



# Elementary Handbook

[www.gfschools.org](http://www.gfschools.org)

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

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

# GENERAL INFORMATION

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## **GRAND FORKS PUBLIC SCHOOLS MISSION**

Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.

## **GRAND FORKS PUBLIC SCHOOLS VISION**

The Grand Forks Public School District believes that the present is tied to the past and links us to the future. It is through our collective historical experiences and forward-looking attitude that we create a vision statement inherently linked to the stakeholders we serve in our learning communities.

### **I. Students**

In an exemplary school district, ALL students exhibit joy in discovery and achievement. Students are motivated and invested in learning; they value education highly and take responsibility for their own progress. As valued members of the school district, students' input is sought in order to enhance the overall quality of education.

### **II. Teachers**

In an exemplary school district, teachers create an environment that encourages positive teacher-teacher, teacher-student, and student-student relationships. Teachers collaborate professionally and facilitate learning. They undergo continuous professional development and model life-long learning. Their ongoing education allows them to apply new and research-based methods of instruction and guides them in meeting the various learning needs of individual students. Teachers view their profession as a vocation and are passionate about making a difference in the lives of all students.

### **III. Leadership**

In an exemplary school district, educational leaders give all stakeholders a voice in shaping the district vision and foster a commitment to that vision. Leaders empower stakeholders and promote collaboration in an effort to facilitate the ongoing positive transformation of the school district. They welcome innovation from all school district members and tap into the collective creativity of students, teachers, parents, and the community at large. Educational leaders model learning for teachers and students. They support teachers through professional coaching, and provide meaningful and timely feedback. Educational leaders ensure a quality education for all students. Reaching out to the broader community, educational leaders serve as liaisons to local agencies in order to maximize support systems for children and families.

### **IV. Community**

In an exemplary school district, parents and other community members are valued as active and collaborative partners involved in decision-making. As a result of their participation, they are acutely aware of student performance. They are engaged in respectful relationships with other stakeholders and develop mutual trust with school district staff. Community members and parents recognize that their input and involvement are essential to the success of the school district.

### **V. Curriculum**

In an exemplary school district, all K-12 students must have access to engaging curriculum that stimulates student thought and inquiry. Where possible it should be constructed and inspired collectively by teachers and students. Standards are central to curriculum content and vertical and horizontal articulation of the K-12 curriculum is essential. Classrooms are created for today's 21<sup>st</sup> century learners, and the robust use of technology enhances the design, implementation and study of the curriculum.

**VI. Learning Environment**

In an exemplary school district, all stakeholders have a sense of belonging and ownership. The learning environment promotes safety, acceptance, understanding, community pride, risk-taking, and intrinsic motivation. Schools are welcoming to all members of the larger community.

## **CONTACT INFORMATION**

<b>District Office / 2400 47<sup>th</sup> Avenue South / 746-2200</b>			
<b>ELEMENTARY SCHOOLS</b>	<b>ADDRESS</b>	<b>ATTENDANCE LINE NUMBER</b>	<b>PHONE NUMBER</b>
Ben Franklin	1016 South 20 <sup>th</sup> Street	701-746-2251	701-746-2250
Century	3351 17 <sup>th</sup> Avenue S	701-746-2443	701-746-2440
Discovery	3300 43 <sup>rd</sup> Avenue S	701-787-4361	701-787-4359
J. Nelson Kelly	3000 Cherry Street	701-746-2269	701-746-2265
Lake Agassiz	605 Stanford Road	701-746-2277	701-746-2275
Lewis & Clark	1100 13 <sup>th</sup> Avenue S	701-746-2287	701-746-2285
Nathan Twining (AFB)	1422 Louisiana Street	701-746-2313	701-787-5100
Phoenix	351 4 <sup>th</sup> Avenue S	701-746-2241	701-746-2240
Viking	809 22 <sup>nd</sup> Avenue S	701-746-2210	701-746-2300
West	15 North 25 <sup>th</sup> Street	701-746-2329	701-746-2310
Wilder	1009 North 3 <sup>rd</sup> Street	701-746-2324	701-746-2320
Winship	1412 5 <sup>th</sup> Avenue North	701-746-2321	701-746-2325
<b>MIDDLE SCHOOLS</b>			
Elroy Schroeder	800 32 <sup>nd</sup> Avenue S	701-746-2334	701-746-2330
Nathan Twining (AFB)	1422 Louisiana Street	701-746-2313	701-787-5100
South	1999 47 <sup>th</sup> Avenue S	701-746-2345	701-746-2345
Valley	2100 5 <sup>th</sup> Avenue N	701-746-2326	701-746-2360
<b>HIGH SCHOOLS</b>			
Central	115 North 4 <sup>th</sup> Street	701-746-2482	701-746-2375
Community	500 Stanford Road	701-795-2777	701-795-2777
Red River	2211 17 <sup>th</sup> Avenue S	A-K - 701-746-2409 L-Z - 701-746-2410	701-746-2400
<b>OTHER SERVICES</b>			
Adult Education	500 Stanford Road		701-795-2777
Child Nutrition	2115 6 <sup>th</sup> Avenue North		701-746-2436
Dietrich Bus Company	1115 55 <sup>th</sup> Street N		701-772-0601
English Language Learners	2400 47 <sup>th</sup> Avenue S		701-746-2200
Head Start	3600 6 <sup>th</sup> Avenue N		701-746-2433
Native American Services	2400 47 <sup>th</sup> Avenue S		701-746-2283
Special Education	2400 47 <sup>th</sup> Avenue S		701-746-2200
Title I	2400 47 <sup>th</sup> Avenue S		701-746-2200
SWEP	800 32 <sup>nd</sup> Avenue S		701-746-2330

# GENERAL INFORMATION

## LUNCH PROGRAM

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

Breakfast ( <i>includes milk</i> )	1.20	Adult Breakfast	1.80
Lunch ( <i>includes milk</i> )	2.20	Adult Lunch	3.10

\*Milk can be purchased separately

Money for meals can be deposited into accounts any morning before 10:00am and needs to be in a sealed envelope. Write the student's name and account number on the outside of the envelope. Make checks payable to the **Grand Forks Public Schools**. Students will receive a reminder when their account is low. Register at [myschoolbucks.com](http://myschoolbucks.com) to receive automated reminders of account status for no charge. You may also add money to your child's account through [myschoolbucks.com](http://myschoolbucks.com) for a small fee.

Refunds of accounts can be given to those leaving the school district by contacting the Cook Manager in each school. Balances at the end of the year will be kept until the next school year. If a student's balance is more than \$15.00 at the end of the school year, a refund can be requested.

In accordance with the *Grand Forks Public School Wellness Policy, Policy #6175*, we strive to be superior in our nutrition standards. According to the standards rubrics, for lunches or food other than Child Nutrition meals “**no food other than food sent from home is allowed during meal times**”. This means families are not allowed to bring in fast food or other restaurant foods into their student, or for themselves.

## FREE/REDUCED PRICED MEALS

Students may be eligible for free or reduced price meals according to income guidelines. Applications for Free/Reduced Priced Meals are available in the school office. Parents will be notified of qualification after the application has been reviewed.

## SNACKS IN SCHOOL

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

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

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

\*Different names for sugar: brown sugar, corn sweetener, corn syrup, dextrose, fructose, glucose, honey, fruit juice concentrate, high fructose corn syrup, invert sugar, lactose maltose, malt syrup, molasses, raw sugar, sucrose, syrup

### **PARENT TEACHER ORGANIZATION (PTO)**

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

### **INTRAMURALS**

Students in grades 4-5 may participate in intramurals before or after school depending on the school. The cost of each block session is \$10.00. Participants are to be picked up or go directly home at the conclusion of each daily session.

### **TELEPHONES/CELL PHONES**

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

### **VISITORS**

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

The superintendent is authorized to establish such regulations as:

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

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

### **STUDENT PICK-UP PROCEDURE**

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

### **EMERGENCY/CRISIS PROCEDURES**

In order to ensure the safety of our students, all schools in the Grand Forks Public School District hold lockdown drills. In the event of a crisis situation, please be assured that our school has an emergency management plan in place and that school, district, and emergency staff will respond accordingly. We need your support and ask that you rely on media outlets including the school district's Channel 15 and automated calling system for information during an incident, rather than calling the school. It is very important that you understand in a crisis situation, school phones are needed to manage the situation and lines must remain open. You must also know you need to wait for instructions on student release rather than coming to the school. Emergency personnel responding to the situation need the area clear to do their job. After emergency responders determine that a safe student release is possible, arrangements will be made to reunite children with their families. In the aftermath of a crisis, it is important to remain calm as children are greatly influenced by their family's sense of well-being, and anything that families can do to reassure students will be helpful. At the same time, families need to be compassionate listeners when their children speak of the crisis.

### **BOUNDARY LINES**

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

### **WITHDRAWAL OR TRANSFER**

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

### **PETS/ANIMALS**

Pets or animals are prohibited on school grounds during school hours due to potential safety and health problems. Permission is only granted to teachers for special educational opportunities.

### **CHANGE OF ADDRESS AND PHONE NUMBERS**

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

### **STORMY WEATHER PROCEDURES**

Announcements to delay or close school are made on local radio and TV stations, school district TV Channel 15, and through the central automated calling system. The central automated calling system uses the primary telephone number you have provided the school office.

Postponement or cancellation alternatives are as follows:

1. Delay school until 10:00am in all schools in the Grand Forks School District. If school does not begin until 10:00am, there will be no Head Start or Early Childhood Special Education.
2. Decisions related to the delayed opening or closing of air base schools may not always be consistent with those made for in-town schools. On those days when severe weather makes travel conditions so hazardous as to threaten the safety of staff members, opening delays or the closing of base schools will be given special consideration.
3. No school in the Grand Forks School District all day.
4. No school in the Grand Forks Air Force Base Schools all day.
5. Open school but delay in sending buses.
6. Once school is in session, it will not be terminated until the regular closing time except in very severe situations. However, school buses may leave early. Parents have the discretion to keep their children at home.

### **SAFE PROCEDURES TO AND FROM SCHOOL**

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

# ATTENDANCE

## STAY IN SCHOOL

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

## ATTENDANCE POLICY

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

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

## RECORDING ATTENDANCE

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

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

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

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

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

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

## TARDINESS

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

## DENTAL AND MEDICAL APPOINTMENTS

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

## ARRIVAL

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

## DEPARTURE

The safety of our students is a top priority at our schools. As per district policy, parents and visitors are required to sign-in at the office when they visit the school, however, this has not been an expectation from 2:45-3:00pm when parents/visitors pick up students. Because we are unable to identify all our parents and others picking up students, students will meet you “outside” at the 3:00pm dismissal time. A map and guidelines for parking and student drop-off/pick-up will be provided at each school. We realize this may cause an inconvenience for some



and we ask for your cooperation and understanding. Students are expected to go home immediately after school (or school activity), as there is no supervision at this time.

## **MEDICAL INFORMATION**

### **IMMUNIZATION**

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

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

### **IMMUNIZATION LAW FOR ELEMENTARY SCHOOL**

According to the North Dakota Administrative Code 33-06-05: Any child admitted to school or early childhood facility under the provision that such child is in the process of receiving the required immunization shall be required to receive the immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within 30 days of enrollment or be excluded from school or early childhood facility. **SCHOOL EXCLUSION DATE IS OCTOBER 1, 2019 FOR THOSE STUDENTS WHO ARE NOT UP TO DATE**

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

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

The law does allow exemptions for medical, philosophical, moral or religious reasons. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those with an exemption, will be excluded until the danger of the epidemic is over.

### **ILLNESS IN SCHOOL**

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

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

### **MEDICATION**

School personnel may not dispense or administer prescription medication without a signed request by a health care provider and parent. Over-the-counter medication will not be dispensed or administered without a signed

parent request. Any medication that may be administered is controlled by specific policy procedures and must be turned in to the school office in the original container. Medical dispensing forms are available in the school office or on the district website at [www.gfschools.org>families>medical information forms>Medication Authorization Form](http://www.gfschools.org/families/medical-information-forms/Medication-Authorization-Form).

If medication is for emergency use only (epinephrine and/or inhaler), a parent must notify the school and have the health care provider complete and sign the Grand Forks Public Schools Medication Authorization Form. Also, in order for the student to carry and self-administer the emergency medication, the health care provider and the parent must sign the Emergency Medication Possession and Self-Administration Approval Form.

### **MEDICAL CONDITIONS REQUIRING A HEALTH CARE PLAN**

A student with a medical condition (diabetes, seizure disorders, heart conditions, allergies requiring Epinephrine, or requiring a medical procedure (catheterization, tube feeding, suctioning, etc.) needs a health care plan in place and signed by the health care provider before the student attends school. The health care plan needs to be updated every year.

Unlicensed Assistive Personnel (UAP) will need to be trained. A meeting with parents must be completed prior to the student attending school.

### **SCHOOL ACCIDENTS**

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

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

### **HEAD LICE PROCEDURE**

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

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

### **ESSENTIAL OILS USE**

Student use of essential oils in school requires that it be ordered by a physician or health care provider. If ordered, the parent needs to administer the essential oils. School staff will not be allowed to administer essential oils and students will not be allowed to self-administer essential oils. Students should not be in possession of essential oils on school grounds.

The preference is that essential oils be administered before and/or after school. If other students or staff have adverse reactions such as migraines, asthma attacks and other allergic reactions to essential oils, the student will not be allowed to use essential oils while in school.

# SCHOOL CONDUCT

## EXPECTATIONS

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

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

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

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

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

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

Students who believe they are being bullied, are asked to tell the person committing the bullying to stop and also tell an adult at school and an adult at home. If the bullying behavior persists, the student is asked to tell a teacher or the principal OR complete a Student Bullying Report and place in the school office. Student Bullying Reports are available near the locked box. The principal will investigate submitted reports. Please refer to the Bullying Policy on page 17.

## RESTRAINT AND SECLUSION

As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to himself/herself or to others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policy #5634. Restraint and seclusion can occur along with other emergency actions such as School Resource Officer interventions. Significant violations of the law including assaults on students and staff will be reported to police. Parents will be informed as soon as possible after any such incident.

## PERSONAL APPEARANCE

Dress and grooming are important to the student body at any school. Students must wear shoes at all times. Hats, caps, and head scarves/ bandanas are not to be worn in school. Students wearing inappropriate attire will be instructed to get it changed, and parent(s)/ guardian(s) will be contacted. Inappropriate attire may include, but is not limited to, clothing with rips or holes; clothing with a derogatory saying or double meaning suggestive of sexual, illegal, or derogatory connotations; or any clothing or accessory, including make-up and hair style, that draws excessive attention to an individual student. Clothing that advertises alcohol, tobacco products, or other substance deemed hazardous to one's health is inappropriate. In addition, spiked garments, spiked collars, and

spiked bracelets, as well as chains, are not to be worn in school.

### **DISCIPLINARY PROCEDURES**

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

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

### **DISTURBANCE OF A PUBLIC SCHOOL**

Students/Parents may be cited for disturbance of a public school under *North Dakota Century Code 15.1-06-16*. It is a Class B misdemeanor for any person to:

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

Additionally, persons may be cited for disorderly conduct if they act with intent to harass or annoy other persons. Disorderly conduct includes fighting, threatening, unreasonable noise, abusive or obscene language, obscene gestures, obstructing vehicular or pedestrian traffic, creating a hazardous condition, harassing, and conduct by words or gestures. Disorderly conduct is a Class B Misdemeanor, which is subject to a potential fine to \$1,000 or 30 days in jail.

### **INSUBORDINATION, INSOLENT, AND FIGHTING**

Insubordination means disobeying teachers or staff members; not following instructions in regard to conduct; or in any way by actions or words, showing a defiant attitude. Disrespect is being offensive and rude in behavior or language. Fighting will not be tolerated. All three are cause for suspension, and the proper law authorities may become involved.

### **VANDALISM AND THEFT**

Destruction of school property or theft against the school, teachers, or students may result in suspension, and the proper law authorities may become involved.

### **ASSAULT**

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

### **LASER PEN LIGHTS**

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

### **SNOWBALLING**

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

# **INSTRUCTION**

## **CURRICULUM**

Art  
Character Education  
Health  
Language Arts  
Mathematics  
Music  
Physical Education  
Science  
Social Studies  
Spanish (Grades 3-5)

## **RESOURCES**

The following services are available to children who meet qualifications:

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

## **PROGRESS REPORTS**

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

## **PROMOTION AND RETENTION**

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

## **HOMEWORK**

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

## **FIELD TRIPS**

Most classes will take one or two field trips each year and are typically within the city of Grand Forks. Parents are asked to give permission for field trips on the enrollment form. Parents will be notified when a field trip is scheduled.

### **KINDERGARTEN**

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

- Verification of residence (copy of rental agreement or a copy of current utility bill)
- Required immunization records
- Birth Certificate

### **EARLY ENTRANCE TESTING**

Children who do not meet the age requirements to enter Kindergarten and turn 5 by August 1<sup>st</sup> and December 1<sup>st</sup> of the school year, can apply for early entrance. Parents may contact the principal to request a copy of the early entrance testing procedures and obtain an application.

### **INSTRUMENTAL MUSIC**

String instrument instruction is available to interested students in grades 4-5. String students may start lessons during the summer between third and fourth grades.

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

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

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

### **CHARACTER EDUCATION**

The Grand Forks Public School District supports the following Six Pillars of Character Education:

#### **Respect**

Honor the dignity, privacy, and freedom of all individuals.  
Treat others the way you want to be treated.

#### **Responsibility**

Be accountable and accept the consequences for what you do and/or don't do.  
Be self-disciplined. Think before you act. Set a good example for others.

#### **Caring**

Be considerate. Be compassionate. Express gratitude.

#### **Trustworthiness**

Be honest and do what you say you are going to do.

#### **Fairness**

Be honest, just, and open-minded. Act without favoritism or prejudice.

### Citizenship

Participate in making our school and community a better place to grow and learn.  
Obey school rules. Volunteer in your school and community.

## **TECHNOLOGY**

### **TECHNOLOGY USE POLICY**

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

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

- Computers and related peripherals
- Printers of all types
- File and application servers
- Telephones, fax, and voicemail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Televisions, VCR’s
- iPads, iPods
- Camcorders and cameras
- Copy machines

The efficient application of these resources requires the cooperative effort of district support personnel, staff and students. This policy governs issues unique to technology resources and works in accordance with district policies.

### **EXPECTATIONS AND USE REQUIREMENTS**

The district expects users to exhibit professional/responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed.

These expectations include:

- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Grand Forks Public School District does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.
- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes no computer hacking, software piracy, copyright infringement and other illegal behaviors.

### **PRIVACY**

Individual privacy is not guaranteed when using district technology resources. Files and communications may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. Individuals should respect the privacy of other users and not intentionally seek private information. The district will cooperate with local, state, and federal authorities when necessary.

### **SECURITY**

Security systems help maintain the integrity of district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the district technology staff.

### **INTERNET SAFETY AND USE OF FILTERS**

The district maintains technology protection measures for the safety of minors with respect to its computers with Internet access. The district makes all reasonable attempts to protect against access through such computers to visual depictions that are obscene, child pornography or harmful to minors and it shall maintain the operation of such technology protection measure during the time that any of its computers are being used by minors. Further, the district maintains technology protection measures with respect to its computers of visual depictions that are obscene or depict child pornography and such measures shall be in operation at all times during the use of the District's computers. The terms "obscene", "child pornography", "sexual act", and "sexual contact" are defined as provided in the Child Internet Protection Act. Technology protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access for bona fide research or other lawful purpose.

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

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

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

Potentially objectionable material includes, but is not limited to:

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

### **ELECTRONIC MAIL AND INTERNET USE**

The district provides email accounts and Internet access for staff and students. The global and fluid nature of these resources requires unique standards regarding their use in our district. Considerations when using these resources include:

- Users must adhere to the Technology Use Policy at all times when using the Internet and/or email,



including after hours, weekend and/or holiday use.

- Users are prohibited from using district email or Internet access for commercial or personal gain.
- Users are prohibited from using district email or Internet access for unethical–or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on district servers and published on the Internet will be reviewed for appropriateness. Criteria will include student safety, student privacy and educational value.
- Materials that represent Grand Forks Public Schools and are hosted on non-district servers should adhere to the Acceptable Use Policy.
- District email accounts will be provided to all employees of the Grand Forks Public Schools on request. Employee accounts may be revoked if used inappropriately as outlined in the Grand Forks Public Schools Acceptable Use Policy.
- Student email accounts will be provided through Sendit Technology Services (STS) on request. Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the STS Acceptable Use Policy or the Grand Forks Public Schools Acceptable Use Policy.

### **VANDALISM**

Vandalism includes any malicious attempt to harm or destroy any Grand Forks Public School district equipment or software or the data of another user on a computer, local networks, or global networks. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action addressed in District Policy 5330.

### **SANCTIONS**

The building administrator and/or supervisor are responsible for applying sanctions when the Acceptable Use Policy has been violated. Possible sanctions for any actions that violate the Acceptable Use Policy include but are not limited to:

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

### **LEGAL DISCLAIMER**

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

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

# **SCHOOL DISTRICT POLICIES**

## **BULLYING POLICY - Policy 5351**

### **Bullying is defined as conduct prescribed in NDCC 15.1-19-17 as follows:**

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;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student; or
4. Substantially disrupts the orderly operation of the public school; or

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:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student; or
4. Substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media.

The Superintendent 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:
  - Is not part of the district's curricular or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district program; and
  - Receives district support in multiple ways (i.e., not school facility use alone); and
  - Sponsors of the activity have agreed to comply with this policy; and
  - 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 Grand Forks Public Schools, 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**

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

**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:

1. **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.
2. **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.
3. **File an oral report.** A complainant will have the option of filing 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.

### **INVESTIGATIVE PROCEDURES**

School administrators (i.e., a principal, an assistant superintendent, or the superintendent) 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 networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

### **DISCIPLINARY AND CORRECTIVE MEASURES**

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
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. cyber bullying), 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 AND PROFESSIONAL DEVELOPMENT ACTIVITIES**

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

#### **Weapon Policy - Policy 5355**

Students are forbidden to knowingly possess any instrument or object in all Grand Forks schools, on school property, at school sanctioned activities, on parking lots and areas regularly utilized for parking during school functions, or when students are being transported in vehicles dispatched by the district, or in transportation provided for educational trips, that is, a weapon as hereinafter defined. A weapon is defined as any object which may be used to intimidate or inflict bodily harm which has no school related purpose and which shall include but not be limited to the following items: knives of all types, guns, lead pipes, nunchucks, throwing stars, metal knuckles, blackjacks, unauthorized tools, explosives, or other chemicals.

A student violating these rules shall be subject to suspension and expulsion. Such penalty shall be administered in accordance with Grand Forks School Policy 5360 and 5361. Upon a showing that the student has violated this weapon policy, the student shall be expelled for the remainder of the school year and all grades and credits for classes not completed at the time of the violation of this policy shall be forfeited.

Upon being informed that a student has violated this policy, the school principal or other acting building administrator shall take the following action:

1. Notify the police department;
2. Confiscate the weapon;

3. Impose an initial suspension period of ten days;
4. Commence the procedure for expulsion of the student.

The building administrators shall have the right to use their discretion in the implementation of this policy. Punishment may be modified for violations of the weapons policy, including firearms (by superintendent per 15.1-19.10 NDCC), on a case-by-case basis in accordance with the following criteria established by the board.

**Lack of Culpability of Student** – The culpability of the student for his conduct will be measured by:

1. The student's age;
2. Likely to form the intent to use the weapon in any manner, given emotional and mental development;
3. The intent in having the weapon on campus (i.e., whether the student had the weapon on campus for display, for self-protection, to transmit it to another student, or to use it as a threat or to assault someone with it.

**Lack of Dangerousness of the Student** – The dangerousness of the student will be measured by:

1. Prior school or criminal record related to weapons, threats, extortion, and assaults;
2. Type of weapon and its capacity to inflict serious injury or death; and
3. Threats or other evidence that the student intended to use the weapon.

**Lack of Harm Caused by the Student** – The harm caused by the student will be measured by whether:

1. Anyone was physically injured;
2. Anyone was directly threatened or property extorted by the use of the weapon;
3. School property or personal property of others was damaged; and,
4. Students, school employees, or parents were aware of the presence of the weapon on the school campus.

#### **Alcohol, Tobacco, Drugs and Prohibited Substances Policy**

Grand Forks Public Schools recognize that the use, possession and distribution of alcohol, tobacco, and other drugs by our students are unlawful, harmful, and wrong. Grand Forks Schools adhere to Board Policy 5370, which states:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag or book bag, or when he owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety and welfare of students or employees.

#### **Prohibited Substances:**

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et. seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs;
3. Any glue or aerosol paint or any other chemical substance, including but not limited to, lighter fluid,

white out, and reproduction fluid; which may be inhaled, except when used or possessed for approved educational purposes; and,

4. Any prescription or non-prescription drug, medicine, or other chemical including, but not limited to, stimulants, diet pills, pep pills, "no-doze" pills, depressants sleeping pills, or any other substance used to alter mood, except as ordered by a physician, or not taken in accordance with the authorized use policy.

***Violation:***

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred for chemical evaluation.

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

**SEXUAL HARASSMENT POLICY**

It is the policy of the Grand Forks School District to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Grand Forks School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Sexual harassment is unwelcome behavior to the recipient and may include action such as:

- Sex-oriented verbal "kidding" or abuse
- Subtle or overt pressure for sexual activity
- Physical contact such as patting, pinching, or intentional brushing against another's body
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats
- Obscene notes or graffiti
- Inappropriate clothing implying a double meaning

The school district will act to investigate all complaints, either formal or informal, oral or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district. For further explanation of the Sexual Harassment Policy, see Board Policy 4660/5660.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY**

In most cases, school Districts cannot disclose personally identifiable information from students' education records without the consent of parents/eligible students. However, some exceptions include:

1. Personally identifiable information from students' education records can be disclosed to school officials with a legitimate educational interest. A school official is a person employed by the District such as an administrator, teacher, support staff; individuals with whom the District has contracts to provide services (ex: health care providers, law enforcement unit personnel, transportation personnel); other individuals working on behalf of the District, such as school board members, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A legitimate educational interest means that individuals, such as those listed above, need access to personally identifiable information from students' records in order to fulfill their professional responsibilities.
2. Students' education records can be forwarded to other schools, school Districts, or post-secondary education institutions to which a student seeks or intends to enroll, or has already enrolled as long as such disclosures are for purposes related to a student's enrollment or transfer.

3. Federal law permits a school District to identify certain information as “directory information,” or information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the District to include information from your child’s educational records in certain school and District publications, including a playbill or program, showing your child’s role in a drama production or instrument played; the annual yearbook, honor roll or other recognition lists; graduation programs; and sports activity sheets. Grand Forks Public Schools has designated the following information as directory information: student’s name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards received, and musical instruments played. This information may be publicly released unless parents/eligible students inform the District otherwise.
  
4. At times, representatives from radio, television, and print media may visit your child’s school or classroom to share human interest stories or report news (your child receiving an award, for example). This may include talking to students, taking pictures and/or video. Student names and grade level may be, but are not always, requested and/or included. This information may be released unless parents/eligible students inform the District otherwise.



5. Using a variety of Internet resources as a component of district curriculum and communication has become a necessary and important part of digital learning. Students will have opportunities to work with, learn, and publish content on district approved Internet resources. I give permission for my child's name, picture, voice, video, and other academically created content to appear in district approved Internet resources. This information may be released unless parents/eligible students inform the District otherwise.
6. Two federal laws require the District to provide 9th, 10th, 11th, and 12th grade students' names, addresses and telephone numbers to military recruiters upon request, unless parents/eligible students inform the District otherwise.
7. State law requires school Districts to provide 10th and 11th grade students' names, addresses, and phone numbers to the North Dakota University System, which in turn discloses to the state's colleges and universities, unless parents/eligible students inform the District otherwise.
8. State law requires school Districts to provide students' names and addresses to tutoring services (Supplemental Education Services) at certain Title I schools in our District. These companies may contact you about their services through mailed advertisements or promotional flyers only, unless parents/eligible students inform the District otherwise.

If you do not want your child's information disclosed (see #3 through #8 above), please contact your school to obtain the Student Information Opt-Out Form and return it to the main office at your child's school by the first day of school. If we do not receive the attached form back by this date, we will assume that there are no objections to disclosing the information listed above. For families new to the District, or enrolling after the first day of the school year, you have five business days from the date of your child's enrollment to submit the attached form to the main office at your child's school.

In addition, the FERPA affords parents and students over 18 years of age certain rights with respect to the student's educational records, including:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-5901.

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF  
PUPIL RIGHTS AMENDMENT (PPRA)**

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

**Notification of Non-Discrimination Policy**

YOU ARE HEREBY NOTIFIED that in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, state, school rules, laws, regulations, and policies, the Grand Forks Public School District shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

It is the intent of the Grand Forks Public School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parent/guardian, and employees who feel discrimination has been shown by the school district.

Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 should be referred to:

Tracy Abentroth, Personnel Officer - Title IX Coordinator  
*or the*  
Assistant Supt. of Teaching & Learning, Title VI & Section 504 Coordinator  
Grand Forks School District #1  
Box 6000  
Grand Forks, ND 58206-6000  
Ph. (701) 746-2200

Complaints can also be filed with the Office of Civil Rights:

Office for Civil Rights  
U.S. Department of Education  
500 W. Madison Street Suite 1475  
Chicago, IL 60661  
Phone: 312-730-1560      Fax: 312-730-1576      TDD: 312-730-1609  
E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

All students attending Grand Forks Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, disability or sex.

## 2019 – 2020 School Immunization Requirements

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

\* One dose of DTaP (pediatric diphtheria, tetanus, and acellular pertussis) vaccine must have been given on or after the fourth birthday. Only four doses are necessary if the fourth dose was administered on or after the fourth birthday. Three doses of Tdap (adolescent/adult tetanus, diphtheria, and acellular pertussis)/Td are required for children ages seven or older who were not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.

† For polio vaccination, in an all-IPV or all-OPV schedule: one dose must have been given on or after the fourth birthday. The final dose in the series should be administered on or after the fourth birthday and at least six months after the previous dose. If four doses are administered prior to age four, a fifth dose should be administered on or after age four. Only three doses of IPV are required if the third dose is given on or after the fourth birthday. Children born before August 2005 only need four doses separated by at least four weeks. These children do not need a dose after the age of four.

‡ Any doses of OPV administered after April 1, 2016, should not be counted as valid, because it was bivalent or monovalent vaccine, rather than trivalent. The child should be revaccinated with IPV vaccine, accordingly.

† For the 2019-2020 school year, two doses of varicella (chickenpox) vaccine are required for kindergarten through eleventh grade. One dose of varicella vaccine is required for twelfth grade.

¶ One dose of meningococcal conjugate vaccine (MCV4) must have been given on or after the tenth birthday. The second dose of MCV4 must be given on or after the sixteenth birthday. If the first dose of MCV4 is given after the sixteenth birthday, then only one dose of MCV4 is required for eleventh and twelfth grade.

⊖ One dose of Tdap must have been given on or after the eleventh birthday.

### Exemptions

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

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

### Exclusion

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