2025-2026 Parent/Student Handbook

East Fairview Elementary School

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

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EFS FACULTY	
Dahle, Masyn	Kindergarten
Eustice, Danielle	1st Grade
Obermeyer, Lynn	2nd Grade
Folsom, Denise	3rd Grade
Larson, Torrey	4th Math, Science & ELA – 7th Math – 8th Math
Bieber, Jessica	5th Math & Science – 6th Math & Science – 7th Science – 8th Science
Welnel. Jenna	5th ELA & Social Studies – 6th ELA & Social Studies - Art
Hurley, Tawnie	K-8 PE, Library
Leggett, Sarah	SpEd
Fox, Lisa	4th Social Studies – 7th ELA & Social Studies – 8th ELA & Social Studies
Sundhiem, Wendy	Music, Counseling
ADMINISTRATION	
Gackle, Derek	Administrator
Schriver, Alyson	Business Manager

www.eastfairview.k12.nd.us

- ✓ **Like us onFacebook 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.

E astFairview School Beliefs about Learning

1. **Relationships before Rigor**
2. **Grace before Grades**
3. **Patience before Programs**
4. **Love before Lessons**
5. **Connection before Correction**

INTRODUCTION

This handbook is prepared to acquaint you with the various operational procedures which have been compiled from past and present Board action, from State Law, and from administrative regulations for the operation of a school system. It is published to serve as a ready reference and hopefully to answer questions you may have during the school year. These rules and regulations are essential in meeting the objectives of education and in promoting the welfare of the students and are subject to change when they no longer meet the needs and objectives.

To develop a complete list of rules and regulations is a near impossibility. For the most part, the rules that are unwritten will be items of common sense. The number of rules will depend upon your ability to conduct yourself in a manner becoming your school, community, state, and country.

You should read this handbook, talk it over with your parents, and save it for future reference.

You are hereby notified Yellowstone School District does not discriminate on the basis of race, color, national origin, sex or handicap in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, Section 504 - Handicapped and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities as well to employment therein.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

The Yellowstone School District No. 14 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 and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

(A complete copy of the policy and procedures is on file in the school district policy manual.)

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

The procedure contained in these regulations supersedes the district's Complaints About Personnel and Student Grievance Policy.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in policy.

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

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

complaint. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.

d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.

e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

3. Investigation Report:

a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/ harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:

i. Whether evidence suggests a pattern of conduct supporting of disproving the allegations or harassment or discrimination
ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy
iii. Ages of the parties involved
iv. Relationship between the parties involved
v. Severity of the conduct
vi. How often the conduct occurred, if applicable
vii. How the District resolved similar complaints, if any, in the past

b. The investigator shall submit his/her report to the Administrator or Board President (if the Administrator is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

c. Prior to implementing the recommendations, the Administrator or Board President (if the Administrator is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding; however, nothing shall prevent the parties from seeking redress through state and/or federal law.

d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

SCHOOL HOURS

The office is open from 7:00 a.m. - 4:00 p.m. and 9:00 a.m. - noon on Friday. Please do not drop students off at school prior to 7:40 a.m. Anybody needing information or assistance with school related matters may receive help by calling 701-844-5649.

SCHOOL ADMISSIONS

The state law provides that the public school shall be free to all persons between the ages of six and twenty-one. Children who are entering Kindergarten or first grade may present birth certificates or other legal proof of age. At other levels, official transfer papers from other districts will serve as proof of age, if age is given.

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.

Parents are responsible for calling the school whenever their child will not be in **attendance** - if the school has not been called by 9:00 a.m. the school will attempt to call parents to verify the absence.

Planned absences should be excused in **advance** - assignments should be obtained and completed in advance.

Classification of Absences:

1. Excused Absences - Absences generally considered to be excused with notification from parent are:
   - A. Sickness of the child
   - B. Sickness or death in the family
   - C. Impassable roads or weather making travel unsafe
   - D. Observance of religious holidays by public school
   - E. Quarantine
   - F. Required to be in court
   - G. Medical or dental treatment
2. Unexcused Absences
   - A. Truancy
   - B. A child whose parents expect him/her to be in school, but who does not attend.
   - C. Unlawful detention - Unlawful detention is pupil absence from school with the knowledge and consent of a parent or guardian, stated or implied for reasons considered unacceptable by the school authorities.

The Administrator shall develop standards that define what constitutes a violation of the compulsory attendance law. The Administrator shall investigate suspected violations of the compulsory attendance law. A parent/guardian of a child who is in violation of the compulsory attendance law shall be reported to the State's Attorney for appropriate action.

DRUG AND ALCOHOL STATEMENT

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. It is mandatory that students refrain from the use of illicit drugs and the unlawful possession and use of alcohol.
3. If a student is found in use of or possession of tobacco, vapes, alcohol or drugs, disciplinary sanctions, up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct.
4. Information about drug and alcohol counseling and rehabilitation can be obtained by calling Northwest Human Service Center in Williston, ND.

SUSPENSION AND EXPULSION

Definitions for the purposes of this policy:

•School property is defined 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 activity.

•Suspension includes in-school suspension from classes as well as out-of-school exclusion from school classes, buildings, grounds, and activities.

Suspension/Expulsion Authority

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	STEPl	STEP2	STEP3	STEP4
LEVEL 1	Verbal Warning	Office Referral, Lunch Detention, Contact Parent	Office Referral, Lunch Detention x2, Contact Parent	Office Referral, Friday School, Contact Parent
LEVEL2	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
LEVEL3	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

		Parent	Conference	School Board
LEVEL4	Call Police, OSS (1-10 days), Conference with School Board	Call Police, OSS (1-10 days), Recommend Expulsion, Conference with School Board	*NIA*	*NIA*

The following list of offenses is representative and may not be all-inclusive. Toe administration will decide which category a particular offense may fall into:

LEVEL 1 OFFENSES:

1. Public Display of Affection
2. Dress Code Violation
3. "Horseplay" or "Rough housing"
4. Failure to Show for Assigned Detention by a Teacher/Administrator
5. Skipping Detention
6. Profanity
7. Other Minor Offenses

LEVEL 2 OFFENSES:

1. Insubordination, Non-Compliance
2. Chronic Disruptive Behavior
3. Minor Vandalism
4. Computer Misuse
5. Cell phone or Electronic Equipment Violation
6. Unexcused Absences/Truancy
7. Cheating/Plagiarism
8. Bullying/Hazing (see definition)
9. Office Referral by Substitute Teacher

LEVEL 3 OFFENSES:

1. Verbal Abuse/Assault/Profanity
2. Threat (direct or implied)
3. Physical Fighting
4. Endangerment to Person or Property
5. Destruction of Property (financial restitution also required)
6. Misdemeanor Theft (<$500; financial restitution also required)
7. Use/Possession/Association of Drugs, Alcohol, or Tobacco
8. Sexual Harassment
9. Encouraging, Inciting, Aiding, or Abetting Violence
10. Additional Computer Misuses
11. Major Vandalism

LEVEL 4 OFFENSES:

I. Possession of Illegal Drugs with the Intent to Sell/Distribute
2. Weapons
3. Major Physical Assault
4. Death Threats
5. Sexual Assault
6. Felony Theft (>$500; financial restitution also required)
7. Bomb Threat (recommend permanent expulsion)

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"

expresses that the student is proficient at the desired level - this is our learning level goal for every student; and **"4"** means the student is extending their learning beyond the goal.

GRADE PROMOTION, RETENTION, & ACCELERATION

The Yellowstone School District No. 14 is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state 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:

- Whether the student has completed course requirements at the presently assigned grade;
- Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
- Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
- Whether 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.

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

BUS SAFETY

The following regulations are to be observed by the students of School District #14 when being transported by the school buses. It is important that all students are aware of these rules at all times. The bus drivers and teachers are being provided with copies of these regulations. With the number of students riding our buses, it is very necessary to keep these rules in mind so that our buses will be a safe means of transportation.

1. Students shall line up at bus stops, designated by the driver, in an orderly fashion. Bus stops will be on the side of the road from which the bus is approaching. Pupils must be on time, as the bus will not be able to wait beyond its regular scheduled time for pupils who are tardy.
2. Students shall line up in an orderly single file along the very edge of the street or road and a safe distance back from the bus stop. The line should be parallel with the road and facing the oncoming bus.
3. Pupils will remain standing in line until the bus has come to a complete stop, at which time they shall enter the bus and go quietly and in an orderly manner directly to a seat, clearing the aisle as soon as possible.
4. At no time shall anyone stand up or leave their seat until the bus has arrived at the school or bus stop. Then only after the bus has come to a complete stop and the students have been dismissed by the bus driver, are they to leave their seats.

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 ofrefuse 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

with a school employee present as a witness and only with the permission of the Administrator. Strip searches will not be conducted.

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 Administrator and parent/guardian shall be notified whenever a search has been conducted.

CARRYING WEAPONS

Definitions

- Firearm is defined in accordance with 18 U.S.C. 921.
- Weapon includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, stun-gun, mace, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-a-likes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the district immediately 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 Administrator may modify the length of a firearms-related expulsion 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 which 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 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 the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified, and all weapons, dangerous objects, or look-a-likes 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.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary 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 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

(extremely tight) shorts are prohibited unless worn with a long shirt or shorts, which fit the preceding requirements.

- For Grades K-4: at the discretion of the teachers/Administrator to dress safely, responsibly, and respectfully.

PARENT CONFERENCES

The Board recognizes the importance of parent-teacher conferences. At least one parent-teacher conference shall be scheduled each year for parents of the children in elementary schools. To accommodate such conferences, the elementary schools shall close for certain days, or for portions of certain days, each year. These conference days shall be authorized by the Board at the time of the approval of the school calendar. The teacher shall arrange additional conferences with parents in instances when children are having learning or behavioral problems.

EMERGENCY DRILLS

The Administrator shall conduct at least two fire, safety, or disaster emergency drills. The administrator shall establish rules governing emergency drills which shall be followed by all staff and students.

LOST AND FOUND

Any articles found on school premises should be turned in to the office. Parents are urged to have children claim lost articles promptly. Please label all clothing, tennis shoes, etc. This will aid us in returning lost property to the owner.

8TH GRADE INCENTIVE TRIP

An 8th grade overnight class trip will be allowed upon the discretion of the 8th grade Advisor, Administrator, and/or Board. Students must have all assignments completed prior to the trip to be considered for the trip. In addition, students must help with Turkey Bingo. The trip destination may be in North Dakota. We encourage our students to be of good moral character. Therefore, this is an incentive trip for students. Since the trip is also considered an extracurricular activity, students are to abide by the same rules set forth by the Yellowstone School District# 14 activity policy. Final decision will be based on absences, behavior, trustworthiness and participation in the bingo fundraiser.

GRADUATION EXERCISES

East Fairview 8th graders will plan their own graduation exercises with the faculty and administration working together. The exercises will be scheduled when the school calendar is adopted by the Board. Students who have completed all requirements for graduation may participate in graduation exercises. Participation is encouraged but not compulsory. Students will be expected to attend rehearsal if they intend to participate in the ceremonies.

STUDENT SOCIAL EVENT

Providing students with appropriate social activities is beneficial to their overall development. These events may be on a school-wide basis or limited to a portion of the students in a school. All events shall be under the authorization and supervision of the Administrator and staff. Proper chaperoning shall be provided under the direction of the Administrator.

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.

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.

CHROMEBOOK USE AGREEMENT

Students enrolled in East Fairview School will be issued a Chromebook for instructional usage during school hours. **Students will not be permitted to take Chromebooks home** unless approved by the administrator.

Your knowledge of the policies described below, as well as your support in helping East Fairview School in implementing these policies, is critically important.

Following are the requirements that accompany school-issued Chromebooks.

A. Terms of Chromebook Use Agreement

Before a Chromebook can be issued to your child you must sign and return the "Student/Parent Chromebook Use Agreement" form included below. Students will still be responsible for fees associated with damaged, lost, or stolen Chromebooks. It is always important for you and your child to comply with East Fairview School Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Board Policy and the Student Handbook.

Any failure to comply may result in termination of your rights of possession effectively immediately.

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

Your right to use and possession of the Chromebook tenninates not later than the last day of the school year, unless earlier tenninated by East Fairview School or upon a student's withdrawal from East Fairview School.

F. Appropriation

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of East Fairview School may be considered unlawful appropriation of East Fairview School property.

G. Claim/Repair Procedures

In cases of theft or disappearance, East Fairview School shall file a Police Report and an investigation must commence before a replacement device is issued. The Police Report must also directly mention the loss of the device and the circumstances surrounding the loss.

If a repair is needed due to accidental damage, please notify your Homeroom Teacher. At this time cosmetic damage will not be repaired if the Chromebook is operational. A loaner may be issued, depending on the circumstances and at the Administrator's discretion. The $50 claim fee must be paid prior to receiving a loaner. Only a limited number ofloaner Chromebooks are available, so receiving a loaner is not guaranteed. In accordance with applicable law, additional fees may be charged if the Chromebook is repeatedly or deliberately damaged.

H. General Chromebook Rules

Inappropriate Content

- Students are not allowed to access, view, or store inappropriate content or materials on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, threatening language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- All activity on the Chromebook and any YSD issued email account, whether conducted at school or off site, is subject to search as District property.

Legal Propriety

- All Chromebook users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask the Homeroom Teacher.
- Plagiarism is a violation of the YSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

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 usemames.

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, MS0365
- 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.

General Precautions

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to internal electronics or try to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to your Homeroom Teacher.
- Never throw or slide a Chromebook.
- Always open the Chromebook from the center of the screen and not from the comers. Opening the device from the comers creates additional stress on the screen and may lead to the screen cracking.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of East Fairview School.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in an unlocked locker, on top of a locker, in any unsupervised area, or in a vehicle or location that is not temperature controlled.

CELL PHONES AND SIMILAR ELECTRONIC DEVICES

Cell phones and electronic devices can become a major problem at school for a variety of reasons, but they can also be very useful. Because of this and because many students and their parents feel it is necessary to have a cell phone at school, the guidelines regarding their use and possession will be strictly enforced.

Students may possess cell phones or similar electronic devices while at school and at times may use these devices if the following guidelines are followed:

- Devices may not be out and used without teacher permission. Teacher permission applies only for that situation or class period.

If a student is using an electronic device, the device makes a vibration/sound, or it becomes visible without teacher permission, the following consequences will be imposed:

- ► The teacher will bring the device to the office.
- ► If it is the first infraction - a parent will be notified of the incident, the student will be warned about what future consequences will involve, and the device will be returned at the end of the school day.
- ► If it is a second infraction - a parent will be notified of the incident. The device will be kept in the office until picked up, in person, by a parent.
- ► With any further infractions - the student will immediately call a parent to notify them of the incident. The device will be kept in the office until a meeting is held with the Administrator, parent, and student to determine how to prevent the problem from happening again.

CELL PHONE POLICY

The Yellowstone School District is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time

and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

a. *Instructional time* means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.

b. *Parent* means a parent or guardian of a student who is authorized to make decisions regarding education for the student.

c. *Personal electronic communication device* means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
   - School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
   - Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].

d. *School* means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.

e. *School-related activity* means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.

f. *Student* means an individual currently enrolled or registered at a public school as defined under this policy.

g. *Inappropriate content* is defined as content that:
   - Violates a district student conduct policy;
   - Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
   - Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;

- Is obscene or pornographic as defined by community standards.
- Is reasonably forecasted to materially or substantially disrupt the educational environment;
- Poses a direct threat to the physical safety of the school population; and
- Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions
In compliance with N.D.C.C. § 15.1-07-41, the Yellowstone School District prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

1. Silenced or turned off, *and*
2. Securely stowed away*, and*
3. Inaccessible to students during instructional time.

The District may develop additional administrative regulations or rules, which outline the specific procedures each school building will follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions
The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

a. *School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.*

b. *School-approved devices used by a student, including personal electronic communication devices that have been approved by the Administrator be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may result in*

approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.

c. *Medical-provider recommendation*, which includes a medical provider licensed under N.D.C.C. Title 43 (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.

d. *Required accommodation*, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
   - The Individuals with Disabilities Education Act [20 U.S.C. 1400];
   - Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]; or
   - A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities
The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by the Administrator.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

a. Bus rides

b. Field trips

c. Sporting events

d. School dances

e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or 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 any devices or 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 any devices or 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 any devices or 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 any devices or 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; and

6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Administrator may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

Enforcement Provisions

The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

1. **Employee Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

In complying with this policy, the following school employee expectations apply:

a. *School Staff Reporting Requirements.* School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").

b. Any alleged school staff violations of this policy should be addressed in accordance with policy KACB ("Complaints about Personnel") or other applicable complaint and investigation policies or procedures.

c. *Administration Investigation and Response.* Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").

d. Any alleged administrator violations of this policy should be addressed in accordance with policy KACB ("Complaints about Personnel") or other applicable policies or procedures.

e. *Identification of Policy Exceptions.* All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.

f. *Compliance with Policy Exceptions.* The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy.

School employees are expressly prohibited from openly/ publicly discussing students' medical conditions, accommodations, or other legally-protected confidential information. Inquiries or concerns may be directed to administration, particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.

g. *Employee Use of Personal Electronic Communication Devices.* Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time. Employees are expected to use personal devices during non-instructional times and other breaks in the school day.

1. **Student Expectations and Disciplinary Measures**. The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may 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. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.

b. Only administration may determine an actual infraction of this policy and administer discipline.

c. If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move to the next level.

d. At no time should a District administrator or staff member attempt to physically or forcibly take an electronic device from a student.

e. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.

f. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger 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). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 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, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

a. Ensure the policy is communicated to students, parents, and authorized caregivers; and

b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

PICTURES: Operating a cell phone or other electronic device with picture or video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy of 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 homewo.rk 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.

- Stereos, radios, headphones, food, pop, candy, or other materials deemed unnecessary by the session supervisor will not be allowed in Friday School.
- Once Friday School begins, talking or any other disruption will not be tolerated. Students will work for their assigned time. Failure to follow Friday School rules and/or dismissal for disciplinary reasons from Friday School can result in suspension from school not to exceed three (3) days.

ICU - Extra Time & Extra Help

If students, utilizing the school-day interventions, still have 3 missing assignments or an assignment out for 3+ days on Thursday, they will be assigned to Friday School. The goal of Friday School is to ensure that every student completes every assignment. Our mission is for each student to demonstrate proficiency in our academic standards. By completing every assignment, students are increasing their chance oflearning the standard at a proficient level.

BULLYING - DEFINITION

As used in NDCC sections 15.1-19-17 through 15.1-19-22:

1. "Bullying" means:
   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:
      1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      11. Places the student in actual and reasonable fear of harm;
      111. 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 that is 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;
      11. Places the student in actual and reasonable fear of harm;
      m. 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.
2. "Conduct" includes the use of technology or other electronic media.

- Acts of bullying must be reported immediately. Incidents will be investigated per school policy.

BULLYING POLICY

Defmitions

For the purposes of this policy:

- *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.

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

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

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy. 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 s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives 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 shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., an Administrator, an assistant Administrator, or the Administrator) 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 class-whether actual or perceived. Reports involving a protected class 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 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 networldng 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. hnpose 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

received on campus, the District may only take corrective measures as described in items five through eight above.

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

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.

Prevention Programs & Professional Development Activities

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

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. [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.J
- *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.

Prevention

District Policy Implementation

A District Suicide Prevention Coordinator shall be designated by the Administrator. This may be an existing staff person. The District Suicide Prevention Coordinator shall be responsible for planning and coordinating implementation of this policy for the school district. Each school Administrator shall designate a school Suicide Prevention Coordinator 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. All staff members must report students they believe to be at elevated risk for suicide to the school Suicide Prevention Coordinator.

Staff Professional Development

All staff shall receive annual 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 curriculum of all K-12 health classes. 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.

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-BRl). 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 Administrator is responsible for assuring District compliance with Section 504. This individual can be reached at: 301 2nd St S, East Fairview, ND 59221 or (701) 844-5649.