its location.

SEARCHES OF LOCKERS

Philosophy

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

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

Search Procedure

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

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

Use of Trained Dogs & Involvement of Law Enforcement

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

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

Violation

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

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

SEARCHES OF STUDENTS & STUDENT'S PERSONAL POSSESSIONS

Philosophy

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

Search Procedure

When the building principal or Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal possessions belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the building principal or Superintendent shall

ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness. Students may be asked to empty their pockets; however, strip searches shall not be conducted. The use of metal-detecting wands may occur to assist administrators in conducting a search. The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

Searches of Vehicles

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

Involvement of Law Enforcement

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

Violation

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

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

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

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

Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco products include, but are not limited to, candy resembling tobacco-related products, pouches containing nicotine, pouches containing flavored substances similar to snus, or any other related product.

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

Possession of tobacco products means:

Actual physical possession of the tobacco product while on school property; Use or consumption of the tobacco product while on school property; Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

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

School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

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

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

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

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the Grand Forks Public School District School Board establishes the following tobacco-free policy.

Prohibitions

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws. District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, tobacco or nicotine pouches, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials. The District shall not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry or from any tobacco products shop.

Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration. It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration. It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Prevention Education

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follows the guidance from the Centers for Disease Control and Prevention.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

Evaluation

The Board shall review this policy at regular intervals, at least once a year, to determine whether policies and practices are properly implemented and effective.

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA).

Philosophy

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

Definitions

This policy defines the following:

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

- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibited Substances

Prohibited substances include, but are not limited to:

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

Prohibited Activities

It shall be against school policy for any student to:

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

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

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal or designee.

Violation

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

Such searches may not include referral for mandatory alcohol/drug testing and/or referral to the District's licensed addition counselor.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below),

¹ When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

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

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy. The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the [North Dakota High School Activities Association](#), and/or the student has been suspended or expelled as a result of a district policy violation. The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

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

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

<u>MEDICAL INFORMATION</u>

IMMUNIZATION

According to the North Dakota Administrative Code 33-06-05: Any child admitted to school or early childhood facility under the provision that such child is in the process of receiving the required immunization shall be required to receive the immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within 30 days of enrollment or be excluded from school or early childhood facility.

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

- **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **Philosophical, Moral or Religious Belief Exemption:** Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- **History of Disease Exemption:** Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

The law does allow exemptions for medical, philosophical, moral, or religious reasons. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those with an exemption, will be excluded until the danger of the epidemic is over. **The SCHOOL EXCLUSION DATE IS OCTOBER 1, 2024, FOR THOSE STUDENTS WHO ARE NOT UP TO DATE**

Immunization Law for Elementary School

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

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

Immunization Law for Middle School

Immunization requirements include vaccination against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, and hepatitis B and varicella (chickenpox). **Meningococcal (MCV4) and Tdap** vaccinations are required for all 7th graders.

Immunization Law for High School

Immunization requirements include vaccination against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, hepatitis B and varicella (chickenpox), meningococcal(MCV4), and Tdap, as well as a **second meningococcal (MCV4)** is required for all 11th graders.

ILLNESS IN SCHOOL

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

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

MEDICINE AND MEDICATION DURING SCHOOL HOURS

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

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

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

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

the medication that is labeled with the student's name. The school cannot give more medication than what the drug label recommends. Giving more than what is recommended on the label requires a healthcare provider's signature since giving more than the label recommends becomes a prescription dose.

MEDICAL CONDITIONS REQUIRING A HEALTH PLAN

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

ESSENTIAL OILS USE

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

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). The full policy FCAF.0317 on Concussion Management language regarding Definitions, Removal Decisions, and Return to Play can be found by going to the Grand Forks Public Schools webpage at <https://www.gfschools.org/domain/11>.

SCHOOL IMMUNIZATION CHART



School Immunization Requirements

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

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

Exemptions

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

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

Exclusion

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

GRAND FORKS PUBLIC SCHOOLS - ELEMENTARY SCHOOLS

Ben Franklin

1016 South 20th St
Grand Forks ND 58201
701 746-2250
Attendance: 701 746-2251

Principal

Stacey Skarperud

Century

3351 17th Ave S
Grand Forks ND 58201
701 746-2440
Attendance: 701 746-2443

Principal

Dr. David Saxberg
Associate Principal
Mrs. Chelsea Benke

Discovery

3300 43rd Ave S
Grand Forks ND 58201
701 787-4359
Attendance: 701 787-4361

Principal

Ms. Ali Parkinson
Associate Principal
Ms. Jodi Dodson

J. Nelson Kelly

3000 Cherry Street
Grand Forks ND 58201
701 746-2265
Attendance: 701 746-2269

Principal

Ms. Kelli Tannahill
Associate Principal
Ms. LuAnn Schmidt

Lake Agassiz

605 Stanford Road
Grand Forks ND 58203
701 746-2275
Attendance: 701-746-2277

Principal

Ms. Angie Jonasson
Associate Principal
Ms. Cassandra Riewer

Lewis & Clark

1100 13th Ave S
Grand Forks ND 58201
701 746-2285
Attendance: 701 746-2287

Principal

Mr. Loren Hoheisel

Nathan F. Twining (AFB)

1422 Louisiana Street
GFAFB ND 58204
701 787-5100
Attendance: 701 746-2313

Principal

Mr. Chad Kurtyka

Phoenix

351 4th Ave S
Grand Forks ND 58201
701 746-2240
Attendance: 701 746-2241

Principal

Mr. Kevin Ohnstad

Viking

809 22nd Ave S
Grand Forks ND 58201
701 746-2300
Attendance: 701 746-2210

Principal

Ms. Jolyn Bergstrom

Wilder

1009 North 3rd Street
Grand Forks ND 58203
701 746-2320
Attendance: 701 746-2324

Principal

Ms. Leslie Bjelde

Winship

1412 5th Ave N
Grand Forks ND 58203
701 746-2325
Attendance: 701 746-2321

Principal

Mr. Travis Thorvilson

INSTRUCTION

CURRICULUM

Art	Character Education
Health	English Language Arts
Mathematics	Music
Physical Education	Science
Social Studies	Library Media/Cybersecurity/Computer Science

RESOURCES

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

- School Counseling
- Multilingual Learner Support
- Occupational Therapy
- Physical Therapy
- Early Childhood Special Education
- Academic and Wellbeing Interventions
- Social Workers
- Special Education

STANDARDS-BASED REPORTING

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

HOMEWORK

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

KINDERGARTEN

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

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

EARLY ENTRANCE TESTING

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

INSTRUMENTAL MUSIC

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

INTRAMURALS

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

RECORDING ATTENDANCE

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

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

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

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

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

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

DENTAL AND MEDICAL APPOINTMENTS

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

ARRIVAL

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

STUDENT PICK-UP PROCEDURE

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

DEPARTURE

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

SAFE PROCEDURES TO AND FROM SCHOOL

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

HEAD LICE PROCEDURE

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

School staff will not perform classroom head lice screening, as the AAP discourages this practice. Siblings or children living in the same house may be screened. Head lice screening should take place in an area that protects

student privacy. Staff will protect the privacy of affected students in accordance with HIPAA regulations. Please see District Website for further information at www.gfschools.org>Families>Medical Information and Forms>Head Lice Policy, Procedure and Information.

FIELD TRIPS

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

TELEPHONES/CELL PHONES

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

SCHOOL CONDUCT AND DISCIPLINARY PROCEDURES

EXPECTATIONS

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

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

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

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

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

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

GRAND FORKS PUBLIC SCHOOLS - MIDDLE SCHOOLS



Schroeder Middle School

800 32nd Avenue South
Grand Forks, ND 58201
701 746-2330

Principal

Mr. David Nowatzki

Associate Principal

Mrs. Judy Anderson

Secretaries

Ms. Shelly Reich
Ms. Jennie McComsey



South Middle School

1999 47th Ave South
Grand Forks ND 58201
701 746-2345

Principal

Mr. Travis Neil

Associate Principal

Mr. Brian Loe

Secretaries

Mrs. Jacinda Powers
Ms. Jenny Gustin



Twining Elementary / Middle School

1422 N. Louisiana Street
Grand Forks AFB, ND 58204
701 787-5100

Principal

Mr. Chad Kurtyka

Secretaries

Ms. Amy Calhoun
Ms. Jennifer Marshik



Valley Middle School

2100 5th Ave North
Grand Forks ND 58203
701 746-2360

Principal

Mr. Tad Schye

Associate Principal

Dr. Holly Larson

Secretaries

Ms. Jocelyn Hefter
Ms. Skylar Gregoire

MIDDLE SCHOOL PHILOSOPHY

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

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

An education for young adolescents must be:

Developmentally responsive

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

Challenging

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

Empowering

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

Equitable

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



Schroeder Middle School

DAILY SCHEDULE

Zero Hour	7:50	8:35 a.m.
Raider Time	8:40	9:05 a.m.
Period 1	9:07	9:56 a.m.
Period 2	9:58	10:47 a.m.
Period 3	10:49	11:38 a.m.
4A/Grade 7	Lunch	11:39 - 12:04
	Class	12:06 - 12:57
4B/Grade 6	Class	11:40 - 12:05
	Lunch	12:06 - 12:31
	Class	12:32 - 12:57
4C/Grade 8	Class	11:40 - 12:30
	Lunch	12:32 - 12:57
Period 5	12:59	1:47
Period 6	1:49	2:37
Period 7	2:39	3:27
RT check	3:28	3:30

TEAM NAMES AND MEETING TIMES

Grade 6	Ravens	1:49 – 2:37
	Thunderbirds	2:39 – 3:27
Grade 7	Eagles	9:07 – 9:56
	Hawks	9:58 – 10:47
Grade 8	Blue Angels	10:49 – 11:38
	Phoenix	12:59 – 1:47
Grade 6-7-8 Allied Arts	Falcons	Meet weekly per. 4 A/B
Specialists	Geese	Meet weekly 8:00 – 9:00



MISSION

Inspiring a community of learners to strive for excellence through meaningful experiences.

VISION

We build critical thinkers who embrace challenges to grow as individuals and a community.

VALUES

- Growth Mindsets
- High Expectations
- Safe & Supportive Environments
- Collaborative Relationships
- Respectful, Problem-Solving Citizens



Every1Matters
Make Good Choices . . .

Expectations → ↓Settings	<u>Self</u>	<u>Others</u>	<u>School</u>
Cafeteria	<ul style="list-style-type: none"> ● Engage in positive conversation ● Walk safely ● Politely wait in line to be served 	<ul style="list-style-type: none"> ● Hands and feet to self ● Help others ● Speak respectfully ● Allow others to join your table ● Wait your turn 	<ul style="list-style-type: none"> ● Walk quietly to and from the cafeteria ● Stack chairs neatly ● Help keep the cafeteria clean ● Thank those who serve you
Restrooms	<ul style="list-style-type: none"> ● Sign out / Ask teacher ● Use the facility and return to class ● Speak quietly ● Flush and wash hands 	<ul style="list-style-type: none"> ● Respect others' privacy and personal space ● Patiently wait your turn ● Make only appropriate comments 	<ul style="list-style-type: none"> ● Clean up after yourself ● Leave light on at all times ● Respect property ● Report problems
Hallway/ Outside	<ul style="list-style-type: none"> ● WALK on the RIGHT-HAND side of the hallway ● Hats off until 3:30 ● Speak quietly ● Outside: Wait safely for your ride 	<ul style="list-style-type: none"> ● Hands and feet to self ● Be helpful and polite ● Respect others' personal space and property 	<ul style="list-style-type: none"> ● Keep hallways and outside areas clean ● Keep doors and entrances clear
Classroom	<ul style="list-style-type: none"> ● Be on time ● Be prepared ● Be ready to learn ● Use time wisely 	<ul style="list-style-type: none"> ● Be respectful and courteous ● Be a helper ● Respect others' property ● Respect others' right to learn 	<ul style="list-style-type: none"> ● Respect school property, materials, and supplies ● Help keep the classroom clean
Locker Rooms	<ul style="list-style-type: none"> ● Get dressed and be on-time ● Lock up your items to keep them safe ● Practice good hygiene. 	<ul style="list-style-type: none"> ● Be an Upstander ● Respect others' privacy and personal space ● Speak positively to others ● Show good sportsmanship 	<ul style="list-style-type: none"> ● Keep locker room clean ● Respect property and equipment ● Be safe

Schroeder Middle School

Interscholastic Athletics – Grades 7 & 8

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

The school year is divided into three seasons. The participation fee is \$50.00 per sport. Students must have a physical and concussion form prior to their first practice.

Fall:

- ✓ Football (Boys) – 7th and 8th Grade Teams
- ✓ Soccer (Boys) – 7th and 8th Grade Combined
- ✓ Volleyball (Girls) – 7th and 8th Grade Teams

Winter:

- ✓ Basketball (Boys and Girls) – 7th Grade and 8th Grade Teams
- ✓ Wrestling (Boys and Girls) – 7th and 8th Grade Combined

Spring:

- ✓ Track (Boys and Girls) – 7th Grade and 8th Grade Teams
- ✓ Soccer (Girls) – 7th and 8th Grade Combined
- ✓ Softball (Girls) – 7th and 8th Grade Combined

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

School Activities and clubs have included:

Student Council
Robotics Club
Musical
Babysitting Club
Math Counts
GSA Club
Knit and Kraft Club
Card Club
School Newspaper
Yearbook

Intramurals – Grades 6

The emphasis in intramurals is participation. Intramurals may be held before or after school depending on student needs and facility availability. The participation fee is \$12.50 per block. **Students are not required to have a physical for 6th grade intramurals.**

Intramural events have included:

Floor hockey
Basketball
Volleyball
Soccer
Flag Football
Strength and Conditioning



Every Learner Every Day

Our Vision

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

Our Belief

We imagine a school in which all learners find joy in coming to school every day in a caring and personalized learning environment embedded with critical thinking, communication, citizenship, and empathy.



South Spartans





South Middle School

DAILY SCHEDULE

Band and Orchestra	7:50 - 8:35 a.m.
Prime Time	8:40 - 9:00 a.m.
Period 1	9:03 - 9:51 a.m.
Period 2	9:54 - 10:42 a.m.
Period 3	10:45 - 11:33 a.m.
Period 4	11:36 - 12:57 p.m.
Lunch:	
Grade 8	11:36 - 12:01 p.m.
Grade 7	12:04 - 12:29 p.m.
Grade 6	12:32 - 12:57 p.m.
Period 5	1 pm - 1:48 p.m.
Period 6	1:51 pm - 2:39 p.m.
Period 7	2:42 pm - 3:30 p.m.

- Students dropped off before that time will be expected to wait outside. All visitors, students, and parents are expected to use Door No. 1 during the school day.
- The classroom doors open at 8:35 a.m. School starts at 8:40 a.m. and ends at 3:30 p.m.
- Unless students are working with a classroom teacher or are involved in a supervised extracurricular activity, students should leave the building by 3:45 p.m.

TEAM NAMES / MEETING TIMES

Grade 6	Rockets Auroras	Period 3	10:45 a.m. – 11:33 a.m.
		Period 5	1:00 p.m. – 1:48 p.m.
Grade 7	Challengers Discovery	Period 1	9:03 a.m. – 9:51 a.m.
		Period 7	2:42 p.m. – 3:30 p.m.
Grade 8	Explorers Voyageurs	Period 2	9:54 a.m. – 10:42 a.m.
		Period 6	1:51 p.m. – 2:39 p.m.

POWERSCHOOL

Parents and students may access student grades and attendance via the Internet using PowerSchool. Please keep this information secure. Grades will be updated at the end of the day on Tuesdays. This date corresponds with the reporting date for the middle school's weekly eligibility process. The parent access login address is <https://grand-forks.ps.state.nd.us/public/>

South Middle School

SOUTH SPARTAN “Code of Honor”



- ❖ *Respect Self*
- ❖ *Respect Others*
- ❖ *Respect School*

South Spartan Expectations: *Respect Others*

Anti-Bullying Pledge

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

Three Key Components of Bullying Behavior*

1. Involves mean or hurtful things that are said or done to another; aggressive behavior
2. Is repetitious; typically involves a pattern of behavior repeated over time
3. Involves an imbalance of power or strength

* c2010 The Olweus Bullying Prevention Group

Student Eligibility

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

- **CITIZENSHIP 4:** Shows respect and responsibility; is courteous to others; listens well; has good manners; actively participates; shows initiative; exhibits a good work ethic
- **CITIZENSHIP 3:** Usually shows respect and responsibility; is courteous to most everyone; listens most of the time; sometimes talks when inappropriate; is generally well-mannered; usually exhibits a good work ethic
- **CITIZENSHIP 2:** Often does not show respect or responsibility; is often discourteous to others; often speaks out of turn; does not always listen; shows some inappropriate behavior; needs to improve manners; has been reprimanded often
- **CITIZENSHIP 1:** Rarely shows respect or responsibility; is not courteous to others; usually disrupts class by talking or actions; displays inappropriate behavior which affects learning; has very poor manners; has been removed from class due to unacceptable behavior

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



NATHAN TWINING THUNDERBIRDS

Twining Middle School - Daily Schedule

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

Twining Middle School – Early Dismissal Schedule

	Start Time	End Time
Period 1	8:25 am	8:59 am
Period 2	9:01 am	9:35 am
Period 3	9:37 am	10:11 am
Period 4	10:13 am	10:47 am
Period 5	10:49 am	11:23 am
Period 6	11:25 am	11:59 am
Lunch	12:01 pm	12:25 pm
Period 7	12:27 pm	1 pm

Middle School Quarters

Oct 25	End of Quarter 1
Jan 10	End of Quarter 2
Mar 21	End of Quarter 3
May 29	End of Quarter 4

Early Release Dates

Sept 18	Jan 29
Oct 2	Feb 19
Oct 16	Mar 5
Nov 6	Apr 9
Dec 4	Apr 30
Dec 18	May 14
Jan 15	

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

Interscholastic Athletics – Grades 7 & 8

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

The school year is divided into four blocks. Season lengths are approximately seven weeks long. The participation fee is \$50.00 per sport. Students must have a physical prior to their first practice.

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

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

Intramurals – Grades 6

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

Intramural events have included:

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

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

- ✓ Yearbook
- ✓ Student Council
- ✓ Musical
- ✓ Speech
- ✓ Robotics
- ✓ 6th Grade Choir



Valley Middle School

DAILY SCHEDULE

Building Hours		7:40-4:00
Band & Orchestra		7:50-8:35
Breakfast		7:40-8:30
Library Opens		8:00
Royal Time		8:40-9:05
Period 1		9:07-9:56
Period 2		9:58-10:47
Period 3		10:49-11:38
Period 4A	6th Grade Lunch	11:40-12:05
Period 4B	8th Grade Lunch	12:06-12:31
Period 4C	7th Grade Lunch	12:32-12:57
Period 5		12:59-1:48
Period 6		1:50-2:39
Period 7		2:41-3:30
Building Cleared		3:45

TEAM NAMES AND MEETING TIMES

6th Grade	Dragons	1:50-2:39
6th Grade	Wizards	2:41-3:30
7th Grade	Wolves	10:49-11:38
7th Grade	Bears	12:59-1:48
8th Grade	Eagles	9:07-9:56
8th Grade	Mustangs	9:58—10:47
Grade 6-7-8 Allied Arts	Wallabies	8:40-9:05 (Tues. & Thurs.)

MIDDLE SCHOOL CURRICULUM

Grade 6

<u>Required</u>	<u>Electives</u>
Math or Enriched Math	Orchestra
Science	Band
English Language Arts	
Social Studies	
Physical Education (<i>every other day</i>)	
General Music (<i>every other day if not in Band</i>)	
Technology & Engineering Education (<i>9 weeks</i>)	
Health (<i>9 weeks</i>)	
Computer Science for Innovators & Makers (<i>9 weeks</i>)	
Art (<i>9 weeks</i>)	
<i>Academic and Wellbeing Intervention Classes</i>	

Grade 7

<u>Required</u>	<u>Electives</u>
English Language Arts	Band
Geography	Orchestra
Life Science	Choir
Math or Enriched Math	Special Topics (may vary by school)
Physical Education (<i>every other day</i>)	
Art/Choir (<i>every other day</i>)	
Technology & Engineering Education (<i>9 weeks</i>)	
Health (<i>9 weeks</i>)	
Family and Consumer Sciences (FACS) (<i>9 weeks</i>)	
<i>Academic and Wellbeing Intervention Classes</i>	

Grade 8

<u>Required</u>	<u>Electives</u>
English Language Arts	Band
U.S. History to 1877	Orchestra
<i>Civics Test</i>	Jazz Band
Pre-Algebra or Algebra I	Choir
Earth Science	Special Topics (may vary by school)
Health (<i>9 weeks</i>)	
Physical Education (<i>every other day</i>)	
Technology & Engineering Education (<i>Semester</i>)	
Computer Applications (<i>Semester</i>)	
North Dakota Studies (<i>9 weeks</i>)	
Art (<i>9 weeks</i>)	
Family and Consumer Sciences (FACS) (<i>9 weeks</i>)	
<i>Academic and Wellbeing Intervention Classes</i>	

STUDENT ENRICHMENT

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

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

Acceleration

Decisions regarding acceleration shall be made by the principal in consultation with the student's parent(s)/guardian(s), teacher(s), enrichment specialist, and guidance counselor. The principal's decision shall be binding but may be reversed by the principal should new evidence indicate such a need. For more information on grade promotion, retention, and acceleration, please see policy GCAA on the Grand Forks Public Schools website at <https://www.gfschools.org/domain/11>.

THE HONOR ROLL

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

GRADING SYSTEM AND SCALE

The grading system and scale are as follows:

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

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

CITIZENSHIP GRADES

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

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

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

MAKE-UP WORK

Students are responsible for work missed because of any absence. Students who miss school because of school activities or any pre-arranged absence must make arrangements for the missed work with teachers prior to the absence. Students who miss school will have the same number of days missed plus one additional day to complete the work. At the end of a grading period: quarter, trimester, semester, or year, students have a maximum of 10 school days to complete any outstanding work. After 10 days, a 0 will be permanent. Students are expected to make arrangements with their teacher(s) to complete the work as soon as possible following an absence.

EXCUSES

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

SCHOOL BUILDING AND GROUNDS

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

TELEPHONE USE

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

VISITORS

To ensure a safe and secure learning environment in the school setting, all outside doors will remain locked during the school day. Visitors are expected to report to the school office to sign in and pick up a name badge. For more information about Visitors in the Schools policy KAAA, please go to the Grand Forks Public Schools website at <https://www.gfschools.org/domain/11>.

LOST AND FOUND

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

CONDUCT AT STUDENT ASSEMBLIES

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

SKATEBOARDS, ROLLERBLADES, SCOOTERS, MOPEDS, ETC.

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

LASER POINTERS

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

POSTERS AND SIGNS

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

LOCKERS

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

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

STUDENT ACTIVITIES

ACTIVITY PASS

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

BEFORE AND AFTER SCHOOL-SPONSORED ACTIVITIES

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

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

PERMISSION TO LEAVE SCHOOL

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

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

PARTICIPATION FEES

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

1. Students reporting for fall activities will pay the fees at the time of fall registration. Students reporting for activities that begin after the opening of school will pay the fee after they report for the activity. The coach/director of the activity will file a roster of the participants involved in the activity. The respective school office will be responsible for collection of the fees.
2. Students unable to pay the participation fee will not be denied the right to participate. The Athletic Director will make the decision in this area. The free/reduced hot lunch guidelines will be used as a reference.
3. In all activities, students will be expected to pay the fee prior to the first contest.
4. No participation fees will be charged for statistician persons, student managers, and trainers.
5. When injury or illness prevents continuation in a sport or activity, a refund will be made (providing the injury/illness is substantiated by a physician's statement) up until the time of the first scheduled contest or public appearance.
6. After the first contest, public appearance or after one-third of the season, no refunds will be made for any reason due to the fact that the benefits of the sport/activity will have accrued to the amount of the fee to the student.
7. Students who voluntarily drop out of the activity will forfeit their fees.
8. When an athlete in grades 7 and 8 makes a senior high varsity team, he/she must pay the senior high fee.
9. The middle school participation fee for Athletics, Debate, Speech, Drama, and Performing Arts is \$60.00.
10. Club Sports are programs that are sponsored by private groups. The district does not fund or govern club sports and therefore, the fee is not included in the school participation fee.
11. Student athletes may choose not to use the district-provided transportation. A signed note from the student athlete's parent or guardian must be submitted to the coach. Student athletes who have submitted the note can only be released into the custody of the parent or guardian. The coach must physically see the parent or guardian before releasing the student athlete. Student athletes may not be released to travel with a friend or sibling even if a parent/guardian note is sent.

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

EXTRACURRICULAR PARTICIPATION ELIGIBILITY

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

CITIZENSHIP ELIGIBILITY

If a student earns two (2) or more 2's or a 1 for inappropriate behavior, the student may not participate in any extracurricular activities for one week. This includes any NDHSAA sponsored events. Behavior grades may be issued by any staff member: teachers, principals, paras, custodians, lunchroom supervisors, or other adults working in the school. A suspension from representing the school means that a student can practice with extracurricular teams while participating in clubs and the like within the school but may not participate in any public events during the suspension. In addition, the student is not eligible to travel with the team or group out of town during the time of the suspension.

STUDENT SUSPENSION AND ACADEMIC ELIGIBILITY INTERPRETATIONS

The following policies apply to students in grades 7 and 8 who participate in academic or athletic activities.
SECTION IV: Students must be making satisfactory progress toward the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory

progress. Failure to acquire two and one-half credits at the end of a semester will make him/her ineligible for a minimum of two weeks the following semester. (2015)

Academic Eligibility

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

Violation

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

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

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

CONDUCT STANDARDS AND DISCIPLINARY PROCEDURES

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

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

GRAND FORKS PUBLIC SCHOOLS - HIGH SCHOOLS



CENTRAL

115 n 4TH Street
(701) 746-2375

Principal

Mr. Jon Strandell

Associate Principals

Dr. Gabe Dahl
Mr. Mike Wilber

Athletic Director

Mr. Tony Bina

Counselors

Ms. Jen Lubinski (Freshman)
Ms. Kim Bailey (Sophomore)
Ms. Denise Lotfus (Junior)
Ms. Melissa Mickelson (Senior)



RED RIVER

2211 17TH Ave S
(701) 746-2400

Principal

Dr. Kristopher Arason

Associate Principals

Mr. Jay Hepperle
Dr. Darin Walters

Athletic Director

Mr. Tyler Nelson

Counselors

Ms. Kristi Severson (A-E)
Ms. Kyle Meier (F-K)
Ms. Bernie Houdek (L-Ri)
Ms. Leah Fredrickson (Rj-Z)

Bell Schedule

Period 1	8 a.m. – 8:50 a.m.
Period 2	8:55 a.m. – 9:50 a.m.
Period 3	9:55 a.m. – 10:45 a.m.
Period 4	10:50 a.m. – 11:40 a.m.
Period 5A	11:45 a.m. – 12:10 p.m. (Lunch)
	12:15 p.m. – 1:05 p.m. (Class)
Period 5B	11:45 a.m. – 12:35 p.m. (Class)
	12:40 p.m. – 1:05 p.m. (Lunch)
Period 6	1:10 p.m. – 2 p.m.
Period 7	2:05 p.m. – 2:55 p.m.
Period 8	3 p.m. – 3:55 p.m.

ACADEMIC
COURSE REQUIREMENTS FOR GRADUATION

Requirements for graduating classes of 2025 and 2026	
<i>Course</i>	<i>Credit</i>
English 1 A/B	1
English II A/B	1
English III A/B	1
English IV Comp	1/2
English IV Lit	1/2
Speech	1/2
Physical Ed. (Foundations of Fitness & 2 other PE courses)	1 1/2
Health	1/2
Physical Science A/B	1
Biology A/B	1
Other Science Course A/B	1
*Algebra I	1
Other Math	2
World History A/B	1
U.S. History A/B	1
Government	1/2
Economics	1/2
**Electives	8 1/2
Total	24.0
* Alg I and Intro to Alg I Conclusion are acceptable. Algebra I Enhancement A/B is counted as an elective, not as a math credit.	
** Three credits of a foreign or Native American language, fine arts, or career and technical education are required.	

Requirements for graduating classes of 2027 and Beyond	
English 1 A/B	1
English II A/B	1
English III A/B	1
English IV Comp	1/2
English IV Lit	1/2
Speech	1/2
Physical Ed. (2 Courses)	1
Health	1/2
Physical Science A/B	1
Biology A/B	1
Other Science Course A/B	1
*Algebra I	1
Other Math	2
World History A/B	1
U.S. History A/B	1
Government	1/2
Economics	1/2
**Electives	9
Total	24.0
* Alg I and Intro to Alg I Conclusion are acceptable. Algebra I Enhancement A/B is counted as an elective, not as a math credit.	
** Three credits of a foreign or Native American language, fine arts, or career and technical education are required.	

Graduation requirements are minimum standards. Students are encouraged to take additional credits during the regular school year and summer school.

Each course should be carefully selected as an integral part of the student's four-year educational plan. Carefully thought-out course selections are equally important to the school district as commitments for staffing for the ensuing year are based on the student selections. Changes in student course selection AFTER JUNE 1 will only be made in cases of extreme hardship. Changes must be approved by the school counselors or administration.

ACCREDITATION - ADVANCED

Grand Forks high schools are accredited by the North Central Association of Colleges and Secondary Schools. They are also accredited by the North Dakota State Department of Public Instruction.

FINAL GRADES AND CREDITS

All courses must be given a final grade. If the course is a semester in length, the final grade will be given at semester time. If the course is a full-credit course or a two-credit course, a final grade must be given at the end of the year.

Students failing part of a semester course must make up the entire semester if the final grade is not a passing grade. Those students receiving a failing final grade in a full-year course must take the entire course over, as no partial credit can be given for either a one-credit or two-credit course.

REPORT CARDS

Report cards are issued at the close of each nine-week period to inform students and parent(s)/guardian(s) pupil progress in each subject. In case of error, any change to be made on report cards must be done within three days after issuance of the card. Parent-teacher conferences are held during the first and third marking periods and parent(s)/guardian(s) are encouraged to attend.

GRADING

A common grading scale system is used to provide more consistency between teachers and departments.

The grading scale is:

A = 100-92%

B = 91-84%

C = 83-74%

D = 73-64%

WEIGHTED GRADES

Students graduating will have both a regular GPA and a weighted GPA on their academic transcripts. "Weighting" a grade adds to the grade point value earned in certain courses. The grades earned in weighted classes will earn an extra grade point. Therefore, an "A" in a weighted class will yield 5 grade points (4 points for the "A" and 1 more point as a weighted "bonus", a "B" will yield 4 grade points, and a "C" will yield 3 grade points, etc.) GPA is a student's "Grade Point Average". A GPA is a number calculated using two factors: credits earned and "grade points," which are awarded to letter grades. (A=4, B=3, C=2, D=1, F=0). GPA is calculated by dividing the total number of grade points by the credits earned.

Advanced Placement (AP) courses, enriched courses, and dual credit courses will be weighted. Please contact your school counselor if you have questions or want additional information.

ADD/DROP OR WITHDRAW/FAILING CLASSES

To add a class, the student must do so within 8 school days of a semester or year-long class.

To drop a class, the student and parent must contact the counselors or school administrator. The decision to drop or withdraw/fail is based on information obtained from the teacher and counselor. Students must remain in class until permission is granted by the counselor or administrator. Usually, any withdrawal from class after the first three weeks of the semester will result in a withdrawal. All students will be required to be enrolled in a minimum of six (6) classes and may not drop below that level.

DUAL CREDIT

The dual credit program allows juniors and seniors in North Dakota's public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. The program

provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. Students who participate in the dual credit program must be enrolled in at least three credits at the high school. Students interested in participating in this program should see their assigned counselor for more information.

Acceleration

Decisions regarding acceleration shall be made by the principal in consultation with the student's parent(s)/guardian(s), teacher(s), enrichment specialist, and guidance counselor. The principal's decision shall be binding but may be reversed by the principal should new evidence indicate such a need. For more information on grade promotion, retention, and acceleration, please see policy GCAA on the Grand Forks Public Schools website at <https://www.gfschools.org/domain/11>.

CONDUCT GRADING

Students will be rated on a 1, 2, 3, and 4 scale. Each student is graded on conduct by each teacher he/she has for class work. Interpretation of ratings:

- 4 - Commendable behavior
- 3 - Acceptable behavior
- 2 - Needs improvement
- 1 - Unacceptable

FINAL EXAMINATION

Near the close of each semester, a final examination in each subject is given at the discretion of the instructor. The grade received on this final examination is an important part of the final grade.

HONOR ROLL

At the close of each nine-week period, an honor roll is published. The standards are:

- B Honor Roll - 3.0 average or above
- A Honor Roll - 3.5 average or above
- Students must receive a grade in all classes in order to qualify for the honor roll.

The honor roll will be posted on the school website under Students/Honor Roll. It is the student's responsibility to inform the office if they were omitted from this list.

TRANSFER STUDENTS

Students who enroll during the last nine-week period of the year will take the final examination in the courses for which they are registered. The final grade will be based upon the grades received from the previous school plus the teacher's estimate of the quality of the work done during their attendance at the Grand Forks high schools.

INDEPENDENT STUDY PROGRAM

Independent Study is a limited option for students who wish to take more credits than they can fit into a typical schedule. Students may also apply to take a class that cannot otherwise be scheduled.

A student may be denied enrollment in the program due to low scholastic standing. Independent Study is a course taken by arrangement with a teacher. A committee consisting of the teacher, a counselor, and principal is established to approve course work taken. Please see your counselor for further information.

GUIDANCE

COUNSELING SERVICES

The high school staff is interested in each student as an individual. In order to assist students with problems relating to their choice of subject, their future education plans, their choice of profession or vocation, and their personal problems, a guidance and counseling service is offered. When you enter high school, you will be assigned a counselor who will work with you through your high school years. Questions about registration, personal needs and academic concerns should be referred to your counselor.

COURSE REGISTRATION PROCEDURES

All students plan their four-year courses in cooperation with their parent(s)/guardian(s) and the guidance counselor. This course selection serves as a guide for registration each succeeding year. Students are registered for the next school term during the second semester. **Students should be prepared to make their course selections and remain with these selections without requesting to change classes later. All students will be required to be enrolled in a minimum of six (6) classes and may not drop below that level.**

COLLEGE ENTRANCE TESTING

Any student planning to enter college should take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT). ACT tests are given five times a year. In the Spring, all juniors take the ACT during school hours at no cost to the student. Application forms and information are available in the counselors' offices.

POST SECONDARY SCHOOL APPLICATION

Transcripts and recommendations for admission to schools of higher learning are handled through the principal or counselor's office. Scholarship, loan, and application information is available from the counselors. Students should consult the counselors during their junior year. College visitations will be approved by a letter stating a scheduled appointment has been arranged.

College visitations are encouraged through April each year with students using a prearranged absence form to verify appointment date in advance and to verify meeting the scheduled appointment.

SCHOLARSHIPS

Many scholarships are available to students who may need financial assistance to attend college. Students interested in applying for scholarships or other kinds of financial aid should consult with the guidance counselors or principal for information. Announcements regarding scholarships are frequently posted on the Counseling webpage.

ADMISSION REQUIREMENTS FOR BACCALAUREATE CAMPUSES IN THE NORTH DAKOTA UNIVERSITY SYSTEM

Courses at the secondary level in content are required in the following areas regardless of student age or grade when taking the course:

- 4 units of English, including the development of written and oral communication skills
- 3 units of mathematics, Algebra I and above
- 3 units of lab science, including at least 1 unit each in 2 or more of the following: biology, chemistry, physics, or physical science
- 3 units of social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family

The State Board of Higher Education strongly recommends that high school students intending to enroll in baccalaureate universities take Algebra II (Advanced Algebra) and two units of a single classical or modern language, including American Sign Language and Native American languages.

School counselors strive to assist students in their pursuit of academic success. However, ultimately it is the responsibility of the students and their families to ensure completion of the requirements necessary to earn the North Dakota Academic and /or the North Dakota Career and Technical Education scholarships. Specific questions should be directed to the ND Department of Public Instruction at 701-328-2260.

GENERAL INFORMATION

SCHOOL BUS PASSENGER RULES

It is the policy of the school district that only the students who are authorized to ride buses, be allowed to ride the bus. The buses are not to be ridden by in-town students or any unauthorized students.

I. Waiting to get on the bus

- A. Be on time.
- B. Stay off the road and wait until the bus comes to a complete stop before boarding.

II. While on the bus

- A. Go directly to your seat and remain seated during the trip.
- B. Scuffling, leaning out of the window, or other dangerous conduct will not be tolerated.
- C. Do not litter the bus; help keep it clean.
- D. Do not tamper with the bus or any of the equipment.
- E. Obscene language, smoking, and disrespect will not be tolerated.
- F. The driver will assign seats if necessary.

III. Leaving the bus

- A. Exit in an orderly manner.
- B. Drivers will report all misconduct to school officials.
- C. Passengers who refuse to follow bus regulations will not be permitted to ride the bus.
- D. Parent/Guardian, Base Commander, Principal, and Superintendent will be notified about all misconduct cases.
- E. Drivers will check student bus passes when necessary.
- F. Students must show I.D. cards upon request.
- G. Bus cancellations due to storm conditions are made on radio/ TV.

IV. Extracurricular Trips

- A. The above applies to any trip under school sponsorship.
- B. Students will follow the direction of appointed chaperones.

V. Bus Behavior

- A. Student's safety on buses is of utmost concern. Misbehavior on school buses may result in suspension, detention, or being dropped from school bus roster. All the students riding a bus will follow the following rules:
 - 1. Student will be required to show photo ID and bus pass.
 - 2. All students will be assigned to a specific bus at a specific time. No switching of buses will be allowed.
 - 3. Special one-day passes need to be secured in advance to ride a different bus at different times. This will require parent and/or teacher permission cleared through the school office.
- B. Violations will be handled as follows:
 - 1. First offense: warning
 - 1. Second offense: off the bus for 3 days
 - 2. Third offense: off the bus for the remainder of the semester

STUDENT PARKING AND CROSSWALK AREAS

Students are asked to follow rules and regulations in regard to parking and crosswalk areas. Students should use appropriate procedures and follow the lighted crosswalk areas when crossing streets.

LOCKERS

Metal lockers for clothing and books are provided, and each student is assigned a locker. Rules regarding lockers:

1. The school is not responsible for items taken from lockers.
2. The lockers are the property of the Grand Forks Schools and are subject to inspection/search by authorized school personnel.
3. Students are responsible for the locker assigned to them.
4. Money and valuables should not be left in lockers but should be checked into the office.
5. Report defective lockers to the office immediately so a new one may be assigned.
6. Combinations of locks must not be given to another person.
7. Lockers must be kept in proper order.
8. Report lost items to the Associate Principal's office.
9. Principals may inspect/search lockers in accordance with *Policy FGCA*.

LOST AND FOUND

The office maintains a lost and found service. All articles found should be brought to the office. Students who have lost articles should report them to the office and reasonable assistance will be given to find the article.

18-YEAR OLD STUDENTS

All students will be expected to follow school regulations even if they are 18 years of age or older. This policy will provide consistency and fair treatment of all students.

SCHOOL BOOKS

All textbooks, paperback books, or other instructional materials will be provided by the school district. Materials that are supplied to students as part of the separate book and laboratory fees will be distributed by teachers at the appropriate time. Students will be charged for any books damaged or lost.

POSTERS AND SIGNS

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

JUNIOR-SENIOR PROM

The Junior Prom is planned by the Junior Class Committee under the direction of the Activities Director. Chaperones will include faculty members, parent(s)/guardian(s), plus administrators, police, and security officers as deemed appropriate. Students must be younger than 21 years of age. The Prom is for juniors and seniors. Guests of high school age and older may be invited by upperclassmen. All school regulations and party rules will be strictly enforced.

SCHOOL DANCES/PARTIES

The school approves parties sponsored by various organizations during the year for the entertainment of the students. The school board has approved this practice, and all parties must follow the regulations as specified by the board. Parties are normally held only on Friday and Saturday evenings.

The sponsoring organization must consult with the advisor to ensure that these rules are observed:

1. Organizations desiring to schedule social events and meetings must request reservation dates on the school calendar.
2. A party checklist must be completed one week prior to the party date.
3. Tickets will be sold in advance of the event. If tickets are sold at the door, no guest tickets will be sold at that time.
4. Only high school students at their own school and approved guests are to be admitted. In case of doubt, students must present their I.D. cards. An administrator must approve exceptions.
5. Students attending parties are expected to conform to acceptable behavior. Smoking and drinking are expressly forbidden.
6. School dances will end no later than 11:00 PM.
7. Students who come to school parties are not allowed to leave the event and later re-enter.
8. The school may use a breathalyzer to check students for alcohol consumption.

GLASS BOTTLES, PLASTIC SOFT DRINK CONTAINERS, CARD PLAYING, SKATEBOARDS AND ROLLERBLADES

Glass bottles/glass containers are not allowed to be brought into the school due to safety problems with broken glass. Over-sized plastic soft drink containers are not permitted. There is to be no card playing on school property. Skateboards and rollerblades can be stored in school lockers but shall not be used in the school.

LASER POINTERS

Laser pointers are not allowed in school or at school activities. A student found in possession of a laser pointer may be suspended.

STUDENT ACTIVITIES

ACTIVITY PASS

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

N. D. HIGH SCHOOL ACTIVITIES ASSOCIATION

Grand Forks high schools are members of the North Dakota High School Activities Association. This voluntary organization plans, directs, and sponsors competitive activities among member schools.

Rules and regulations are made by the Association for the best interests of the participating students and the schools. Additional information and clarification can be found in the NDHSAA Constitution and Bylaws.

RENAISSANCE PROGRAM

The mission of Renaissance at Red River and Central is to promote and achieve academic excellence. This excellence will be clearly visible in potentially every student, teacher, administrator, support personnel, and parent. Our mission is not merely a "program" which has an ending, but a "process" which continues and modifies itself to meet the needs of our school, creating a "renaissance" in education at the high schools.

STUDENT COUNCIL

A Student Council is organized in order to provide the opportunity for the students to participate in the operation of the school. It is our belief that the best way to learn democracy is to have actual experience in a democratic form of government. Officers are president, vice-president, and secretary/ treasurer. The Council meets monthly. Special meetings may be called as the need arises.

The function of the Council is to initiate projects, discuss important matters for the improvement of the school, and to make recommendations to the principal. Some of the projects are the homecoming event each fall, the student orientation program, and various other activities for the benefit of the student and school.

NATIONAL HONOR SOCIETY

The Grand Forks high schools have an active chapter in the National Honor Society. The objectives are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Students who have a 3.5 average or better are considered candidates to National Honor Society.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The high schools have active chapters of the National Technical Honor Society. NTHS honors students who meet high standards in academics, technical or career-related skills, character, and leadership qualities. A student must meet specific criteria and be nominated by the career and technical education teacher in the program to which the student has been enrolled for three to four semesters.

PUBLICATIONS

The school papers, *The Rider's Digest* and *Centralian*, serve to inform the school body of important news, features, editorials, sports activities, and pictures of current interest.

Staff members are generally students from current or former journalism classes. For this reason, sophomores are encouraged to enroll in journalism so that they may participate as staff members for three years of senior high school. A limited number of positions not requiring class training are open to all applicants.

OUT-OF-TOWN TRIPS

Students who are members of athletic teams, musical organizations, debate squads, or other school-sponsored activities are transported by bus or by school cars. Students must travel with the team to the event and back from the event unless parent(s)/guardian(s) assume personal responsibility for the travel home of their own son or daughter. Parent(s)/guardian(s) must consult the coach or the activity supervisor prior to the event to make such arrangements. Students who represent the Grand Forks high schools are required to dress in good taste and to conduct themselves properly at all times.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and will not take any chances if these conditions are dangerous.

PARTICIPATION FEES

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

1. Students reporting for fall activities will pay the fees at the time of fall registration. Students reporting for activities that begin after the opening of school will pay the fee after they report for the activity. The coach/director of the activity will give the office a roster of the participants involved in the activity. The respective school office will be responsible for the collection of fees.
2. Students unable to pay the participation fee will not be denied the right to participate. The athletic director will make the decision in this area. The free/reduced hot lunch guidelines will be used as a reference.
3. In all activities, students will be expected to pay the fee prior to the start of practice.

4. No participation fees will be charged for statisticians, student managers, cheerleaders, dance groups, and trainers.
5. When injury or illness prevents continuation in a sport or activity, a refund will be made (providing the injury/illness is substantiated by a physician's statement) up until the time of the first scheduled contest or public appearance.
6. After the first contest, public appearance or after one-third of the season, no refunds will be made for any reason due to the fact that the benefits of the sport/activity will have accrued to the amount of the fee to the student.
7. Students who voluntarily drop out of the activity will forfeit their fees.
8. When an athlete in grades 7 and 8 makes a senior high varsity team, he/she must pay the senior high fee.
9. There is a \$100.00 participation fee per activity.
10. Club Sports are programs that are sponsored by private groups. The district does not fund or govern club sports; therefore, the fee is not included in the school participation fees.

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

COMMUNITY HIGH SCHOOL

Community High School

500 Stanford Road
Grand Forks, ND, 58203
701 795-2777

Principal

Mr. Terry Bohan

Counselor

Ms. Marilyn Ripplinger

ENROLLMENT POLICY

Community High School is open only to students who are 16 years of age or older. At age 16, school attendance is not mandatory; therefore, the assumption is that any student enrolling at Community is coming out of a desire to complete the requirements for a high school diploma. The responsibility for academic work, attendance, and behavior rests on the student.

Students may enroll by coming to the school office at 500 Stanford Road. It is necessary to provide the school with immunization and academic records. Students are assigned to classes on a first come basis when space is available.

2024 – 2025 Instructional Block Calendar

First Instructional August 27 to October 4 (28 days)
Second Instructional Block October 7 to November 15 (28 days)
Third Instructional Block November 18 to January 10 (29 days)
Fourth Instructional Block January 13 to February 21 (33 days)
Fifth Instructional Block February 24 to April 11 (29 days)
Sixth Instructional Block April 14 to May 29 (27 days)

TRANSFER STUDENTS

Students seeking to leave other schools within the district must first complete an intake meeting at Community. Students should maintain their current enrollment until their enrollment at Community is confirmed. Students must have returned all books and materials at their former school before being allowed to begin classes at Community. Students may transfer to Community at any time during the school year. Students may return to Central or Red River only at the beginning of the school year or the beginning of second semester. Returning to the student's home school requires prior agreement by that school.

OUT-OF-DISTRICT STUDENTS

Students living outside of the Grand Forks School District may attend under open enrollment guidelines. If they don't meet the requirements of open enrollment, there is a charge for tuition.

SCHOOL YEAR

The calendar established by the school district for senior high schools is followed. In case of inclement weather, announcements of school delays or closing will be made on radio and television.

SCHOOL HOURS

Community High School is open to students from 8:00 a.m. to 4:00 p.m. on school days. Students are not to be in the building at other times unless by permission of a certified staff member. Students not scheduled for a class are not allowed in the building.

Graduation Requirements

<u>English (4 credits)</u>	<u>Credits</u>
English I	1
English II	1
English III	1
Senior Composition	1/2
Senior Literature	1/2
<u>Social Studies (3 credits)</u>	
World History	1
U. S. History	1
Government	1/2
Economics	1/2
<u>Mathematics (3 credits)</u>	
Algebra I	1
Electives in Math	2
<u>Science (3 credits)</u>	
Physical Science	1
Biology	1
Elective in Science	1
<u>Physical Education/Health (1 credit)</u>	
Physical Education	1/2
Health	1/2
<u>Electives (10 credits)</u>	
Grades 9, 10, 11, 12	8
Total Credits Required for Graduation	22

CLASS REQUIREMENT

All classes have both an attendance and a work requirement. In order to earn one-half credit, a student must be in class for 60 hours (75 for science and lab classes) and successfully complete all of the required work. Only time in class is counted toward meeting the required hours.

INSTRUCTIONAL PROCESS

Class size will be a maximum of fifteen students. The students assigned to the classroom will be working on various classes within the subject area. Students will work individually with the instructor and receive one-on-one assistance as required by the student. Because of the format, the instructor will rarely, if ever, lecture. This format requires the student to accept the responsibility for the completion of the class work and to attend school each day.

STUDENT PROGRESS MONITORING

Parents are encouraged to monitor student progress using PowerSchool. This information can be located at http://www.gfschools.org/pages/gfschools/For_Parents/PowerSchool_Parent_Access.

PROGRESS REPORT

Each class will begin by the teacher and student jointly completing a progress report or pacing guide, which indicates the required work to be completed and the expected time frame for completion. Students failing to complete the work within the instructional block may be dropped from school for failure to make adequate progress. Students may be eligible to re-enroll in the next instructional block.

GRADING / GRADE SLIPS

Each teacher will explain his/her class expectations and method of grading. It is the student's responsibility to complete the work satisfactorily and within the instructional block. Failure to stay on schedule can result in an academic suspension for failure to make adequate progress.

Grade slips are issued at the completion of each class. The student receives a copy of the slip indicating the grade and the amount of credit earned. Parent-teacher conferences are held at the times scheduled by the school district. Individual appointments are scheduled so all parents/guardians have an opportunity to confer with the teachers. Conferences may be scheduled at other times by making prior arrangements. Teachers may issue incomplete grades.

EXTENDED TIME

At the discretion of the teacher, extended time may be granted to students who have been on task throughout the instructional block. A maximum of 15 hours is allowed and attendance is mandatory once extended time has begun. If a student is absent/tardy once extended time has begun, their grade will be averaged at that point.

ATTENDANCE/ABSENCES

Absences/Tardies

Community High does not have excused or unexcused absences. Students may not miss more than 12 hours in a class. *Students are to use the allowed out-time for illness, appointments, emergencies etc.* Students who choose not to use this time wisely will suffer the consequences even if the absence that caused the out-time to be exceeded was legitimate.

Time is computed in fifteen-minute increments, e.g., 1 to 15 minutes is a quarter of an hour, 16 to 30 minutes is one-half hour etc. A student who signs out to leave class may not return without

prior permission. All tardy time and absence time is cumulative. Time is kept separately for each class. The hours of attendance required and available out-time begin with each new class. ***Time starts when a student is scheduled to begin class.***

In case of a long-term illness or emergency, a leave of absence may be requested. This request must be made prior to the absence, which exceeds the allowed out-time.

SUSPENSION POLICY

Penalties for exceeding excessive absences or failure to make adequate progress.

- 1st offense: Removed until next instructional block.
- 2nd offense: Removed until next instructional block.
- 3rd offense: Need to re-apply for enrollment.

When returning from an enrollment drop, the student is placed at the end of the waiting list after being out the required number of school days. During the school year, the length of the waiting list may result in a student being out for much longer than the actual suspension time.

RETURN POLICY

A student suspended with less than 30 (37.5) hours in will be required to repeat the course.

Students returning from an academic suspension for failure to make adequate progress will be evaluated individually and the hours required and out-time allowed will be individually determined. Those students will be subject to evaluation each week.

ACADEMIC FAILURE

Students who fail a course in an instructional block will be required to repeat the course.

APPENDIX

DISTRICT POLICIES

Fiscal Management

- Parent-Teacher Organizations (PTO) / Booster Groups (HBCD)
- Fundraising (HBCC)

General Operations

- Emergency Closings (ACAA)
- Nondiscrimination and Anti-Harassment Policy (AAC)
- Section 504 of the Rehabilitation Act of 1973 (AACAA)
- Section 504 Notice of Parent Guardian and Student Rights (AACAE)
- ND's Comprehensive Model School Policy for Tobacco Use (ABBA)
- Wellness Policy (ABEA)
- School Meal Charge Policy (ABEC)

Instruction

- Grade Promotion Retention & Acceleration (GCAA)
- Protection of Pupil Rights Amendment (GCC)
- Notice of Rights Under the Protection of Pupil Rights Amendment / PPRA (GCC-E1)

Public Relations

- Visitors in the School (KAAA)

District Safety and Prevention Policies

- Bullying (ACEA)
- Violent & Threatening Behavior (ACE)
- Vandalism (ACEC)
- Hazing (ACEB)
- Concussion Management (FCAF.0317)
- Restraint and Seclusion (FCC)
- Suicide Prevention (FCAE)
- Acceptable Use (ACDA)
- Violent and Threatening Behavior (ACE)

Student Conduct and Discipline

- Student Alcohol and Other Drug Use/Abuse (FFA)
- Attendance and Absences (FFB)
- Student Conduct and Discipline (FF)
- Conduct Standards and Discipline Procedures (FF-AR)
- Student Dress Code (FFH)
- Extracurricular Participation Requirements (FFE)
- Suspension and Expulsion (FFK)
- Student Use of Personal Technology (FFI)
- Possessing Weapons (FFD)
- Bus Conduct (FFC)

Student Rights and Responsibilities

- Student Rights and Responsibilities (FG)
- Searches of Lockers (FGCA)
- Searches of Students & Students' Personal Possessions (FGCB)
- Student Education Records and Privacy (FGA)

PARENT-TEACHER ORGANIZATIONS(PTO)/BOOSTER GROUPS

Parents and friends of the individual schools in the school district often form some type of school booster group. This group may be a PTO; other times the group may take the form of an activities booster club.

These groups tend to develop two major forms of support for their schools. One method of support is to encourage community participation in school functions such as athletic contests, concerts, open houses, ice cream socials, and drama presentations. The second method of support involves fundraising, with the funds being used to provide something special for the school or organization within the school. The fundraising activities range from school carnivals to community dinners to raffles.

The school board appreciates the efforts of these groups because of the community involvement they generate and the attitudes of support they create. The board is supportive of their efforts, providing that a reasonable set of guidelines are followed by building principals, staff members, and the PTO/booster groups. The guidelines are as follows:

1. PTO/Booster groups are legally separate from the school district. However, because the PTO/booster group is a school-connected organization, the building principal is the administrative liaison with the PTO/booster group and is the approver of PTO/booster group activities.
2. PTO/Booster groups are required to obtain their tax identification number and manage and account for all monies raised.
3. PTO/Booster groups must never commingle funds with school district or student body funds.
4. PTO/Booster groups are responsible for maintaining their tax and/or tax-exempt status. Because the sales tax exemption granted to the school district does not extend to any charitable groups associated with the district, PTO/booster groups shall not use the district's sales tax exemption to make purchases and the district shall not make purchases on behalf of the PTO/booster group.
5. PTO/Booster groups are required to submit annually to the assistant/associate superintendents' office a financial statement that includes the beginning and ending balances of all accounts and details of all income and expenses for the fiscal year beginning July 1 and ending June 30. The report must be submitted no later than 30 days following the end of the fiscal year.
6. Gifts and/or funds raised from the PTO/Booster group may be accepted as long as the gifts comply with the district's policy on gifts and bequests and the fundraising activity is consistent with the district's mission and applicable policies. The PTO/Booster group is requested to consult with the building principal and/or business manager to ensure that the District will be able to accept gifts/funds raised before beginning such activity.

The building principal may establish additional procedures, guidelines, or internal controls for the operation of PTO/booster groups.

All PTO/Booster groups are subject to revocation by the superintendent or designee if deemed necessary.

Complementary Documents (may contain items not adopted by the Board)

- [HBCC](#), Fundraising

End of Grand Forks Public School District Policy HBCD.....Adopted: 5/13/2024 (effective 7/1/2024)

GFPS 04/2024

FUNDRAISING

School-Sponsored Fundraisers

1. Curricular Fundraisers

Students or staff wishing to raise funds for curricular purposes shall submit such proposals to the Business Manager for approval. The Business Manager shall develop standards for approving and denying curricular fundraising proposals, which shall, at a minimum, require that fundraising be conducted in compliance with district policy and law, require adequate insurance coverage and adult supervision, prohibit proposals that interfere with the instructional program, and prohibit door-to-door sales.

2. Extracurricular and Co-Curricular Fundraisers

School-sponsored groups must request and receive permission from the building principal prior to initiating an extracurricular or co-curricular fundraising campaign. The principal shall approve or deny the request based on the criteria established for curricular fundraisers.

3. Reporting

All proceeds from approved fundraising campaigns shall be deposited with and accounted for by the Business Manager and reported to the Board in accordance with NDCC 15.1-06-15. Funds generated through school-sponsored fundraising are district funds and are subject to all district policies and laws governing district fund management.

Fundraising by Non-School Sponsored Groups

For the purposes of this policy, non-school sponsored groups are those entities whose membership is other than students and staff participating in curricular, co-curricular, or extracurricular activities. Non-school sponsored groups include, but are not limited to, booster groups, the PTO/PTA, and other parent groups. These groups are required to obtain their own tax identification number and manage and account for all monies raised. The District disclaims any liability for non-school sponsored group activities.

The District may accept gifts from non-school sponsored groups as long as the gifts comply with the district’s policy on gifts and bequests and the fundraising activity is consistent with the district’s mission and applicable policies. The non-school-sponsored group is requested to consult with the Superintendent to ensure that the District will be able to accept funds raised from a non-school sponsored fundraising activity before beginning such activity.

Complementary Documents

- [HDD](#), Gifts & Bequests
- [HEAC](#), Management of Student Activities Funds

End of Grand Forks Public School District Policy HBCCAdopted: 5/13/2024 (effective 7/1/2024)

REC 12/2014

EMERGENCY CLOSINGS

The Board authorizes the Superintendent to delay the opening of, dismiss early, or close district schools in the event of hazardous weather, an epidemic, or other unexpected and extraordinary circumstances that threaten the health and/or safety of students and employees. The decision for an emergency closing shall not be arbitrary, capricious, or based merely on convenience.

The Superintendent shall, at a minimum, consider the following factors when exercising their authority under this policy:

1. Actual occurrence or imminent possibility of any emergency condition that would make operation of school difficult or dangerous.
2. Ability of students and staff to safely report to school. The Superintendent may consider items such as, but not limited to, weather and road conditions.
3. Whether or not conditions pose a threat to one or all district schools. If conditions only affect certain schools, only the affected schools shall be closed.

The Superintendent may consult traffic, weather, law enforcement authorities, and administrators from neighboring districts when weighing the above factors.

Notification

The Superintendent shall develop procedures for notifying students, parents, and staff of emergency closings, which should be published in district handbooks and disseminated annually.

Compliance

The Superintendent shall determine which district employees are required to report to work to ensure the operation of essential functions or departments during an emergency. Staff are expected to report for work unless unexpected and extraordinary conditions make this impossible. Staff that do not comply and/or do not have good cause for noncompliance may be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ACAA-AR](#), Telework Procedure
- FGDB, Student Handbooks

End of Grand Forks Public School District Policy ACAA Adopted: 3/8/2021

REC 04/2020

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

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

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

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

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Sexual Orientation* is a person's sexual identity in relation to the gender to whom one is sexually, emotionally, or romantically attracted. A person's sexual orientation is distinct from a person's gender identity and expression.
- *Gender Identity* is the personal sense of one's own gender which may correlate with a person's assigned sex at birth or differ from it.
- *Gender Expression* is the way in which a person expresses themselves through appearance, dress, or behavior.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:

- a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
 - b. 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.
- *North Dakota Human Rights Act (NDCC Ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.

- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
- *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

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

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR1. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising

Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates the Human Resources Director as the Title IX Coordinator. They may be contacted at PO Box 6000, Grand Forks, ND 58206-6000, or by phone at 701-746-2200. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Assistant Superintendent of Elementary Education as the 504/Title II Coordinator. They may be contacted at: PO Box 6000, Grand Forks, ND 58206-6000, or by phone at 701-746-2200.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Human Resources Director as the Nondiscrimination Coordinator. They may be contacted at: PO Box 6000, Grand Forks, ND 58206-6000, or by phone at 701-746-2200.

Policy Dissemination

The Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Training

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. Employee training requirements are delineated in board exhibit AAC-E3, Discrimination and/or Harassment Training Requirements for Employees.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [AAC-BR1](#), Discrimination and Harassment Grievance Procedure
- [AAC-BR2](#), Title IX Sexual Harassment Grievance Procedure
- [AAC-E1](#), Filing a State or Federal Discrimination and/or Harassment Complaint
- [AAC-E2](#), Discrimination and/or Harassment Complaint Confidentiality Assessment
- [AAC-E3](#), Discrimination and/or Harassment Training Requirements for Employees
- [AAC-E4](#), Reasonable Accommodation Request Physician Form
- [AAC-E5](#), Notice of Title IX Sexual Harassment Complaint
- [AAC-E6](#), Sample Website Posting for Title IX Compliance
- [ABBB](#), Community Use of District Property
- [DE](#), Staff Code of Conduct
- FGDB, Student Handbooks

End of Grand Forks Public School District Policy AAC.....Adopted: 8/24/2020

Amended: 11/9/2020

REQ'D 09/2020

SECTION 504 OF THE REHABILITATION ACT OF 1973 POLICY

The Grand Forks Public School District prohibits the discrimination against any student with a disability as defined in Section 504 of the Rehabilitation Act of 1973 ("Section 504") and in policy AAC, Nondiscrimination and Anti-Harassment Policy. The Board designates the Assistant Superintendent of Elementary Education as the 504 Coordinator to ensure compliance with applicable laws and policy. The 504 Coordinator may be contacted at: 2400 47th Avenue South, Grand Forks, ND, 701-787-4882, or blewis220@mygfschools.org.

The Superintendent or designee must provide annual notice to students with disabilities and their parents or guardians of the district's responsibilities under Section 504. Various methods may be used to provide notice, including but not limited to, websites, handbooks, email, or postings.

Free Appropriate Public Education

The District shall identify, locate, evaluate, and provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the district's jurisdiction, regardless of the nature or severity of the disability. Qualified students are entitled to receive regular or special education and related aids and services that:

1. Are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities; and
2. Are based upon adherence to procedures that satisfy the requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

Education and related aids and services shall be at no cost to students with disabilities or their parents or guardians, except those fees that are equally imposed on students without disabilities

Educational Setting

The District shall educate students with disabilities with non-disabled students to the maximum extent appropriate to the needs of the student with a disability. The District shall place a student with a disability in the regular educational environment unless it is demonstrated by the District that educating the student with a disability in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Whenever the District places a student in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the student's home.

The District may place a student with a disability in, or refer such student to, a program not operated by the school district. Nevertheless, the District remains responsible for ensuring that the education offered is appropriate education, as defined in law. The District shall ensure that adequate aid, benefits, or services, e.g., transportation, the cost of room and board, and non-medical care, are provided at no greater cost than would be incurred by the student or their parents or guardian if the student were placed in the aid, benefits, or services operated by the District.

The District may place a student with a disability in a private or out-of-state school, for which the District is required to pay. However, the District is not required to pay for a student's education in a private or out-of-state school if the District makes FAPE available and the student's parents choose to place the child in a private or out-of-state school.

Comparable Facilities

The District shall ensure that facilities identified for students with disabilities and the services and activities provided therein are comparable to the other facilities, services, and activities of the District.

Evaluation and Placement

The District shall conduct an initial evaluation in a timely manner prior to placement of any student who needs or is believed to need special education or related services because of disability. The student evaluation, and if necessary medical assessment, must be at no cost to the student’s parents or guardians. The District shall make decisions regarding the needs and placement of a student with a disability on an individual basis, rather than on presumptions or stereotypes regarding persons with disabilities or classes of such persons, or based on concerns about the costs of providing the related aids or services.

The Superintendent or designee shall establish standards and procedures to evaluate students who may have a disability and need special education or related services in administrative regulation coded AACA-AR. Placement decisions shall be made in compliance with educational setting requirements.

The District shall periodically reevaluate students who have been provided special education or related services, and prior to a significant change in placement.

Procedural Safeguards

The District shall develop and implement a system of procedural safeguards for parents or guardians to appeal district actions regarding the identification, evaluation, and educational placement of students with disabilities. Procedural safeguards shall include notice; an opportunity for records review by parents or guardians; an impartial due process hearing, with opportunity for participation by the student’s parents or guardians and representation by counsel; and a review procedure.

The Superintendent or designee shall inform and make available to parents or guardians of students with disabilities applicable procedural safeguards and required notifications.

Disputes between parents or guardians and the district regarding the identification, evaluation, or placement of any student with a disability, or regarding the question of financial responsibility for services, shall be resolved in accordance with the processes specified in the herein. The 504 Coordinator must be informed of any Section 504 complaint, even if the complaint was initially filed with another individual or office, or if the investigation will be conducted by another individual or office.

The District may encourage mediation, at their expense, before relying on more formal procedures, such as the local grievance procedure, impartial due process hearing, or complaints to the Office for Civil Rights (OCR). Mediation shall not interfere with any procedural safeguards, including a request for an impartial due process hearing, or filing a complaint with OCR.

Requests for an impartial due process hearing must be filed with the Superintendent of Public Instruction at 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.

All other complaints concerning Section 504 may be filed using the district’s nondiscrimination and anti-harassment grievance procedure (AAC-BR1) or through state or federal law.

Nonacademic Services

The District shall provide nonacademic and extracurricular services and activities, including, but not limited to, meals, recess periods, extracurricular athletics, interscholastic sports, and/or other nonacademic

activities, in a manner that provides students with disabilities an equal opportunity for participation. The District may require a level of skill or ability of a student in order to participate in selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

Self-Evaluation

The Superintendent or designee shall periodically conduct a self-evaluation of their school facilities, programs, activities, and policies to ensure compliance with Section 504, and develop a transition plan that outlines how the school will eliminate any form of disability discrimination and the timeframe for completion.

The District must retain the self-evaluation, and make it available for public inspection on the district's website for at least three years following its completion.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [AAC](#), Nondiscrimination & Anti-Harassment Policy
- [AAC-BR1](#), Discrimination & Harassment Grievance Procedure
- [AACA-AR](#), Section 504 Evaluation Standards and Procedures
- [AACA-E](#), Section 504 Notice of Parent/Guardian and Student Rights
- [FDE](#), Education of Special Education/Disabled Students

End of Grand Forks Public School District Policy AACA Adopted: 5/26/2020
Amended: 10/25/2021

REQ'D 11/2020

SECTION 504 NOTICE OF PARENT/GUARDIAN AND STUDENT RIGHTS

This is a notice of your rights under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). These rights are designed to keep you fully informed regarding district decisions about your child and to inform you of your rights if you disagree with any of these decisions.

If your child is identified for Section 504 services, you have the right to the following actions:

1. To have the district notify you of your rights (this document);
2. To have your child take part in, and receive benefits from, public education programs without discrimination based upon a disability;
3. To receive written notice with respect to identification, evaluation and placement of your student;
4. To have your child receive a free and appropriate public education (FAPE). This includes the right to be educated with other students without disabilities to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and supports necessary for the student to benefit from FAPE.
5. To have your child educated in comparable facilities and to receive comparable services to those provided for students without disabilities;
6. To have evaluation, program, and placement decisions made based upon a variety of information sources, and by individuals familiar with the student, the meaning of the evaluation data, and the placement options;
7. If eligible, to have your child receive accommodations under Section 504.
8. To have your child re-evaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program or placement;
9. To have your child receive an equal opportunity to participate in appropriate nonacademic and extra-curricular activities offered by the school;
10. To examine all relevant educational records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. To obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access;
12. To receive a response from the school to reasonable requests for explanations and interpretations of your child's records;
13. To request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of privacy rights. If the school district refuses a request for amendment, it shall notify you within a reasonable time, and advise you of the right to an impartial due process hearing;
14. To request mediation or file a complaint through the local grievance-complaint procedure (AAC-BR1). The availability and use of this grievance procedure does not prevent an individual from filing a request for an impartial due process hearing or a complaint of discrimination with the Office for Civil Rights at any time before or during the grievance procedures; and
15. To request an impartial due process hearing related to decisions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and may choose to have an attorney represent you at your cost. Requests for an

impartial due process hearing must be filed with the Superintendent of Public Instruction at 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.

Questions or concerns regarding a student's performance or their Section 504 Plan shall be referred to the student's 504 Team.

The Assistant Superintendent of Elementary Education is responsible for assuring District compliance with Section 504. This individual can be reached at: 2400 47th Avenue South, Grand Forks, ND or 701-787-4882.

End of Grand Forks Public School District Exhibit AACA-E.....Approved: 10/6/2021

REQ'D EXH 11/2020

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

- *Electronic smoking device* means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.
- *Imitation tobacco product* means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- *Lighter* means a mechanical or electrical device typically used for lighting tobacco products.
- *Possession of tobacco products* means:
 - a. Actual physical possession of the tobacco product while on school property;
 - b. Use or consumption of the tobacco product while on school property;
 - c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.

- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- *Visitor* means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the Grand Forks Public School District School Board establishes the following tobacco-free policy.

Prohibitions

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

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

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

Exceptions

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

It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration.

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

Communicating to Students, Staff, & Public

The District shall comply with all smoking prohibition posting requirements in law. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on school property, such as, but not limited to, school buildings, district vehicles, vehicular entrances to school grounds, school playgrounds, and all indoor and outdoor athletic facilities. Signage shall indicate that the Grand Forks Public School District is tobacco free. This policy will be printed in employee and student handbooks. Parents and/or guardians shall be notified of this policy, and the local media may be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy (ABBA-AR).

Prevention Education

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follows the guidance from the Centers for Disease Control and Prevention.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

Evaluation

The Board shall review this policy at regular intervals, at least once a year, to determine whether policies and practices are properly implemented and effective.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ABBA-BR](#), Tobacco-Free Policy Violations
- [DE](#), Staff Code of Conduct
- [DEAA](#), Drug & Alcohol Free Workplace
- [FE](#), Student Conduct & Discipline
- [FFE](#), Extracurricular Participation Requirements
- [FGDE](#), Student Distribution & Posting of Non-curricular Material
- [HDD](#), Gifts & Bequests
- [KAAA](#), Visitors in Schools
- [KAAA-AR](#), Visitors in Schools Regulations

- KAAD, Distribution of Non-curricular Material in Schools

End of Grand Forks Public School District Policy ABBA Adopted: 9/14/2020

REC 07/2020

WELLNESS POLICY

District Wellness Committee

The Superintendent shall form a district wellness committee to develop the wellness policy and perform additional duties described. The Board encourages parents, students, school food service representatives, teachers of physical education, school health professionals, school board members, school administrators, and the public to participate in the development, implementation, and periodic review and update of the school wellness policy.

The Child Nutrition Director shall determine the best methods for these individuals and groups to participate in meetings and shall provide information about the participation processes to others using appropriate, effective, and cost-efficient methods.

The District Wellness Committee shall meet quarterly to develop a plan for implementing the wellness policy in each school. The implementation plan shall delineate roles, responsibilities, and timelines specific to each school and set goals and objectives in accordance with the requirements of this policy.

The District Wellness Committee shall work with the Superintendent to evaluate each implementation plan. The Superintendent shall designate one individual per school building to ensure building-level compliance with this policy. The name of each designee must be listed in administrative regulations (see ABEA-AR1). Each designee shall collect, summarize, and report evaluation data to the committee.

At least once every three years, the District Wellness Committee shall conduct an assessment of the wellness policy and comply with all reporting requirements mandated by federal law. The District Wellness Committee shall provide the assessment to the Board and disseminate it publicly on the district's website.

The District Wellness Committee may recommend amendments to the wellness policy for board consideration, based on the results of the assessment; changes in district priorities; changes in community needs; changes in wellness goals; advances in health science, information, and technology; new federal or state guidance; or the issuance of new standards or regulations.

Annually, the District shall disseminate the wellness policy to staff, students, parents, and the public and post it on the district website. The District shall also inform parents regarding improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply; as well as the USDA Smart Snacks in Schools nutrition standards (ABEA-AR3).

The District shall retain all wellness policy records mandated by federal law.

Physical Activity

In addition to state standards and mandates¹ related to physical education, the District should strive to make opportunities available for students to be physically active.

The goals of physical activity programs must be to:

1. Develop students' knowledge and skills necessary to perform a variety of physical activities;
2. Assess, maintain and improve personal fitness;
3. Regularly participate in physical activity;
4. Understand the short- and long-term benefits of physical activity; and

¹ <https://www.nd.gov/dpi/SchoolStaff/SafeHealthy/HealthEducation/>

5. Value and enjoy physical activity as an ongoing part of a healthy lifestyle.

Students with disabilities and other special health needs may participate as fully as possible in physical education and other school physical activity programs. Teachers and other school personnel shall not withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

The District has implemented regulation ABEA-AR2, which contains additional programs and guidelines the District uses to promote physical activity.

Nutrition Education and Promotion

The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods². The District should strive to:

1. Educate teachers and other staff members responsible for nutrition education (e.g., provide training regarding the [Dietary Guidelines for Americans](#) and how to teach them);
2. Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation.
3. Integrate nutrition education into core curricula that is aligned with state standards and requirements;
4. Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum;
5. Emphasize caloric balance between food intake and physical activity
6. Provide students with the knowledge and skills necessary to promote and protect their health;
7. Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
8. Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques (e.g. Smarter Lunchroom techniques³). All foods and beverages offered to students during the school day must meet or exceed the USDA Smart Snacks in Schools nutrition standards.

The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

Other School-Sponsored Activities

The District shall seek to promote the physical activity and nutrition goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these other activities shall reinforce the nutrition promotion, nutrition education, and/or physical activity goals set forth above. Activities implemented under this provision may be offered to students, parents, and/or district staff.

The District Wellness Committee may develop activities and programs that will help the District achieve its goals. Such activities and programs may include before-school and after-school physical activities, active

² <https://www.healthiergeneration.org/programs/>

³<http://smarterlunchrooms.org/ideas>

transport programs, staff wellness programs, staff professional development programs related to wellness, alternatives to using food as rewards, healthy celebration/party ideas and fundraisers, as well as community partnership programs.

Nutrition Standards

The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program. The District also operates additional nutrition-related programs and activities such as School gardens, Grab-n-Go Breakfast, Fresh Fruit and Vegetable Program. The District shall comply with the USDA Smart Snacks in School nutrition standards for all competitive foods and beverages sold on school grounds during the school day to students, including those foods and beverages provided at celebrations and parties and classroom snacks brought by staff or family members. The District shall not allow foods and beverages at a free or discounted price if those foods do not meet the USDA's Smarter Snacks in Schools nutrition standards. Non-food celebrations and rewards shall be promoted and a list of ideas made available to staff and family members.

Foods purchased to raise funds must meet the USDA's Smart Snacks in Schools nutrition standards. The District may also encourage fundraising ideas that are non-food related.

Exception to Competitive Food and Beverage Sales

Each school year, schools within the District may hold up to three fundraisers that do not comply with federal nutrition standards for competitive food and beverage sales. The Superintendent shall develop rules for requesting and receiving approval to hold fundraisers under this exception. The fundraiser may occur during school hours, but not during school meal times.

Standards for competitive food and beverage sales do not apply to foods and beverages sold off school grounds and foods and beverages sold on school grounds more than 30-minutes after the school day until midnight of the next school day.

Hydration Standards

To promote hydration, unflavored drinking water that is free must be made available to all students throughout the school day and throughout every school. The District shall make drinking water available where school meals are served during mealtimes. In addition, students shall be allowed to bring and carry water bottles filled with only water throughout the day.

Marketing

The District permits the marketing of food items that meet or exceed the USDA's Smart Snacks in School nutrition standards. All advertising and promotions of food items, must be approved by the Superintendent, or an individual that has been appointed by the Superintendent to make such decisions. These standards do not apply to foods and beverages sold off school grounds.

Qualifications and Training

The District shall comply with applicable hiring requirements in federal regulations for new hires in the food service program. The District shall also comply with the annual training requirements in state law and federal regulations for all food service personnel.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ABEA-AR1](#), Building-Level Wellness Policy Coordinators
- [ABEA-AR2](#), Physical Activity and Recess Regulations
- [ABEA-AR3](#), Smart Snacks in Schools Regulations
- [ABEA-E](#), Wellness Policy Assessment
- [ABEB](#), Child Nutrition Programs
- [BBBB](#), School Board Committees
- [BDA](#), Procedure for Adopting Board Policy
- BDBC, Citizens' Advisory Committees
- FGDB, Student Handbooks

End of Grand Forks Public School District Policy ABEA.....Adopted: 3/8/2021

REQ'D 09/2020

SCHOOL MEAL CHARGE POLICY

Purpose

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

Adults

Adults are prohibited from charging meals.

Dissemination

The Superintendent must ensure the school meal charge policy is posted on the District's website and provided in writing, to all parents/guardians of students at the start of each school year and to the parents/guardians of students transferring to the school mid-year. The Child Nutrition Director shall also provide the policy to all school and district-level staff members responsible for the enforcement of this regulation.

The District may use additional methods to disseminate the policy on an ongoing basis throughout the school year.

Payment Options

Parents/Guardians are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. District payment options for student meal accounts include in person, online payment, or automatic payment. When the student's meal account has reached a \$5 balance, an automated email and/or text message will be sent to the parent/guardian once a week. These notices will continue until adequate funds are received. Families may sign up at www.MySchoolBucks.com to receive low balance notifications, check on account status and, for a small fee make online deposits.

Provision of Meals to Students with Insufficient Funds

A school meal may not be denied to a student who requests one regardless of the status of the student's meal account or ability to pay unless the student's parent or guardian has provided written permission to the school to withhold a meal. An alternative meal may not be served to a student with an unpaid student meal balance or without funds to pay for a meal. A school meal that has already been served to the student may not be disposed of or taken away from the student on account of the student having an unpaid meal balance or lacking the funds to pay for a meal.

A student with a negative meal balance is prohibited from charging a la carte or extra items (e.g., a second milk or additional entrée).

A student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students may not be limited as a result of an unpaid or negative student meal balance.

Payment Reminders

The Child Nutrition Office will periodically run reports and attempt to collect on large balances throughout the school year. The school's cook manager shall notify the parents/guardians of the student's negative balance meal account once a week until the meal account has been restored to a positive balance. Notice may be provided by requiring the student to deliver a sealed letter addressed to the child's parent or guardian, but the letter may not be distributed to the student in a manner that stigmatizes the student.

If a pattern of charging continues, administration shall attempt to contact the student’s parents/guardians and encourage them to complete a free or reduced meal application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

Unpaid Meal Charges

The parent/guardian/student is expected to pay all outstanding meal charges within two (2) weeks. If they fail to do so, the District may rollover debt or refer the debt to collections. If a student’s meal account balance reaches a negative \$50, the District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees. A student may not be required to provide services or perform work, including cleaning duties or chores, to pay for school meals debt.

Balance

Students returning to school in the District shall see a positive meal balance rolled forward into their meal account for the next year. Students who graduate or withdraw from the District may receive a refund of the remaining balance in their meal account upon request unless they wish to donate the funds.

A written request for a refund of monies remaining in an enrolled student’s meal account at the end of the school year must be submitted to the Child Nutrition Office by the end of September. A student who is graduating shall be given the option to transfer meal funds to a sibling’s account. Any money left in an inactive account may be donated to help struggling students with insufficient funds in their meal accounts.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ABEC-AR](#), Adult Meals

End of Grand Forks Public School District Policy ABEC..... Adopted: 5/23/2022
..... Amended: 9/25/2023

REQ'D 07/2023

GRADE PROMOTION, RETENTION, & ACCELERATION

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

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

Criteria for Determining Promotion & Retention

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

- 1. Has the student completed course requirements at the presently assigned grade.
- 2. Has the student demonstrated proficiency in enough course content areas to warrant promotion.
- 3. Has the student sufficiently met achievement standards and other educational goals/objectives established for the student’s current grade level.
- 4. Does the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

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

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

Acceleration

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [GCAA-AR](#), Grade Promotion, Retention & Acceleration Procedure

End of Grand Forks Public School District Policy GCAA Adopted: 11/23/2020
Amended: 5/23/2022

PROTECTION OF PUPIL RIGHTS AMENDMENT

Definitions

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

Protection of Pupil Rights Amendment

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

1. Receive regular notification of the districts policies on PPRA;
2. Provide input in the development of this policy;
3. Consent to federally funded surveys concerning protected information. The District must obtain written consent from the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or part by a program administered by the Department of Education (Department) if the survey concerns one or more of the following protected areas of information (“protected information survey”):
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student’s parents/guardians; or
 - h. Income, other than as required by law to determine program eligibility;
4. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive advance notice of any of the following activities and have the right to opt out of them:
 - a. Any protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the District or its agent, and not necessary to protect the

- immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or the District; and
5. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the District administers or uses them:
- a. Protected information surveys of students;
 - b. Surveys created by a third party;
 - c. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - d. Instructional materials used as part of the educational curriculum.

Notification

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

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

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

Inspection of Surveys/Instructional Materials

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

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

Protection of Student Privacy

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

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

Violation of Rights

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

Complaints may also be filed with:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FGA](#), Student Education Records & Privacy
- [GAAA](#), Curriculum Design & Evaluation
- [GCC-AR](#), Criteria for Considering Third Party Student Surveys and Research
- [GCC-E1](#), Notice of Rights Under the Protection of Pupil Rights Amendment ‘
- [GCC-E2](#), PPRA Model Notice and Consent/Opt-Out for Specific Activities
- [GCC-E3](#), Request to Conduct Research in the Grand Forks Public Schools

End of Grand Forks Public School District Policy GDD..... Adopted: 5/26/2020
Amended: 5/23/2022

REQ'D 02/2022

NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (Department):
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or the District.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students and surveys created by a third party;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from parents to a student who is 18 years old or an emancipated minor under State law.

The Grand Forks Public School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District shall directly notify parents of these policies at least annually at the start of each school year and within a reasonable time after any substantive changes. The District shall also directly notify, either through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
2. Administration of any protected information survey not funded in whole or in part by the Department; and
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

End of Grand Forks Public School District Exhibit GCC-E.....Approved: 5/3/2022
Amended: 10/12/2022

EXH 02/2022

VISITORS IN THE SCHOOLS

Definitions

This policy defines the following:

- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Visitor Expectations

The Board encourages parents and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted;

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board. The District will enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order;
2. Visitors are prohibited from engaging in disruptive conduct that is interfering or interrupting the orderly operation/management of the District, or that is insulting, harassing, or threatening toward district personnel or students. Visitors who engage in such conduct will immediately be asked to leave school property;
3. Solicitors are not permitted on school property except when authorized in accordance with state law and/or applicable district policy;
4. Visitors shall be prohibited from electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the press; and
5. Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits in advance according to administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Private tutors may be allowed on school property for the purpose of providing tutoring services to students. Private tutors shall observe the same requirements including signing a [confidentiality agreement](#) as other visitors when visiting district schools.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations shall receive a warning that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property. The Superintendent, building principal, or designee shall ask visitors who violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of

law enforcement to remove the individual from school property. The Board reserves the right to limit or restrict an individual's ability to access school property if their conduct is in violation of this policy.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ABBA](#), North Dakota's Comprehensive Model School Policy for Tobacco Use
- [ACCA](#), Sexual Offenders on School Property
- [ACCA-BR](#), Criteria for Granting Parent Offenders Privileges to Enter School
- [DEAA](#), Drug & Alcohol-Free Workplace
- [FFA](#), Student Alcohol & Other Drug Use/Abuse
- [HCBB](#), Sales Calls & Demonstrations
- [HCBB-BR](#), Solicitations
- [KAAA-AR](#), Visitors in Schools Regulations
- [KACB](#), Complaints about Personnel
- [KBA](#), Relations with the News Media

End of Grand Forks Public School District Policy KAAA Adopted: 1/11/2021
Amended: 9/25/2023

REC 07/2023

BULLYING POLICY

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

Definitions

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
 - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i. Places the student in actual and reasonable fear of:
 1. Harm; or
 2. Damage to property of the student; and
 - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

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

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual

orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district’s curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Grand Forks Public School District school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

A student or school staff member may not:

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

Reporting Procedures for Alleged Policy Violations

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

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

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

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

Documentation and Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy involving a student shall be retained by the District for six years after the student turns 18 years old or graduates from high school, whichever is later.

Investigation Procedures

School administrators (i.e., a principal, an assistant/associate superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the

reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile*).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and perpetrator and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement and Others Forms of Redress

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

Disciplinary and Corrective Measures

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

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

9. Individualized intervention programming and/or supports.

If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action that may include, but is not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual’s contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim’s parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

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

Dissemination and Education

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

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [AAC-BR1](#), Discrimination and Harassment Grievance Procedure
- [AAC-E1](#), Filing a State or Federal Discrimination and/or Harassment Complaint
- [ACEA-E1](#), Bullying Policy Adoption & Dissemination Checklist
- [ACEA-E2](#), Bullying Reporting Guidelines
- [ACEA-E3](#), Staff Bullying Report Form (also found online at <https://form.jotform.com/213133938776060>)
- [ACEA-E4](#), Student Bullying Reporting Form (also found online at <https://form.jotform.com/213205797040148>)
- [ACEA-E5](#), Bullying/Harassment Investigation Protocol

End of Grand Forks Public School District Policy ACEA.....Adopted: 4/14/2020
Amended 12/13/2021

REQ'D 5/2021

VIOLENT & THREATENING BEHAVIOR

Threatening Behavior

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

Reporting

Any student or employee who has knowledge of a threat shall promptly report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

Threat Assessment

Upon receipt of a threat report, the building principal shall promptly contact the Superintendent. The Superintendent or designee shall contact the threat assessment team. The team or designee shall determine if the report constitutes a true threat as defined above and if, given the nature of the threat, it should be handled internally or turned over to law enforcement. The team shall make these determinations based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat;
2. The amount of disruption the threat has caused or may cause to the educational environment;
3. Whether or not the team can identify the source of the threat; anonymous threats may be turned over to law enforcement;
4. When the source of the threat can be identified, the team shall consider, to the extent possible, the individual's:
 - a. State of mind;
 - b. Relationship with peers;
 - c. Age;
 - d. Domestic life;
 - e. Ability to carry out the threat (e.g., access to weapons);
 - f. Past behavior.
5. If any laws have been violated;
6. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. The team may, in accordance with the Family Educational Rights and Privacy Act and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.

When law enforcement and/or the threat assessment team, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the District shall take necessary and timely measures to safeguard students, staff, and district property.

Disciplinary Consequences for Threatening Behavior

1. **Regular Education Students:** A student who is found to have made a true threat will be subject to disciplinary measures, including, but not limited to suspension and/or expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.

- 2. **Special Education Students:** Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
- 3. **Staff:** Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Violent Behavior

The District prohibits all acts of violence and aggression, including, but not limited to, threats, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, or terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [DE](#), Staff Code of Conduct
- [FFD](#), Possessing Weapons
- [FFK](#), Suspension and Expulsion
- [FFK-BR](#), Suspension and Expulsion Regulations

End of Grand Forks Public School District Policy ACE.....Adopted: 5/10/2021

REC 03/2018

VANDALISM

Definition

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

Remedies & Repercussions

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

It is the policy of the Board to seek all legal redress against persons found to have committed vandalism. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under state law. In addition, disciplinary action will be taken in accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FFK](#), Suspension & Expulsion
- [FFK-BR](#), Suspension & Expulsion Regulations

End of Grand Forks Public School Board Policy ACEC Adopted: 1/10/2022

SUP 07/2008

HAZING

Definitions

- *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a school-sponsored student organization or for any other school-related purpose. Hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electric shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity that adversely affects the mental or physical health or safety of the student such as, but not limited to: sleep deprivation, exposure to extreme weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism; subjects a student to stress, embarrassment, shame or humiliation; adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- *Retaliation* includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Prohibitions

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on and off school property and at school-sponsored events. No student, district employee, volunteer, or contractor shall plan, direct, encourage, aid, or engage in hazing. No district employee, volunteer, or contractor shall permit, condone, or tolerate hazing.

The District must receive actual notice of a hazing in order to respond in accordance with the investigation procedure contained in this policy. Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with district policy and law. In addition, the District may refer individuals in violation of this policy to law enforcement.

Apparent permission or consent by a person being hazed does not lessen the prohibitions or consequences contained in this policy.

Reporting Requirements

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief that conduct that may constitute hazing has occurred shall report the alleged acts immediately to an adult staff member. The adult staff member who receives a hazing complaint shall immediately report it to the building principal or their immediate supervisor.

Submission of a good faith complaint or report of hazing will not affect the complainant's future employment, grades, or work assignments. Any district student, employee, volunteer, or contractor shall be subject to disciplinary action in accordance with district policy and law if any such individual retaliates

against an individual who makes a good faith report of alleged hazing or any person who testifies, assists, or participates in a proceeding or hearing relating to hazing.

The District must receive actual notice of hazing in order to respond in accordance with the investigation procedure contained in this policy. Every report of hazing shall be investigated by the administrator to whom it is reported except when the administrator is the subject of the complaint. In such cases, the administrator's immediate supervisor shall conduct the investigation. The Board President shall conduct the investigation when the Superintendent is the subject of the complaint. The investigator may request assistance or designate a third party to conduct the investigation. The District may take immediate steps, at its discretion, to protect the complainant, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to: warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with applicable statutory authority and school district policies and regulations. A complainant may appeal the findings of a hazing investigation to the Superintendent except when the Superintendent is the subject of the complaint or when the Superintendent conducts the initial complaint investigation. The superintendent's decision shall be final and binding.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FFK](#), Suspension & Expulsion
- [FFK-BR](#), Suspension & Expulsion Regulations

End of Grand Forks Public School District Policy ACEB.....Adopted: 5/10/2021

REC 07/2011

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law. The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations shall be published in staff and student handbooks.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and competitions be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
 - a. Is not part of the district's curricular or extracurricular program;
 - b. Is established by a sponsor to serve in the absence of a district program;
 - c. Receives district support in multiple ways (i.e., not school facility use alone);
 - d. Requires participating students to regularly practice or train and compete.
 - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or competitions if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all

coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns eighteen, whichever is later.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FCAF-AR](#), Concussion Management Program

End of Grand Forks Public School District Policy FCAF Adopted: 5/26/2020
Amended: 10/25/2021

REQ'D 05/2021

RESTRAINT OR SECLUSION POLICY

Restraint and seclusion shall be implemented in a nondiscriminatory manner. Interventions authorized by this policy may be applied to any student enrolled in the Grand Forks Public Schools so long as such interventions are implemented in compliance with this policy.

Definitions

For the purposes of this policy:

- *Behavioral intervention strategies* are methods used to identify students who exhibited past incidents of dangerous behavior or exhibit the potential to engage in such behavior in the future. Behavioral intervention strategies shall not be construed to mean a name-brand method of identifying and assessing students potentially in need of a behavioral intervention plan. The Executive Director of Special Education shall determine the appropriate scope and method of conducting a needs assessment for implementation of behavioral intervention strategies under this policy and should document completion of this assessment.
- *Chemical restraint* (e.g. psychopharmacological medication) is medication used to control behavior or restrict freedom of movement that is not a standard treatment for the student's medical or psychological condition.
- *Dangerous behavior* is violent, disturbed, or depressed behavior which may immediately result, or has resulted, in physical harm and/or injury to the student or others.
- *Mechanical restraint* is the use of any device or equipment to restrict a student's freedom of movement. Mechanical restraints are prohibited in Grand Forks Public Schools. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed, such as:
 - Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
 - Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
 - Restraints for medical immobilization; or
 - Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.
- *Physical escort* means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

Physical restraint is the use of physical intervention intended to hold a student immobile or limit a student's movement by using body contact as the only source of restraint to deescalate dangerous behavior. This definition excludes physical prompts and physically escorting a student so long as the physical prompt/escort does not render a student immobile.
- *Reset Space* means a space a student enters for the purpose of calming. The student is able to enter and leave this space at will.
- *Seclusion* is placing a student alone in a monitored room or area to deescalate dangerous behavior. This definition excludes timeouts, disciplinary sanctions designed to penalize students by separating

them from the student population (such as, but not limited to, detention and in-school suspension), and alternative placement (which is often used to separate the student from the student population for safety reasons). This definition includes the use of a padded room with a door and with staff controlling the student's ability to leave this space.

- *Timeout* is a behavior intervention strategy that involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming the student. Timeout may be inclusionary (where the student remains in sight and sound of others in the classroom) or exclusionary (where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving). Timeouts are not a form of seclusion.

Behavioral Intervention Strategies

To minimize the need for physical restraint or seclusion and to respond to dangerous behavior, the District shall use behavioral intervention strategies to the extent possible. To implement behavioral intervention strategies, the District shall, at a minimum, take the following steps:

1. Conduct a school-wide search of students in need of behavioral intervention strategies because of past incident(s) of dangerous behavior or the potential to engage in such behavior in the future;
2. Train staff on identifying the need for behavioral intervention strategies and on implementing these interventions once established;
3. Develop a behavioral intervention plan (BIP) for identified students. This plan should at least identify environmental triggers that cause the student to engage in dangerous behavior, include procedures for diminishing or removing such environmental factors, list interventions that will be used to maintain appropriate behavior and respond to inappropriate behavior, and contain an overview of self-regulating techniques on which the student will be trained; and
4. Involve the parent/guardian in the development of the BIP and receive their consent on the document. In the case of students with a mental or physical disability, behavior intervention strategies, if necessary, should be addressed in the student's Individualized Education Program (IEP) or 504 Plan.

Prohibitions

The District prohibits district employees, contractors, volunteers, and other individuals serving or working in any capacity for the District (hereafter district staff) from using of any form of restraint and/or seclusion on students except when the student is engaging in dangerous behavior.

The District further prohibits district staff from the following:

1. Using restraint and seclusion interventions simultaneously except when necessary, temporary measure (e.g., to evacuate a classroom or restrain a secluded student who is exhibiting self-destructive behavior);
2. Using restraint or seclusion to discipline a student;
3. Using restraint or seclusion as a behavioral intervention when behavior does not pose an immediate risk of physical harm and/or injury or has not resulted in harm to the student or others;
4. Using mechanical restraints;
5. Using chemical restraints or psychopharmacologic medications. These medications must be prescribed by a physician and administered by the parent/guardian or a person designated by the parent/guardian.;

6. Using a physical restraint or seclusion technique that restricts breathing or ability to communicate (e.g., requiring a student to lie down or covering a student's face);
7. Using a restraint or seclusion technique that will knowingly cause harm to a student. An exception to this provision may be warranted if a district staff member is attempting to obtain possession of a weapon or other dangerous object within the control of a student, is attempting to stop a physical altercation between the student and another individual, or is acting in self-defense and inadvertently causes harm to the student in the process. Administration shall investigate anytime a student was harmed during restraint or seclusion to determine the appropriateness of the intervention technique under the circumstances; and
8. Using physical restraint or seclusion for longer than when the dangerous behavior has subsided.
9. Using physical restraint or seclusion to prevent damage to property.

Determining Appropriate Interventions When Need for Physical Restraint or Seclusion is Foreseeable

When the District identifies a foreseeable need for physical restraint or seclusion, it shall determine the appropriate physical restraint or seclusion intervention based on at least the following criteria:

1. Behavior at issue;
2. Age of the student;
3. If a proposed intervention would violate restraint or seclusion interventions prohibited by policy. Such interventions shall not be used;
4. The student's needs;
5. Terms of the student's BIP, IEP, and/or 504 Plan;
6. If staff has received appropriate training in the intervention proposed;
7. Number of staff needed to administer the intervention. At a minimum, three staff members should be on hand when physical restraint is used or two staff members when seclusion is used – one to witness implementation of interventions;
8. If a staff member will be available to continually monitor a student who is restrained or placed in seclusion. The District requires continuous monitoring of a student placed in seclusion;
9. If seclusion is the recommended intervention, whether or not the school has a seclusion area free from any objects that the student could use to harm themselves. If the District does not have such a room or area, alternative interventions must be used;
10. Whether or not the proposed interventions have been reviewed and approved by a qualified licensed or education specialist such as, but not limited to, a therapist, an individual certified in special education, or psychologist. The District recommends receiving this approval to ensure that proposed physical restraint or seclusion intervention does not substantially depart from accepted professional judgment, practice, or standards; and
11. A review of physical restraint or seclusion interventions used to respond to the student in the past. Any interventions that were ineffective should be modified using the above criteria.

Determining Appropriate Interventions When Need for Physical Restraint or Seclusion is Unforeseeable

When a student engages in unforeseen dangerous behavior (i.e., dangerous behavior not covered by the BIP, IEP, or 504 Plan), trained staff members shall:

1. Implement physical restraint or seclusion interventions in compliance with all prohibitions contained in this policy,
2. Respond in at least a team of three when restraint is used and two when seclusion is used,
3. Consider the age of the student and their needs when determining the appropriate intervention method, and
4. Take necessary measures to ensure the safety of the student including continuously monitoring a student placed in restraint or seclusion.

Staff administering restraint or seclusion under these circumstances are subject to administrator notification and reporting requirements contained in this policy.

Students engaged in unforeseen dangerous behavior shall be reviewed to determine the need for a BIP, IEP, or 504 Plan.

Staff Training

The District shall provide training to appropriate staff in physical restraint and seclusion and shall at least provide a copy of this policy to all district staff. Only trained staff members should implement physical restraint or seclusion interventions.

If a trained staff member is unavailable in a situation necessitating use of restraint or seclusion as defined by this policy, the untrained staff member should contact a trained staff member to seek assistance. If the situation will likely result in serious bodily harm and/or injury that will likely necessitate the need for medical attention if immediate intervention is not provided and the urgency of the situation prohibits contacting a trained staff member for assistance, the untrained staff member shall implement physical restraint or seclusion interventions in compliance with all prohibitions contained in this policy and in the BIP/IEP/504 Plan (if the staff member is aware of the contents of such plan, if such plan exists). Staff administering restraint or seclusion under these circumstances are subject to administrator notification and reporting requirements contained in this policy. The Executive Director of Special Education shall ensure that the staff member is debriefed after the incident and arrange for the staff member to receive training on physical restraint and seclusion if deemed appropriate. All staff members are responsible to know the restraint and seclusion protocol and who to contact when a student is demonstrating behaviors that indicate the restraint and seclusion protocol may need to be implemented.

Documentation, Notification, & Re-Evaluation

Whenever any student is restrained or secluded, the intervening staff member shall contact the building principal or designee as soon as practical. The staff member trained in the District-approved restraint program shall determine if the restraint or seclusion is necessary and compliant with this policy; determine the appropriate duration of the physical restraint or seclusion, not to exceed the length of the school day; and shall at least issue their decision in writing.

Anytime restraint or seclusion is used, the school staff member administering the intervention should document it using the district's restraint or seclusion reporting form (FCC-E) and submit it to administration as soon as practical. An administrator or designee shall attempt to contact the student's parent/guardian as soon as practical to inform them of the restraint or seclusion intervention used. If the parent/guardian cannot be reached, the administrator should document a description of their notification attempts.

This notification requirement may only be waived if the parent/guardian agreed in writing to this waiver in the student’s BIP, IEP, or 504 Plan and if the restraint or seclusion intervention used was part of the student’s BIP, IEP, or 504 Plan.

School administration shall monitor the number and content of restraint and seclusion reporting forms received. If restraint or seclusion is repeatedly used, used multiple times within the same classroom, or used multiple times by the same individual, the District shall review the student’s BIP/504 Plan/IEP to determine the effectiveness of current intervention strategies and shall assess any implicated staff member’s need for more training.

Policy Violations

District staff who violate this policy may be subject to disciplinary action up to and including termination in accordance with law, district policy, and, if applicable, the negotiated agreement.

Policy Adoption & Review

The Board should seek input from district parents/guardians prior to adoption of this policy and should form a committee to review this policy and implementation of restraint and seclusion interventions at least annually. As part of the policy review, the committee should examine the following:

1. Frequency of use of restraint or seclusion;
2. Outcomes of restraint or seclusion interventions;
3. Demographics of students subject to restraint or seclusion, programs/settings in which such interventions are used, and frequency of each staff member’s use of these interventions to determine if policy is applied consistently;
4. Whether or not use of restraint or seclusion is reported accurately and consistently;
5. Whether or not data collected on restraint and seclusion are used to plan behavioral intervention strategies and staff development;
6. Whether or not policy continues to protect students and staff; and
7. Whether or not policy is still aligned with any applicable law.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FCC-E, Restraint or Seclusion Reporting Form
- [FFK](#), Suspension and Expulsion
- [FFK-AR1](#), Suggested Procedure for Conducting an Expulsion Hearing
- [FFK-AR2](#), Suspension and Expulsion of Special Education Students
- [FFK-BR](#), Suspension and Expulsion Regulations

End of Grand Forks Public School District Policy FCC.....Adopted: 2/28/2022

REC 07/2021

SUICIDE PREVENTION

Definitions

This policy defines the following:

- *At risk* means a student who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain.
- *Mental health* means a state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.
- *Postvention* means a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- *Risk assessment* means an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- *Risk factors for suicide* means characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.
- *Suicide Death* means death caused by self-directed injurious behavior with any intent to die as a result of the behavior. It is important that schools get the facts and ascertain that all information is accurate before communicating with students.
- *Suicide attempt* means a self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
- *Suicidal behavior* means suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- *Suicide contagion* means the process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

- *School property* is defined in NDCC 15.1-19-10(6)(b) is all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Purpose

The purpose of this policy is to protect the health and well-being of all district students while on school property by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The District:

1. Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes;
2. Further recognizes that suicide is a leading cause of death among young people;
3. Has an ethical responsibility to take a proactive approach in preventing deaths by suicide; and
4. Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide, and one which helps to foster positive youth development.

Prevention

District Policy Implementation

The Superintendent or designee shall designate an individual to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing staff person. The individual shall disseminate information to the appropriate stakeholders in support of the well-being of students. All staff members must report students they believe to be at elevated risk for suicide to the school contact.

Staff Professional Development

All staff shall receive biennial professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

The professional development may include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/ or substance use disorders, those who engage in self harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention may be provided to school-employee mental health professionals and school nurses.

Youth Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials shall be integrated into the K-12 curriculum. The content of these age-appropriate materials may include:

1. the importance of safe and healthy choices and coping strategies;
2. how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others;
3. help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

Publication and Distribution

This policy must be distributed annually and included in all student and employee handbooks, and on the school website.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FCAE-BR](#), Suicide Prevention Procedures

End of Grand Forks Public School District Policy FCAE Adopted: 4/8/2024

REC 02/2019

ACCEPTABLE USE

The Grand Forks Public School District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Education

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Prohibitions

The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;
3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for noncurricular purposes;
11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

Violations

Violations of this policy, or any federal/state law, rule or regulation may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

Consent

All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [DE](#), Staff Conduct
- [FE](#), Student Conduct & Discipline
- [FF-AR](#), Student Conduct Standards & Disciplinary Procedures
- [FFK](#), Suspension & Expulsion
- [FFK-BR](#), Suspension & Expulsion Regulations

End of Grand Forks Public School District Policy ACDA Adopted: 6/8/2020

REQ'D 02/2018

VIOLENT & THREATENING BEHAVIOR

Threatening Behavior

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

Reporting

Any student or employee who has knowledge of a threat shall promptly report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

Threat Assessment

Upon receipt of a threat report, the building principal shall promptly contact the Superintendent. The Superintendent or designee shall contact the threat assessment team. The team or designee shall determine if the report constitutes a true threat as defined above and if, given the nature of the threat, it should be handled internally or turned over to law enforcement. The team shall make these determinations based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat;
2. The amount of disruption the threat has caused or may cause to the educational environment;
3. Whether or not the team can identify the source of the threat; anonymous threats may be turned over to law enforcement;
4. When the source of the threat can be identified, the team shall consider, to the extent possible, the individual's:
 - a. State of mind;
 - b. Relationship with peers;
 - c. Age;
 - d. Domestic life;
 - e. Ability to carry out the threat (e.g., access to weapons);
 - f. Past behavior.
5. If any laws have been violated;
6. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. The team may, in accordance with the Family Educational Rights and Privacy Act and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.

When law enforcement and/or the threat assessment team, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the District shall take necessary and timely measures to safeguard students, staff, and district property.

Disciplinary Consequences for Threatening Behavior

1. **Regular Education Students:** A student who is found to have made a true threat will be subject to disciplinary measures, including, but not limited to suspension and/or expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.

- 2. **Special Education Students:** Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
- 3. **Staff:** Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Violent Behavior

The District prohibits all acts of violence and aggression, including, but not limited to, threats, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, or terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [DE](#), Staff Code of Conduct
- [FFD](#), Possessing Weapons
- [FFK](#), Suspension and Expulsion
- [FFK-BR](#), Suspension and Expulsion Regulations

End of Grand Forks Public School District Policy ACE.....Adopted: 5/10/2021

REC 03/2018

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA).

Philosophy

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

Definitions

This policy defines the following:

- *Alcohol* – See Prohibited Substances.
- *Drug* – See Prohibited Substances.
- *Possession* shall mean:
 - a. Actual physical possession of the alcohol or drug while on school property;
 - b. Use or consumption of the alcohol or drug while on school property;
 - c. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Use* shall mean that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibited Substances

Prohibited substances include, but are not limited to:

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

administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities

It shall be against school policy for any student to:

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

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

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal or designee.

Violation

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

Such searches may not include referral for mandatory alcohol/drug testing and/or referral to the District's licensed addition counselor.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that

¹When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the [North Dakota High School Activities Association](#), and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

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

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Grand Forks Public School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Each building administrator and/or department manager will annually require District employees to review this policy and procedures for implementation thereof.

The building administrator and/or department manager will maintain a list of all employees with whom this policy has been reviewed, and collect a signed annual policy review form from each employee affirming this policy has been reviewed.

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be provided either a written or electronic copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will be reviewed annually with students, and may include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ABBA](#), Tobacco Free School & Workplace
- [FFA-AR](#), Alcohol & Other Drug Intervention Procedure
- [FFE](#), Extracurricular Participation Requirements
- [FFK](#), Suspension & Expulsion
- [FFK-BR](#), Suspension & Expulsion Regulations
- [FGCB](#), Searches of Students & Students' Personal Possessions
- FGDB, Student Handbooks

End of Grand Forks Public School District Policy FFA Adopted: 7/13/2020

REQ'D 09/2017

ATTENDANCE & ABSENCES

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

Definitions

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

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

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

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

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

Documentation Requirements

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

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

Compulsory Attendance Violations

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

Absences

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

The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences.

Students shall be subject to disciplinary sanctions due to unexcused absences.

Dissemination

This policy shall be published in all student handbooks.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FFB-E, Accumulated Absence Letter to Parents
- FGDB, Student Handbooks

End of Grand Forks Public School District Policy FFB Adopted: 5/26/2020

REQ'D 06/2019

STUDENT CONDUCT & DISCIPLINE

Conduct Standards

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

Disciplinary Standards

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content districtwide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;
3. Be identical in content for all district high schools.

Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities Education Act when responding to violations of student conduct standards by special education students.

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Grand Forks Public School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the District shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the principal or associate principal on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Any district employee who acts outside the scope of his/her assigned level of disciplinary authority may be subject to disciplinary action, including but not limited to, discharge from/termination of employment in accordance with law and/or the negotiated agreement.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FF-AR](#), Student Conduct Standards & Disciplinary Procedures
- [FF-E](#), Examples of Student Conduct Violations
- [KACB](#), Complaints About Personnel

End of Grand Forks Public School District Policy FF..... Adopted: 2/22/2021

REQ'D 07/2009

STUDENT CONDUCT STANDARDS & DISCIPLINARY PROCEDURES

NOTE: This administrative regulation is meant to serve only as a sample disciplinary investigation and response procedure. The regulation may need modification in order to ensure it is applicable to each grade level serviced by your district. Districts may wish to develop three sets of disciplinary investigation and response procedures: a set for the elementary, middle school, and high school level. Districts that take this approach must apply regulations uniformly at 1) each elementary school in the district; 2) each middle school in the district; 3) each high school in the district.

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

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

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

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

Investigation & Disciplinary Procedures

Minor conduct violations: Minor conduct violations shall be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the misconduct, s/he will investigate to determine if the student was in violation of conduct standards. When the teacher/school official determines that a minor conduct standard was violated, s/he shall submit a misconduct report the building principal, which may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. In addition, teachers/school officials with disciplinary authority are authorized to respond to minor conduct violations by invoking one or more (if permitted by this regulation) of the following options:

Minor offenses:

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

Options three through five are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Moderate and major conduct violations: Such offenses shall be referred to the building principal for investigation and response. A teacher or school official referring a student to the building principal as a

result of a potential conduct violation shall complete a misconduct report for the principal to review. The principal shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. If a moderate or major conduct violation is substantiated, the principal is authorized to respond by invoking one or more (if permitted by this regulation) of the following options:

Moderate offenses

1. Require the student to attend detention;
2. Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Refer the student to a school counselor;
5. Create a behavioral adjustment plan;
6. Hold a conference with the student's parent/guardian and classroom teacher;
7. Other reasonable sanctions determined by the building administrator.

Options four through six are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

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

Detention

If a student is required to serve detention, his/her parent shall be notified by the school at least [list timeframe] prior to the student serving the detention.

End of Grand Forks Public School District Administrative Regulation FF-ARApproved: 1/25/2021

REQ'D ADMREG 07/2009

STUDENT DRESS CODE

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). Students should use sound judgment by reflecting respect for themselves, the district, and others in dress and grooming. The Board shall not interfere with this right unless the personal choices of students create a disruptive influence on school programs or affect the health or safety of others. Students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

Prohibitions

The District prohibits students wearing or carrying clothing, jewelry, book bags, or other personal articles on school property and/or at school-sponsored activities, regardless of location, that:

1. Is reasonably likely to substantially disrupt the educational environment or operations of the school;
2. Poses a health or safety risk to staff, students, or others;
3. Depicts profanity, vulgarity, obscenity, or violence;
4. Is destructive to school property and/or causes excessive maintenance problems (e.g., cleats, pants with metal inserts that scratch furniture);
5. Is intended to identify the student as a member of a gang; or
6. Promotes illegal activities and/or the use of alcohol, tobacco, or other illegal drugs.

Administration shall make reasonable efforts to notify students of these rules. Students in violation of any portion of this policy may be subject to disciplinary action in accordance with the district’s student conduct policies.

School administrators may require students that work with or around machines, or participate in physical education classes, extracurricular activities, or other activities to wear certain apparel which meets reasonable health and safety standards as established by the Board. Administrators may not prescribe a specific brand that students must buy.

The District will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

All students who participate in a high school commencement ceremony are expected to dress in an appropriate manner. The cap, gown, tassel, and shoes are all required. No other personal additions shall be allowed other than school-issued stoles of honor without prior permission from the administration.

End of Grand Forks Public School District Policy FFH Adopted: 4/8/2024

REC 11/2020

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

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

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

Activities Affected by this Policy

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

Academics

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

In addition to NDHSAA academic standards, the Grand Forks Public School District also requires that no high school student may participate in a contest unless he or she is passing five or more classes at the time that grades are reviewed by the school administration.

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

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

Violation of Other Misconduct Policies

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

Suspension Procedure

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

Travel while Suspended

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

Period of Enforcement

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

Off-Season Violations

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FE](#), Student Conduct and Discipline
- FFE-AR, Meals for Students Participating in Extracurricular Activities
- FFE-AR2, Athletic Physicals
- [FFK](#), Suspension and Expulsion
- [FFK-BR](#), Suspension and Expulsion Regulations
- GCBA, Grading

End of Grand Forks Public School District Policy FFE..... Adopted: 3/8/2021

REQ'D 09/2020

SUSPENSION AND EXPULSION

Definitions

This policy defines the following:

- *Dangerous weapon* means, as defined in 18 U.S.C. 930(g)(2), a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.
- *Expulsion* means the exclusion of a student, including one enrolled in an alternative education program, from school for insubordination, habitual indolence, or disorderly conduct provided the expulsion does not last beyond the termination of the current school year. A student who violates the District's weapons policy may be expelled for up to twelve months. A procedural due process hearing must be provided to the student in accordance with law and district regulation before the determination to expel a student is made.
- *Firearm* means, as defined in 18 U.S.C. 921, (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. The term does not include an antique firearm.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Suspension* includes in-school suspension from classes and out-of-school exclusion from classes, school property, and activities.

Suspension/Expulsion Authority

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

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

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

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

Conduct Subject to Suspension/Expulsion

Conduct, including but not limited to the following, exhibited while on school property, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;

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

Information regarding the conduct subject to suspension or expulsion must be posted in a prominent place in each school and must be published in student handbooks.

Suspension or Expulsion of Students with Disabilities

The District shall comply with the provisions of the Individuals with Disabilities Education Act when suspending or expelling a special education student. The District shall not expel any student with a disability when the student’s particular act of gross disobedience or misconduct is a manifestation of the student’s disability. Education services must continue for IDEA eligible students who are expelled.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FGDB, Student Handbooks
- [FFK-BR](#), Suspension and Expulsion Regulations
- [FFK-AR1](#), Suggested Procedure for Conducting an Expulsion Hearing
- [FFK-AR2](#), Suspension and Expulsion of Special Education Students

End of Grand Forks Public School District Policy FFK Adopted: 2/22/2021
 Amended: 2/28/2022; 9/25/2023

REQ'D 11/2021

STUDENT USE OF PERSONAL TECHNOLOGY

Definitions

For the purposes of this policy:

- *Inappropriate content* is defined as content that:
 - a. Violates a district student conduct policy;
 - b. Attacks ethnicity, race, religion, or other legally protected status;
 - c. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
 - d. Is obscene or pornographic as defined by community standards.
 - e. Is reasonably forecasted to materially or substantially disrupt the educational environment;
 - f. Poses a direct threat to the physical safety of the school population; and
 - g. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.
- *Personal technology* is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:
 - a. Has the capability to connect to one or more networks including but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth;
 - b. Has a digital camera and/or video recording device;
 - c. Has a microphone;
 - d. Has data storage capability; and/or
 - e. Has an operating system and/or the capability of running software, apps, and/or electronic games.
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- *School day* is defined as beginning and ending at the following times:
 - a. Elementary School: 8:25 am – 3:00 pm
 - b. Middle School: 8:40 am – 3:30 pm
 - c. High School: 8:00 am – 3:00 pm
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibitions

The Grand Forks Public School District prohibits students from using personal technology as follows:

1. Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using personal technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions"

section of this policy;

3. Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event;
6. Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events; and
7. To ensure safety and efficiency, students may be prohibited from using personal technology between classes in district hallways, when entering and exiting district transportation, and when required to be in line for activities such as, but not limited to, recess and lunch.

Classroom Use

Elementary classroom teachers may prohibit possession and/or use of personal technology in the classroom. Middle and high school classroom teachers may prohibit possession and/or use of personal technology in the classroom.

Building Administrators may alternatively establish rules related to use of personal technology in the classroom. These rules:

1. Shall comply with this and other student conduct policies;
2. Shall take into account the ages of the students;
3. Shall take into account the availability of district-owned technology for student use;
4. Shall take into account the extent to which personal technology use would disproportionately grant students who have access to it an unfair advantage over those who do not;
5. Shall address cheating and disruptive use of personal technology; and

Use During the School Day Outside Classroom

Elementary students are prohibited from using personal technology during lunch and recess unless granted an exception by the building principal or designee.

Middle school and high school principals shall establish rules regarding student use of personal technology during lunch, break periods, and study hall.

Disciplinary Consequences & Confiscation

Students in violation of any portion of this policy may be subject to disciplinary action in accordance with the district's student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers may keep the personal technology until the end of class or turn it over to the building principal for further action. Teachers

shall make this determination based on the severity of the suspected offense. Under no circumstances shall a teacher or ancillary staff member search personal technology.

The building principal shall determine how long to keep confiscated personal technology based on the following criteria:

1. The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement, the Superintendent or designee, and retain the device until further directed by law enforcement or the Superintendent;
2. If the confiscated item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession; and
3. Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.

Searches of Personal Technology

The building principal or Superintendent is authorized to search a student's personal technology only when they have reasonable suspicion that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

Exceptions

The Superintendent and/or designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [ACDA](#), Acceptable Use
- FFI-E, Personal Technology Use & Waiver of Liability
- [FFK](#), Suspension & Expulsion
- [FFK-BR](#), Suspension & Expulsion Regulations
- [FGCB](#), Searches of Students & Student's Personal Possessions

End of Grand Forks Public School District Policy FFI..... Adopted: 4/8/2024

REC 02/2020

POSSESSING WEAPONS

Definitions

This policy defines the following:

- *Dangerous weapon* means, as defined in 18 U.S.C. 930(g)(2), a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.
- *Firearm* means, as defined in 18 U.S.C. 921, (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. The term does not include an antique firearm.
- *School property* is as defined in NDCC 15.1-19-10 (6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.

Prohibitions

Students are prohibited from possessing on school property or at a school function a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion.

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

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

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

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

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

Special Education Students

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

Nonapplicable Provisions

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

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

Reporting

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FFK](#), Suspension and Expulsion
- [FFK-BR](#), Suspension and Expulsion Regulations
- [FFK-AR1](#), Suggested Procedure for Conducting an Expulsion Hearing
- [FFK-AR2](#), Suspension and Expulsion for Special Education Students

End of Grand Forks Public School District Policy FFD Adopted: 5/26/2020
Amended: 10/25/2021; Amended: 2/27/2023; 9/25/2023

REQ'D 07/2023

BUS CONDUCT

The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events. The Superintendent or designee shall determine the level of disciplinary authority that shall be given to school vehicle driver and develop regulations for handling student misconduct on school vehicles.

Conduct Requirements

Students shall be required to abide by all applicable district conduct and safety policies while in district vehicles. The Superintendent or designee may develop additional, specific regulations related to conduct in school vehicles.

Violations

Students who violate any of these policies or rules may be subject to the consequences contained in applicable student discipline policies.

When the conduct of a disabled and/or special education student transported in a school vehicle poses a transportation safety risk or when the conduct otherwise violates policy to the extent that it compels the District to reconsider the student's transportation arrangements, prior to making a removal decision, the District shall determine the following:

1. If transportation is part of the student's 504 Plan and/or Individual Education Program (IEP).
2. If removal would constitute a removal from the education program as determined by the following factors:
 - a. There is a significant distance between the student's home and school.
 - b. There are no alternative means of public or private transportation.
 - c. The school has not made appropriate arrangements to provide for the student's education.

If criteria one or two above is applicable, the 504/IEP Team will develop an alternative means of providing transportation to the disabled and/or special education student in accordance with federal law and regulations or will treat such student's removal from school transportation as suspension from the educational program and will follow the procedure for suspension contained in the district's suspension/expulsion policy and in federal regulations.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FCBB, Student Transportation Safety & Supervision
- FCBB-AR, Student Transportation Safety & Supervision Regulations
- FFC-AR, Bus Conduct Regulations
- [FF](#), Student Conduct & Discipline
- [FF-AR](#), Student Conduct Standards & Disciplinary Procedures
- [FF-E](#), Examples of Student Conduct Violations
- [FFK](#), Suspension & Expulsion
- [FFK-BR](#), Suspension & Expulsion Regulations
- [FFK-AR1](#), Suggested Procedure for Conducting an Expulsion Hearing
- [FFK-AR2](#), Suspension & Expulsion of Special Education Students

STUDENT RIGHTS AND RESPONSIBILITIES

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FFG](#), Student Assemblies
- [FGBB](#), Student Prayer During Non-Instructional Time
- [FGDB](#), Student Handbooks

End of Grand Forks Public School District Policy FG Adopted: 4/8/2024

REC 11/2021

SEARCHES OF LOCKERS

Definitions

This policy defines the following:

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

Philosophy

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

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

Search Procedure

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

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

Use of Trained Dogs & Involvement of Law Enforcement

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

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

Violation

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

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FGA](#), Student Education Records and Privacy
- [FE](#), Student Conduct and Discipline

End of Grand Forks Public School District Policy FGCA Adopted: 2/28/2022

REC 02/2020

SEARCHES OF STUDENTS & STUDENT'S PERSONAL POSSESSIONS

Definitions

This policy defines the following:

- *Personal possessions* include, but are not limited to, a student's vehicle, purse, backpack, bookbag, package(s), and clothing.
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Philosophy

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

Search Procedure

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

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

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

Searches of Vehicles

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

Involvement of Law Enforcement

The building principal or Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student's personal possessions that would pose a safety threat if

conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student's personal possessions.

Violation

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

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [FGA](#), Student Education Records and Privacy
- [FE](#), Student Conduct and Discipline

End of Grand Forks Public School District Policy FGCB Adopted: 2/28/2022

REC 02/2020

STUDENT EDUCATION RECORDS AND PRIVACY

The Grand Forks Public School District School Board believes that while collection and use of student information is necessary to provide educational and student support services, the District must implement safeguards to ensure information is appropriately protected and used to serve the best interests of students. The purpose of this policy is to establish such safeguards.

Definitions

- *Directory information* is defined as personally identifiable information contained in a student education record that is generally considered **not** harmful or an invasion of privacy if disclosed and includes:
 - a. Address
 - b. Date of birth
 - c. Dates of attendance
 - d. Degrees, honors, and awards received
 - e. Grade level
 - f. Most recent school attended
 - g. Name (first and last)
 - h. Participation in officially recognized activities and sports
 - i. Photograph
 - j. School email address
 - k. Telephone listing
 - l. Weight and height of members of athletic teams

- *Education records* are records that are directly related to a student and are maintained by the District or by a party acting on the behalf of the District. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records, and student discipline files. This definition excludes law enforcement records and records in the sole possession of the maker used only as a memory aid.

- *Eligible student* means a student who has reached the age of 18.

- *FERPA* stands for the Family Educational Rights and Privacy Act.

- *Legitimate educational interest* is defined as access that is needed in order for a school official to fulfill their professional responsibility.

- *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- *Permanent record* is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.

- *Personally Identifiable Information (PII)* includes information maintained in the student's education record that could be used alone or in combination to trace a student's identity directly or indirectly and would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

- *Record* means any information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

- *School official* is defined as an individual who has a legitimate educational interest in accessing student educational records and is affiliated with the District in one of the following capacities:
 - a. An individual employed by the District in an administrative, instructional, or support staff position;
 - b. School board members; or
 - c. Contractors, consultants, volunteers, service providers, or other party with whom the District has outsourced institutional services or functions for which the District would otherwise use employees; records provided to these third parties must remain directly under the District's control for purposes of maintenance and use and the third party must agree to comply with 34 C.F.R. 99.33(a). Examples include, but are not limited to, school resource officers, interns, student teachers, the District's attorney, PowerSchool, SLDS, learning management software, hot lunch tracking software, and district alert systems.

Designation and Responsibilities of Privacy Officers

The Superintendent or designee shall serve as Chief Privacy Officer. In this role, the Superintendent is responsible for submitting to the Board for approval student information sharing requests from third-party individuals/entities other than parties to which the District reports student information under law. The Superintendent shall also maintain a master list of all individuals and entities having access to student information, including school district personnel listed by title. To ensure this list remains current and is manageable to maintain, it shall not contain names of individuals who have access to data.

The Superintendent may designate privacy officers at the District and building level. These privacy officers are responsible for:

1. Maintaining a list of school personnel by title who have access to student information; this list shall be provided to the Superintendent each time it is updated;
2. Submitting to the Superintendent for board approval new requests to share student information with third-party individuals and entities other than parties to which the District reports student information under law;
3. Ensuring that access to student information is granted only to the extent there is a legitimate educational interest and in accordance with this policy and any applicable agreements;
4. Enforcing this and other applicable district confidentiality and data protection policies; and
5. Providing a list of students who have opted-out of directory information to classroom teachers and other district staff who have a need to know.

Information Release Safeguards

1. Access by Parents and Eligible Students

To ensure compliance with parental and eligible student access requirements under FERPA:

- a. The District shall comply with a request by a parent or eligible student to access education records within a reasonable period of time, not to exceed 45 days after receipt of a request; and
- b. The Board shall develop procedures for a parent/guardian or eligible student to review and amend educational records. These procedures shall include procedures to verify the identity of a requesting parent/guardian or eligible student. The regulations shall be

delineated in board approved regulations and disseminated annually in accordance with law.

2. Classroom Use of Instructional Tools Requiring Release of Student Information

Teachers are encouraged to use instructional technological tools that allow for use of an alias or that do not require submission of directory information (other than or in addition to name) or PII. Whenever a teacher wishes to use an instructional tool that requires release of directory information, other than or in addition to name, or PII such as, but not limited to, software or an app, the teacher shall submit a request to the building-level privacy officer. The privacy officer shall check the District's master list of individuals and entities approved to receive student information. If the entity is not on this list or the teacher's request is beyond the scope of information sharing permission previously granted, the privacy officer shall either deny the teacher's request or submit an information-sharing request to the Superintendent for board approval. If the teacher is authorized to use the instructional tool, the building-level privacy officer shall ensure the teacher complies with any parental consent requirements and directory information opt-out requests before using the tool.

3. Data Breaches

District employees are responsible for informing a privacy officer of any known or suspected breach of PII. When a privacy officer becomes aware of a breach of student PII, they shall contact the Chief Privacy Officer. The Chief Privacy Officer shall determine if enactment of data breach response procedures contained in policy IDC and NDCC Ch. 51-30 is appropriate.

4. Information Storage and Destruction

Student education records shall be reviewed annually and any records unnecessary for progression to the next grade level, not needed for college entrance purposes, not needed for extracurricular participation, not needed for disciplinary purposes, and records that are not part of the permanent record will be shredded or destroyed. Exceptions apply for any content that may reasonably be related to litigation or anticipated litigation (retain for six years after a student turns eighteen), bullying reports (retain in accordance with policy ACEA), concussion documentation (retain in accordance with policy FCAF), executive session tapes (retain for at least six months), PowerSchool records, and special education records (retain in accordance with the Individuals with Disabilities Education Act).

5. Directory Information

The District may disclose directory information without parental or eligible student consent if it has given parents or eligible students a reasonable amount of time to opt-out of directory information release. Opt-out notices should be provided at the beginning of the school year and when a student otherwise enrolls in the District. These notices shall contain a reasonable deadline of at least ten days for parents or eligible students to opt out.

The Board approves release of directory information as follows:

- a. Publication on the District's website or social media site;
- b. To board-approved vendors for purposes of sale of school-related items such as, but not limited to, yearbooks, school pictures, graduation items, district apparel, and book orders;
- c. To military and college recruiters in accordance with applicable laws (NDCC 15.1-07-25.1 and 20 U.S.C. 7908);
- d. To official district newspaper for purposes of recognizing student accomplishments and coverage of extracurricular events;
- e. To school-affiliated groups for purposes of communicating and fundraising;

- f. To school-sponsored student publications including, but not limited to, newspapers, yearbooks, a playbill showing the student's role in a drama production, honor roll or other recognition lists, graduation programs, sports activity sheets such as wrestling showing the weight and height of team members; and
- g. When the Board receives and approves a directory information release request; directory information shall only be released and used for purposes specified in the release request and the Superintendent shall add approved requestors to the district's master list of individuals and entities having access to student information. The Board shall develop criteria in regulations for approving and denying these requests.

Any district employee who wishes to disseminate student directory information to a third party shall contact their building-level privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval, the Superintendent shall instruct the privacy officer to ensure compliance with any opt-out requests made by parents.

6. Personally Identifiable Information (PII)

Any third party requesting or receiving access to student PII must receive board approval unless the third party is required to receive PII under state or federal law. Any school employee who wishes to share PII with a third party shall contact their building-level privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval of any PII release request, the applicable privacy officer shall inform the requestor of any parental consent requirements (see #7) and ensure the requestor complies with such requirements.

Parental or eligible student consent is not required to release PII under the following circumstances:

- a. The District receives information under 42 U.S.C. 14071 and applicable federal guidelines about a student who is a registered sex offender under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071), and the District has a need to disclose the student's status as a sex offender for safety purposes.
- b. In connection with a health or safety emergency under the conditions described in 34 C.F.R. 99.36.
- c. If records have been de-identified by the District; third party individuals and entities that receive de-identified information shall be included on the District's master list of individuals and entities having access to student information.
- d. To a school official who has a legitimate educational interest in the education records if the following conditions are satisfied:
 - i. Access shall be limited to only information the school official has a legitimate need to know;
 - ii. School officials shall use the information only for the purposes for which the disclosure was made and shall not redisclose the information to any other party without proper consent or legal authority; and
 - iii. Titles of individuals and entities considered school officials shall be included on the district's master list of individuals and entities having access to student information.

- e. To a court without a court order or subpoena when the District initiates legal action against a parent/student or a parent/student initiates legal action against the District.
- f. To accrediting bodies for purposes of accreditation.
- g. To an organization conducting a study for the District to develop, validate, or administer a predictive test; administer student aid programs; or improve instruction so long as the organization has entered into a written agreement with the Board in accordance with law; if the organization is conducting a survey of students, the District shall ensure parents are notified in compliance with policy GCC and shall obtain parental consent, if applicable (see #7).
- h. To another school in which the student seeks, intends to, or is already enrolled.
- i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs.
- j. To comply with a judicial order or lawfully issued subpoena; the District must make reasonable attempt to contact the parent or eligible student before disclosure unless the court order instructs otherwise., or
- k. To the parents of an eligible student who is also a "dependent student" as defined in IRS Section 152.

The District will take measures necessary to ensure that individuals and entities to which PII is released shall only have access to information necessary to fulfill their responsibilities under law and to the District. Measures may include, but not be limited to, controlling access to computer data through password restrictions, controlled access to paper records, and ensuring that any information access agreements required by law are properly executed by the Board.

7. **When Parental Consent is Required**

The District must obtain parental or eligible student consent to release student information under the following circumstances:

- a. The Board has approved release of PII to an individual or entity not meeting the definition of school official under law and/or not meeting an exception to the parental consent requirement under FERPA.
- b. The Board has approved release of directory information, other than or in addition to name, or PII to an online service provider for commercial purposes and the impacted students are under the age of 13.¹
- c. When administering a survey funded in whole or in part by the U.S. Department of Education and concerning any of the following areas²:
 - i. Political affiliations or beliefs of the student or the student's parent;
 - ii. Mental or psychological problems of the student or the student's family;
 - iii. Sex behavior or attitudes;

¹ Children's Online Privacy Protection Act, 16 CFR 312

² Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h; 34 CFR Part 98

- iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
- v. Critical appraisals of other individuals with whom respondents have close family relationships;
- vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- vii. Religious practices, affiliations, or beliefs of the student or student's parent; or
- viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).³

If the District is unable to obtain this consent, it shall not release the impacted student's information.

504 Plans and Individual Educational Programs (IEPs)

Sharing of student information necessary for developing, amending, or implementing an IEP or 504 Plan and sharing student information needed to determine eligibility for special education or disability services are not subject to board approval requirements in NDCC Chapter 15.1-07-25.3 because the District provides these services in fulfillment of requirements under state and federal law.

Policy Violations

Failure by a district employee or volunteer to comply with this policy, other district confidentiality requirements, or any improper disclosure of student information by a school employee or volunteer shall result in disciplinary action up to and including termination of employment. Failure by a third party to comply with this policy, any information-sharing agreements between the District and third party, or any improper disclosure of student information by the third party may result in termination of the third-party's access to student information and termination of the district's agreement with the third party.

Training

School officials employed or volunteering for the District shall receive information and/or training on confidentiality requirements pertaining to student education records and consequences for breaching confidentiality. The District shall also provide training to applicable school personnel on the procedures for requesting to release student information contained in this policy.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [DE](#), Staff Code of Conduct
- [FGA-BR1](#), Student Education Records Access & Amendment Procedure
- [FGA-BR2](#), Criteria for Approving & Denying Directory Information & PPI Release Requests
- [FGA-E1](#), Notice for Directory Information
- [FGA-E2](#), Notice of Rights Under FERPA
- [FGA-E3](#), FERPA Release Form for Parents
- [FGA-E4](#), Notice of Executive Session Tape on File
- [FGA-E5](#), Student Information Sharing Request
- [FGA-E7](#), School Officials' Guide to FERPA and Data Privacy
- [FGA-E8](#), Parties Approved to Receive Student Data
- [GCC](#), Protection of Pupil Rights Amendment

³ Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h; 34 CFR Part 98

- [IDC](#), Data Protection & Security Breaches

End of Grand Forks Public School District Policy FGA.....Adopted: 7/13/2020
Amended: 2/28/2022; 11/14/2022

REQ'D 11/2021