

2024-2025 Parent/Student Handbook



East Fairview Elementary School

**301 2nd Street South
East Fairview, ND 59221
(701) 844-5649**

EFS FACULTY	
Dahle, Masyn	Kindergarten
Sundheim, Wendy	1st Grade, Music
Vennes, Latisha	2 nd Grade
Folsom, Denise	3 rd Grade
Larson, Torrey	4 th Grade
Bieber, Jessica	5 th Grade
Wenel, Jenna	6 th Grade
Tribby, Tawnie	K-8 PE, Library
Fox, Lisa	Jr. High, Counseling
Beyer, Amber	Jr High
ADMINISTRATION	
Gackle, Derek	Administrator
Elletson, Melissa	Business Manager

www.eastfairview.k12.nd.us

- ✓ **Like us on Facebook to see updates first!**
- ✓ **EFS Alerts: contact the office to sign up for email or text alerts.**
- ✓ **PowerSchool: contact the office to sign up for access to grades.**

Mission: It's YOUR school!

Vision: Our vision is to create a physically and emotionally safe and effective environment which encourages a growth mindset and engages students in the learning process to prepare them for future success with the understanding that failure is part of that process.

East Fairview School Beliefs about Learning

- 1. Relationships before Rigor**
- 2. Grace before Grades**
- 3. Patience before Programs**
- 4. Love before Lessons**

Informal Complaint Procedure

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with Administrator.
 2. The individual receiving the complaint shall document receipt and designate an investigator. If the Administrator is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
 3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
 4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Administrator or Board President (if the Administrator is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
 5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Administrator or Board President (if the Administrator is the subject of the complaint) if harassment/discrimination persists.
- Both the complainant and the accused have the right to terminate the informal procedure at any time to pursue a remedy under the formal grievance procedure.

Formal Grievance Procedure

1. Filing a Complaint:

- a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the Administrator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.
- b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.
- c. The recipient of the complaint shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.
- d. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

2. Investigation Process:

- a. The recipient of the complaint shall confer with the Administrator or Board President (if the Administrator is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.
- b. Before the investigation commences, the investigator in coordination with the Administrator or Board President (if the Administrator is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.
- c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the

The parents or guardian of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of the state department of health that the child has received immunization against diphtheria, pertussis, tetanus, measles, rubella, German measles, mumps, and poliomyelitis.

A child may enter school upon submitting written proof from a licensed physician or authorized representative of the state health department stating that the child has started receiving the required immunization or has written consent to have the needed immunization administered according to law.

Any minor child, through the parent or guardian, may submit to the school either a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child, or a certificate signed by the parent or guardian whose beliefs are opposed to such immunization. The minor child shall then be exempt from the provisions of this section of the law.

ATTENDANCE REGULATIONS

According to North Dakota State Law, every child of school age shall attend a public or private school each year and during a period equal to that of the year which the public schools are in session.

A child may be exempted from attendance by:

1. A licensed physician or psychiatrist who must certify that the physical or mental condition of a child does not permit attendance.
2. The Board of Trustees, when that body rules that a child is a habitual truant or when the child's conduct is disruptive of school order and discipline; that before such action can be taken, the parent or guardian shall be notified and be given an opportunity to show cause why such child should not be exempted.

By order of the State Board of Education, no child can be admitted to the first grade who has not reached the age of six years on or before August 1st. The child's legal name must appear on all registration forms. However, the school authorities will respect the wishes to the parents or guardians as to what name shall be used by the child in school.

ABSENCE

The Board of Yellowstone School District #14 recognizes the necessity of consistent attendance in school and therefore adheres to the policy that parents/guardians will be notified of their student's high absenteeism by a letter at the 7th absence in a school year. When the maximum number of fourteen (14) days has been exceeded by the student in a year, a letter may be sent by the Administrator. A meeting may also be scheduled to implement an individualized attendance plan which may include disciplinary action.

Furthermore, students who are absent from school due to illness will not be allowed to participate in nor attend any after-school activities for the duration of the absence.

The Board hereby delegates to the Administrator the authority to deal with disciplinary problems in his/her 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 itself to serve as the hearing officer for expulsion hearings except as delineated below 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 Yellowstone School District No. 14 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 grounds, 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 person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
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. Behavior that is detrimental to the welfare, safety, or morals of other students;
7. Truancy;
8. Threats of violence, bomb threats, or threats of injury to individuals or property;

Consequence Chart

Listed below are the probable specific consequences for violating specific school rules. The administration may CHOOSE from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. Built into each level is a "severe clause" whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere. Where several options are listed, the administrator may CHOOSE ANY OR ALL of the options.

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4
LEVEL 1	Verbal Warning	Office Referral, Lunch Detention, Contact Parent	Office Referral, Lunch Detention x2, Contact Parent	Office Referral, Friday School, Contact Parent
LEVEL 2	Office Referral, Lunch Detention, Contact Parent	Office Referral, Friday School or ISS, Contact Parent	Office Referral, ISS (1-10 days), Behavior Contract, Contact Parent	Office Referral, OSS (1-10 days), Contact Parent
LEVEL 3	Office Referral, Friday School, Contact Parent	Office Referral, ISS/OSS (1-10 days), Contact	Office Referral, ISS/OSS (1-10 days), Parent	Office Referral, OSS (1-10 days), Conference with

8. Deliberate Launching or Implanting a Computer Virus into any School Computer System
9. Pulling Fire Alarm Falsely
10. Operating a Cell Phone or other Electronic Device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act. Because the District does not provide services to regular education students who are suspended, it shall not provide services to special education students who are suspended ten school days or less during the school year. Special education students who are suspended for additional periods up to ten consecutive school days for separate acts of misconduct shall be provided services in accordance with law as determined by the Administrator in consultation with the student's special education teacher.

The District is not required to refer a regular education student who has been suspended 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 reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

PERMANENT RECORD FOLDER

The school keeps a Permanent Record Folder for each student registered in the district which contains their scholastic records, attendance, and the health records under the legal name in grades kindergarten through eight. The record folder follows the student when he/she enrolls in another school. Please keep your address, phone number and emergency number current.

COMMUNICABLE DISEASE: STUDENTS (Significant Infectious Disease)

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) Cytomegalovirus (CMV) or Hepatitis B, the district will abide by the decision of the local board of health significant infectious disease committee. This committee consists of the Administrator or designee, the local health officer or other physician designated by the local board of health, and the child's physician

ACCIDENTS

Each student shall report immediately to his/her supervising teacher all accidents occurring to him/her from the time of arrival until the time of departure from the school grounds. These reports will be stored on Power School.

SCHOOL GRADING SCALE

Grades K – 8 will use Standards Based Grading. The numbers displayed in standards-based report cards replace the traditional letter grades to provide more accurate feedback to parents and students. The numbers, typically from 1-4, reflect where the student is currently working towards being proficient in each standard. A "1" indicates that the student is in the beginning phase of learning the standard; "2" means the student learning is emerging but not yet proficient; "3"

5. At bus stops where the child must cross the road, after alighting from the bus, he/she will cross in front of the bus and then only at the signal from the driver that the way is clear.
6. The bus driver will not permit a pupil to enter or leave the bus at any other point but the bus stop without special written permission.
7. In order that the bus driver may devote his full attention to driving, a child's conduct will be the same as in the classroom, except that he may talk to the person near him in a quiet manner. The child must keep his arms and head inside the bus window.
8. Throwing of refuse and wastepaper on the floor of the bus is not necessary and will not be tolerated.
9. No pets are allowed on the bus.

Any misconduct will be reported to the Administrator. A student may be denied the privilege of riding the bus.

HEALTH

We are not permitted to treat illness or injury other than to give basic first aid. If your child requires medication during school hours, the medicine must be sent to the office with a note stating the medication to be taken, the amount to be taken, and the time of day it is to be given. The responsibility for coming to the office for the medication rests with the child.

Due to the possibility of the lack of proper vaccination and other related health risks, no pets or other animals of this nature will be permitted to be brought to school or brought on school property.

SEARCHES OF LOCKERS

Provision for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day school activities will be made in certain school buildings by such devices as lockers. These lockers may not be used to conceal weapons and/or illegal substances.

Ownership and control of all lockers is retained by the School District. Access to all lockers under certain conditions is a legal right of the school officials whose responsibility is to protect the health, safety, and welfare of all students enrolled.

When the school Administrator has a reasonable suspicion that one or more lockers may contain objects or substances in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled, the Administrator may initiate a search of those lockers. The Administrator should make a reasonable effort to contact the student and ask the student to open the locker.

If the student cannot be located, if the student refuses to open the locker, or if an emergency is deemed to exist, the Administrator may open and inspect the student's locker. In such a case, the Administrator should be accompanied by at least one other adult person.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, person, or possessions, a search warrant is necessary. The Superintendent and/or the Administrator shall be notified whenever a search will be conducted.

SEARCHES OF STUDENTS

A search of a student's personal property or clothing should only be undertaken when there is a reasonable suspicion that the student is concealing an object(s) or substance(s) in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled. The search should be conducted in private by a school employee of the same sex as the student

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

INCLEMENT WEATHER PROCEDURES

During the cold winter months, make a special effort to observe your youngsters carefully before sending them off to school. Check to be sure that their clothing is adequate. Be sure they are dressed for some unexpected emergency. EFS uses the REMIND alert system (EFS Alerts), and Facebook to announce closings caused by inclement weather. Please make sure to keep your contact information current.

It may occasionally be necessary to send the children home early. This cannot always be announced, so please remain alert to weather conditions throughout the school year. Please know that if you feel the weather is too severe to send your child to school you may keep him/her at home as an excused absence. Call the office to inform the school of your decision.

SCHOOL TELEPHONE

The school telephone is used for school business. Permission may be given for the student to use it if an emergency should arise. All personal arrangements should be made before or after school. When receiving a call for a student, the office will take a message. The student will not be called from class unless it is an emergency.

We encourage you to call your child's teacher whenever it is necessary. If the teacher is in class, the office will ask to transfer you to their voicemail or take a message for the teacher so that the teacher can return your call when he/she is free.

PICKING UP CHILDREN

Any parent coming for their child during the school day should send a note to school in the morning designating who shall be signing out the student, and plan to meet the child in the office to sign out the student. No child is permitted to leave the building without approval from the office. All visitors are required to check in at the office upon entering the school.

DRESS CODE

The role of those regarding personal appearance is to establish guidelines which consider current fashion, recognize community expectations, and do not inhibit a desirable educational atmosphere. During the cold winter months, make a special effort to observe your youngsters carefully before sending them off to school. Check to be sure that their clothing is adequate. Be sure they are dressed for some unexpected emergency.

The following will be followed for Grades 5-8:

1. Students may not wear hats, halter-tops, muscle or beach shirts, or any apparel, which expose the midsection, undergarments or which is not in good taste.
2. Articles of clothing which exhibit inappropriate or offensive messages or images will not be allowed.
3. Shorts may be worn if they are in good taste and are of appropriate length (an appropriate length is judged by student putting arms at sides and shorts are to be longer than their longest finger.) They should be hemmed, neatly fringed, or rolled. Biker

BIRTHDAY INVITATIONS

Birthdays are a special time for children. If you are giving your child a birthday party, the student or teacher will hand out the invitations only if every student of your child's gender is invited to the party. Otherwise, we ask that you mail them out.

FIELD TRIP / MOVIE VIEWING

Parental permission forms will be completed during initial enrollment/registration. Teachers will send information specific to each field trip or movie as they occur; if you previously gave permission your child can attend; if you did not you will need to contact the teacher and give/refuse permission.

ACCEPTABLE USE

The Yellowstone 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 District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. 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.

B. Title

Yellowstone Public School District #14 (YSD) has and shall always under this agreement maintain legal title to the Chromebook. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement. All activity on the Chromebook, as well as any K12/O365 and Google accounts issued by YSD, whether conducted at school or off site, is subject to search by designated YSD staff, in accordance with YSD policy and applicable law.

C. Loss or Damage

If the Chromebook issued to a student is deliberately damaged, lost, or stolen, you are responsible for the claim fee or for its fair market value on the date of loss.

Age of Chromebook

Fair Market Value: Original cost of a Chromebook to YSD is currently \$250

1 year or less	2 years	3 years
\$200	\$100	\$75

Claim Fee: \$50

Loss or theft of your assigned Chromebook must be reported immediately to your Homeroom Teacher, and in no event later than the next school day after the occurrence. If a Chromebook is stolen and you report the theft (by the next school day), you may not be charged for a replacement, provided the loss is not a "mysterious disappearance."

You will be charged the fair market value of the Chromebook if lost, stolen and not reported, deliberately damaged, or vandalized (see Fair Market Value Chart above).

YSD will not pay for loss or damage caused by or resulting from the following:

1. Dishonest, fraudulent, or criminal acts.
2. Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
3. Disappearance not reported.
4. The East Fairview School Administrator has the final say in determining replacement and repair situations.

D. Repossession

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, East Fairview School shall be entitled to temporarily or permanently suspend use of the Chromebook.

E. Term of Agreement

No Loaning or Borrowing Chromebooks

- Do not loan your assigned Chromebook to other students.
- Do not borrow a Chromebook from another student.
- Do NOT share passwords or usernames.

Unauthorized Access

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

Music, Video Games, or Programs

- Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright law.
- All software/apps must be provided by YSD.
- Data storage will be through apps on the Chromebook; Google Drive, MSO365
- Internet games are not allowed on Chromebooks. Teacher consent of educational games is allowed.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students will be provided with the use of headsets. Should they prefer their own, students may provide their own headsets/earbuds for use with a Chromebook.

Transporting Chromebooks

- Chromebooks must be closed and held at your side or against your chest when moving from class to class.
- Do not use the Chromebook while moving from class to class.

Charging Chromebooks

- Students are expected to plug the Chromebook in the appropriate cart/cabinet at the end of the school day.
- In cases where the battery runs out, students will not be able to use their Chromebook. The Chromebook must be returned to the appropriate corresponding cart/cabinet to be charged for later use.

another person is a Level 4 offense. Parents will be contacted and a conference with the School Board will be scheduled.

EXTRACURRICULAR GUIDELINES

No one is required to participate in any extra-curricular activity; therefore, it is a privilege to represent East Fairview Elementary. Anyone participating must follow the guidelines set forth by Fairview Schools. As far as grade eligibility, students must receive passing grades in all subjects. The ICU list will be checked on Monday afternoon. Anyone remaining on the list after serving Friday school is ineligible until off the list. Students must be in regular attendance on the day of an extracurricular activity or on the Thursday preceding a weekend activity, and/or at the discretion of the administrator. The consequences for drugs, alcohol, or tobacco are as stated in the policy guidelines signed by parents of participants.

Students are expected to conform to reasonable standards of socially acceptable behavior. Unacceptable behavior include, but is not limited to, theft, incidents involving lewd conduct, extreme insubordination, destruction of property, violent behavior, and flagrant violation of any school or activity regulation. Any of the unacceptable behaviors may result in suspension from activities for a period of up to twelve calendar months.

FRIDAY SCHOOL ASSIGNED BY OFFICE

The entire premise behind the Friday School program at East Fairview School is to provide an alternative to suspension from school. Students are responsible to attend the Friday session assigned by the administration. Only those students who can justify missing Friday School because of illness with a valid doctor's excuse indicating emergency treatment will be considered. This excuse must be presented to the Administrator the Monday morning following the Friday School session missed. Acceptance of this excuse is left up to the discretion of the Administrator. Under no circumstances will parental notes be accepted for missing an assigned Friday School session. Students who work on Friday will not be excused from being absent as Friday School sessions will not be scheduled around a student's work schedule. Hardship cases will be reviewed by the Administrator.

Students who fail to attend their assigned Friday School session or fail to bring additional homework or reading material will be disciplined as follows:

Student will be assigned to in-school-suspension the next school day from 9 AM-Noon or from 1PM-4PM.

NOTE: In situations where a student misses Friday School due to bad weather conditions, the decision of the Administrator is final if weather conditions warranted the absence.

Student Responsibilities during Friday School

- Students must arrive at or before 9:00 a.m. Students who arrive to Friday School late for any reason will not be allowed to attend Friday School during that session. School rules are still in force during Friday School. Failing students must arrive with a teacher slip showing assignments that are missing.
- Students who are serving Friday School will not be allowed to leave until the session is completed at 12:00 Noon for any reason. Students will be given a ten (10) minute in-school break to go to their locker or the bathroom at approximately 10:30 a.m.

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Administrator should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned 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* includes all employees of the Yellowstone School District No. 14, 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 intent to inflict harm.

Prohibitions

While at 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, a student 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.

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

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 Administrator to inform him/her as soon as possible. If the alleged violation implicates the building Administrator, the school staff member shall report it to the Administrator. If the alleged violation implicates the Administrator, the school staff member shall file it with the Board President.

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 his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether 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 bully 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 victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that 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 Administrator for approval or denial. The Administrator may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
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 on which the bullying occurred to report it.

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying

- *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. [Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.]
- *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) 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.

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.

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;