



Valley Middle School  
2100 5th Avenue North  
Grand Forks, ND 58203  
746-2360

**Principal**

Mr. Todd Selk

**Associate Principal**

Ms. Jodi Dodson

**Counselors**

Mr. Joe Kulas  
Ms. Andrew Glaser

**Social Worker**

Ms. Dawn Kriewald

**Title I Coordinators**

Mr. Garnet Asmundson  
Mr. Josh Cichy

**Secretaries**

Ms. Kristin Kasowski  
Ms. Michelle Applegren

<i>This handbook belongs to:</i>		Team _____	Grade _____
Name _____			
Address _____			
City _____			
State _____	Zip Code _____	Phone _____	
Royal Time Room - _____		Locker # - _____	
<i>I have read and understand the handbook rules and regulations:</i>			
_____		_____	
Parent/Guardian Signature	Date	Student Signature	Date

# Valley Middle School

## Daily Schedule

<b>Building Hours</b>		<b>7:40 – 4:00</b>
<b>Band &amp; Orchestra</b>		<b>7:50 – 8:35</b>
<b>Breakfast</b>		<b>7:40 – 8:30</b>
<b>Library Opens</b>		<b>8:00</b>
<b>Royal Time - Advisor/Advisee</b>		<b>8:40 – 9:00</b>
<b>1<sup>st</sup> Hour</b>		<b>9:03 – 9:48</b>
<b>2<sup>nd</sup> Hour</b>		<b>9:51 – 10:36</b>
<b>3<sup>rd</sup> Hour</b>		<b>10:39 – 11:24</b>
<b>4<sup>th</sup> Hour</b>	<b>7<sup>th</sup> Grade Lunch</b>	<b>11:27 – 11:52</b>
	<b>8<sup>th</sup> Grade Lunch</b>	<b>11:52 – 12:16</b>
	<b>6<sup>th</sup> Grade Dragons Lunch</b>	<b>12:16 – 12:41</b>
	<b>6<sup>th</sup> Grade Wizards Lunch</b>	<b>12:41 -1:06</b>
	<b>8<sup>th</sup> Grade 4<sup>th</sup> Hour Class</b>	<b>12:16 – 1:06</b>
	<b>7<sup>th</sup> Grade 4<sup>th</sup> Hour Class</b>	<b>12:16 – 1:06</b>
	<b>6<sup>th</sup> Grade 4<sup>th</sup> Hour Class</b>	<b>11:27 – 12:16</b>
	<b>8<sup>th</sup> Grade Exploratory</b>	<b>11:27 – 11:52</b>
	<b>7<sup>th</sup> Grade Exploratory</b>	<b>11:52 – 12:16</b>
	<b>6<sup>th</sup> Grade-Dragons Exploratory</b>	<b>12:41 – 1:06</b>
	<b>6<sup>th</sup> Grade-Wizards Exploratory</b>	<b>12:16 – 12:41</b>
<b>5<sup>th</sup> Hour</b>		<b>1:09 – 1:54</b>
<b>6<sup>th</sup> Hour</b>		<b>1:57 – 2:42</b>
<b>7<sup>th</sup> Hour</b>		<b>2:45 – 3:30</b>
<b>Building Cleared</b>		<b>3:45</b>

## Team Names and Meeting Times

<b>6<sup>th</sup> Grade</b>	<b>“Dragons”</b>	<b>1:57 – 2:42</b>
<b>6<sup>th</sup> Grade</b>	<b>“Wizards”</b>	<b>2:45 – 3:30</b>
<b>7<sup>th</sup> Grade</b>	<b>“Bears”</b>	<b>9:51 – 10:36</b>
<b>7<sup>th</sup> Grade</b>	<b>“Wolves”</b>	<b>9:03 – 9:48</b>
<b>8<sup>th</sup> Grade</b>	<b>“Eagles”</b>	<b>10:39 – 11:24</b>
<b>8<sup>th</sup> Grade</b>	<b>“Mustangs”</b>	<b>1:09 – 1:54</b>
<b>Grade 6-7-8 Allied Arts</b>	<b>“Wallabies”</b>	<b>8:40 – 9:00 (Tues. &amp; Thur.)</b>

# Valley Middle School

## Middle School Athletics, Activities, Intramurals and Clubs

### Interscholastic Athletics – Grades 7 & 8

Middle school children are in a period of developmental growth, physically, mentally, and socially. Therefore, the emphasis of the interscholastic programs is based on participation and skill development. Everyone is given the opportunity to practice and play to improve his or her skills.

The school year is divided into four blocks. Season lengths are approximately seven weeks long. The participation fee is \$45.00 per sport. Students must have a physical on file in the school office prior to their first practice.

- ✓ Football (Boys) – 7<sup>th</sup> and 8<sup>th</sup> Grade Teams
- ✓ Softball (Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Combined
- ✓ Cross Country – (Boys and Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Combined
- ✓ Soccer (Boys and Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Combined
- ✓ Volleyball (Girls) – 7<sup>th</sup> and 8<sup>th</sup> Grade Teams
- ✓ Wrestling (Boys) – 7<sup>th</sup> and 8<sup>th</sup> Grade Combined
- ✓ Basketball (Boys and Girls) – 7<sup>th</sup> Grade and 8<sup>th</sup> Grade Teams
- ✓ Track (Boys and Girls) – 7<sup>th</sup> Grade and 8<sup>th</sup> Grade Teams

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

### Intramurals – Grades 6

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

Intramural events have included:

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

School Activities

- ✓ Yearbook
- ✓ Student Leadership
- ✓ Musical
- ✓ Homework Club







# SPELLING UNFORGIVABLES

## Grade 6

A lot	Daughter	Guilty	Laugh	Responsibility
Against	Description	Half	Library	Scene/seen
All ready/already	Either	Horrible	Likely	Schedule
Author	Elaborate	Illustrate	Lonely	Several
Believe	Environment	Impossible	Might	Summarize
Benefit	Excellent	Improvement	Minute	Truly
Bought	Exercise	Independent	Occasion	Unforgivable
Cafeteria	Experience	Instead	Opposite	Variety
Calendar	Famous	Interesting	Paragraph	Vary/very
Candle	February	Jewelry	Persuade	Weather/whether
Careful	Furthermore	Journal	Prefer	Wednesday
Character	Government	Knew/new	Prejudice	Weight/wait
Bismarck	Grammar	Language	Realize	Who's/whose
Courage				Yesterday

## Grade 7

Absolutely	Dangerous	Generous	Mysterious	Recommend
Achieve	Decision	Headache	Necessary	Satisfactory
Agreement	Development	Humorous	Neighbor	Similar
Apologize	Disappear	Initial	Neither	Sincere
Appearance	Discussion	Innocent	Occur	Specific
Appropriate	Eliminate	Intelligent	Opinion	Strategy
Argument	Embarrass	Interrupt	Opportunity	Temperature
Attention	Enthusiastic	Jealous	Participate	Therefore
Attitude	Especially	Judgment	Particular	Tomorrow
Audience	Explanation	Knowledgeable	Privilege	Unique
Brilliant	Expression	Literature	Probably	Usual
Business	Fascinate	Lovable	Quiet	Valuable
Canceled	Fortunate	Medicine	Quite	Violence
Champion	Fragile	Misspell	Realize	Which
Comparison	Generally	Multiplication	Receive	Worthwhile
Conference				

## Grade 8

Accumulate	Curious	Familiar	Irrelevant	Outrageous
Acquire	Deceive	Fatigue	Jeopardize	Patience
Adequate	Definitely	Foreign	Legible	Previous
Anonymous	Dilemma	Genuine	Miscellaneous	Principal/principle
Certain	Disappear	Guarantee	Mischievous	Recognize
Circumstance	Disappoint	Guidance	Miserable	Sympathize
Civilization	Discipline	Hygiene	Naïve	Unanimous
Commitment	Dissatisfied	Illegible	Negotiate	Unfortunate
Convenient	Emphasize	Illiterate	Noticeable	Unnecessary
Courageous	Exaggerate	Impatient	Nuisance	Volunteer
Criticize	Exceptional	Inconvenient	Optimistic	Zenith

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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.

**MIDDLE SCHOOL PHILOSOPHY (Revised 7.2016)**

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

All members of the school community -- students, staff, and parents -- will be considered part of the middle school environment. They will be treated with dignity, respect, and will maintain pride in themselves and their schools. Staff members and parents will be expected to be positive role models as they teach students to become responsible and accountable for their actions. This will help the students in their quest to clarify the goals and values that are needed to lead them to a happy and successful life.

<b>MIDDLE SCHOOL CURRICULUM</b>
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<b>Grade 6</b>
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Required	Electives
English	Band
Math	Orchestra
Science	
Reading	
Social Studies	
Physical Education ( <i>every other day</i> )	
General Music ( <i>every other day</i> )	
Technology Education ( <i>9 weeks</i> )	
Health ( <i>9 weeks</i> )	
Innovations I ( <i>9 weeks</i> )	
Art ( <i>9 weeks</i> )	
<i>Academic Intervention Classes</i>	

<b>Grade 7</b>
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Required	Electives
English	Band
Geography	Orchestra
Life Science	<b>Special Topics (may vary by school)</b>
Math	
Pre-Algebra *	
Physical Education (every other day)	
World Language ( <i>Semester</i> )	
Literacy ( <i>Semester</i> )	
Technology Education ( <i>9 weeks</i> )	
Health ( <i>9 weeks</i> )	
Family and Consumer Science (FACS) ( <i>9 weeks</i> )	
Innovations II ( <i>9 weeks</i> )	
<i>Academic Intervention Classes</i>	

<b>Grade 8</b>
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Required	Electives
English	Band
U.S. History to 1877	Orchestra
Pre-Algebra	Jazz Band
Algebra I *	<b>Special Topics (may vary by school)</b>
Earth Science	
Physical Education (every other day)	
Tech and Engineering Education ( <i>Semester</i> )	
Computer Applications ( <i>Semester</i> )	
World Language ( <i>9 weeks</i> )	
North Dakota Studies ( <i>9 weeks</i> )	
Art ( <i>9 weeks</i> )	
FACS ( <i>9 weeks</i> )	
*By special placement – Enriched Geometry*	
<i>Academic Intervention Classes</i>	

**SWEP (School Wide Enrichment Program)**

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

- Additional challenging activities by classroom teachers
- Pull out lessons taught by the SWEP enrichment specialists (grades 3-6)
- After school activities
- Course acceleration
- Grade acceleration
- Enriched course/groupings

**Multi-Tiered System of Supports (MTSS)**

Middle schools within Grand Forks Public Schools have a Multi-Tiered System of Supports (MTSS) to deliver high quality and responsive instruction for students who demonstrate differentiated needs. Our schools conduct benchmark assessments with all students to identify those who are not making progress at expected rates. School teams make collaborative decisions based on available evidence about student needs and which courses would best help students accelerate to close any learning gaps. 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).

**Student Progress Monitoring**

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

**Report Cards**

Report cards are issued four times a year as indicated on the school calendar. Typically, report cards are issued the week following the end of the grading period.

**The Honor Rolls**

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

**Grading System and Scale**

The grading system and scale are as follows:

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

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

**Citizenship Grades**

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

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

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

## **GENERAL INFORMATION**

### **School Buildings and Grounds**

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

### **Telephone Use**

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

### **Visitors**

To ensure a safe and secure learning environment in the school setting, all outside doors will remain locked during the school day. Visitors are expected to report to the school office to sign in and pick up a name badge.

### **Lost and Found**

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

### **Emergency School Closing**

The decision to close/delay school will be made as early as possible. Visit <https://www.gfschools.org/Page/7891> for specific details. Announcements will be made on the District webpage ([www.gfschools.org](http://www.gfschools.org)), and District social media ([www.facebook.com/GrandForksPublicSchools](http://www.facebook.com/GrandForksPublicSchools); [www.twitter.com/GFSchools](http://www.twitter.com/GFSchools)). Announcements will also be made on local radio and TV stations.

Parents or guardians may always exercise their right to keep students home or pick them up early during stormy conditions. If an emergency situation should develop during the time school is in session, children will be cared for in school until the storm has subsided.

### **Emergency Crisis Procedures**

The school will follow the procedures outlined in the school district's crisis manual. Information will be sent to parents via the electronic message system. Local media outlets will also have updates. Please do not contact the school directly in order to insure telephone lines are available for emergency communication.

### **Conduct at Student Assemblies**

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

### **Personal Appearance**

Dress and grooming are important to the student body at any school. Students are asked to use common sense in their personal appearance and not to wear clothing that can be hazardous in learning situations, such as labs and shops. Students must wear shoes at all times. Hats, caps, hoods, and non-religious head coverings, and jackets are not to be worn in school. Clothing with derogatory sayings or double meanings involving sexual, illegal, or violent connotations is not allowed. Clothing that advertises alcohol, tobacco products, or other substances not allowed on school property is also not permissible.

Shirts/tops should be long enough and non-transparent so no skin nor undergarments are showing. Students should be covered at the neckline and midriff. Bottoms should be as long as mid-thigh with no undergarments showing. Students wearing inappropriate attire will be instructed to change, and parent(s)/ guardian(s) will be contacted.

### **Student Use of Cell Phone, Smart Watches and Other Electronic Devices**

Students are not permitted to use cell phones or other electronic devices (sound or image) during the school day in any unauthorized area of the school building or at any school sponsored events or activities. "Use" of a cell phone includes text messaging. "Unauthorized area" means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the building principal. Use of cell phones or image recording devices in locker rooms and restrooms at anytime is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device. If a student's cell phone or other electronic device is confiscated, the building principal may search the confiscated property upon a reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that the school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal or a designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies or as required by an individual education program.

### **Skateboards, Rollerblades, Scooters, Mopeds, Etc.**

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

### **Laser Pointers**

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

### **Posters and Signs**

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

### **Before/After School Sponsored Activities**

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

### **Lockers**

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

Ownership and control of all lockers shall be retained by the school. The combinations for all locks provided by the school are known and retained by school officials for use in any routine searches or inspections. Principals may inspect/search lockers in accordance with Grand Forks School Board Policy 5310.

## **STUDENT ACTIVITIES**

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

### **Participation Fees**

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

1. Students reporting for fall activities will pay the fees at the time of fall registration. Students reporting for activities that begin after the opening of school will pay the fee after they report for the activity. The coach/director of the activity will give the office a roster of the participants involved in the activity. The respective school office will be responsible for collection of the fees.
2. Students unable to pay the participation fee will not be denied the right to participate. The Athletic Director will make the decision in this area. The free/reduced hot lunch guidelines will be used as a reference.
3. In all activities, students will be expected to pay the fee prior to the first contest.
4. No participation fees will be charged for statistician persons, student managers, and trainers.
5. When injury or illness prevents continuation in a sport or activity, a refund will be made (providing the injury/illness is substantiated by a physician's statement) up until the time of the first scheduled contest or public appearance.
6. After the first contest, public appearance or after one-third of the season, no refunds will be made for any reason due to the fact that the benefits of the sport/activity will have accrued to the amount of the fee to the student.
7. Students who voluntarily drop out of the activity will forfeit their fees.
8. When an athlete in grades 7 and 8 makes a senior high varsity team, he/she must pay the senior high fee.
9. The middle school participation fee for Athletics, Debate, Speech, Drama, and Performing Arts is \$45.00.
10. Club Sports are programs that are sponsored by private groups. The district does not fund or govern club sports, therefore, the fee is not included in the school participation fee.
11. Student athletes may choose not to use the district provided transportation. A signed note from the student athlete's parent or guardian must be submitted to the coach. Student athletes who have submitted the note can only be released into the custody of the parent or guardian. The coach must physically see the parent or guardian before releasing the student athlete. Student athletes may not be released to travel with a friend or sibling even if a parent/guardian note is sent.

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

### **Activity Pass**

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

## **ATTENDANCE POLICIES AND PROCEDURES**

Students in any North Dakota public school are governed by state attendance laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to this attendance requirement. The law provides local school boards the authority to establish standards for attendance.

The school board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class

is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Each school will develop procedures to ensure appropriate implementation of the above expectations and will reflect each school's philosophy in meeting the goal of excellent student attendance.

### Absences

There are two kinds of absences:

1. **Excused:** An absence is excused in the case of student illness, death in the family, or other extenuating circumstances approved by the principal.
2. **Unexcused:** Any absence not covered under the above.

The following regulations apply to student absences:

1. Attendance is the responsibility of the student and his/her parents(s) or guardian(s). This responsibility includes being aware of the school district standards for attendance, informing appropriate school officials of reasons for any absences of the student, and developing an acceptable attendance pattern for the student.
2. School work missed by the student during an absence shall be made up regardless of the reason for the absence.
3. Student attendance is monitored through the Stay in School program. At 20 absences students will be referred to the Community Attendance Team.

### Excuses

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

### Make-Up Work

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

### Cheating/Plagiarism

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action.

### Permission to Leave School

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

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

festival, tournament game, drama production, etc., which is held the evening before at the school or elsewhere. A student must be in attendance the day of a performance or contest or activity to be eligible to participate or attend.

### Truancy

Truancy is defined as being absent from one or more classes without the consent of parent(s)/guardian(s) and/or school officials. The North Dakota compulsory attendance law mandates that students under the age of 16 must attend school every day. When truancy occurs, the juvenile authorities may be contacted. Students will be required to make up work missed.

### Tardiness

Students are expected to be on time and prepared for school. If a student is late for school, the student must report to the attendance office to have his/her name removed from the absentee list. Students will be expected to make up time for unexcused tardies. Habitual tardiness is not tolerated. The number of tardies is recorded on a student's permanent record.

Each school will develop procedures to ensure appropriate implementation of the above expectations and will reflect each school's philosophy in meeting the goal of excellent student attendance.

### Lunch Period

All students are expected to be in the lunchroom during their 25 minute lunch period. Improper behavior will not be tolerated in the lunch areas.

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

## SCHOOL CONDUCT

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

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



## **DISCIPLINARY PROCEDURES**

### **Suspension**

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

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

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

1. Oral or written notice of the charges against the student,
2. An explanation of the evidence against the student,
3. An opportunity to present the student's side of the story, and
4. An opportunity for the student's parents, guardian or representative to participate. For further explanation of suspension procedures, see Board Policy 5360.

Students will not be allowed to participate in or attend extracurricular functions during the time of suspension.

### **Expulsion**

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

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

### **Disturbance of a Public School - Penalty**

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

It is a Class B misdemeanor for any person to:

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

### **Citation for Disorderly Conduct**

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

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

### Bus Behavior

Students' safety on buses is of utmost concern. Misbehavior on buses may result in suspension, detention, or being denied ridership privileges.

### Bullying Policy

For the purposes of this policy:

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

*“Bullying” means:*

- *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 schoolbus 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.*
  5. *“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:
  - 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 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 an intent to inflict harm.

*SB 2181 makes amendments to the definition of “bullying” set forth in NDCC 15.1-19-17 to include cyberbullying occurring off school property which places the student in actual and reasonable fear of harm or damage to property of the student and is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student’s educational opportunities or substantially disrupts the orderly operation of the public school.*

### **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**

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.

### **Investigation 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 & Corrective Measures**

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. 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. 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

### **Technology Use**

The Grand Forks Public School district provides technology resources for staff and students ("users") to support the educational mission of the district. The district encourages efficient, cooperative and creative methods to perform the user's educational, administrative or job related tasks. The successful use of these resources requires adherence

to a policy that promotes safety, efficiency and appropriate usage.

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 voice mail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Televisions, VCR's, and laserdisc players
- 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 users responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the district technology staff.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly.

Potentially objectionable material includes, but is not limited to:

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

**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 Grand Forks School Board 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.

## **STUDENT BEHAVIOR CODE**

### **Insubordination, Disrespect, 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, threats, and intimidation will not be tolerated. All are cause for suspension or other disciplinary action.

### **Search**

Students are subject to search upon a reasonable suspicion that the search will yield evidence of a violation of a school rule.

### **Vandalism, Theft or Trespass**

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

### **Assault**

Parent(s)/guardian(s) will be notified if their child assaults a school employee, student, or other person while in the care of the school, or in the course of a school-related activity. Proper law enforcement authorities will be contacted.



### **Weapon Policy**

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

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. 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 ability 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;
- (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;
- (4) students, school employees, or parents were aware of the presence of the weapon on the school campus.

### **Fire Alarms**

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

### **Restraint and Seclusion**

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

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

Grand Forks Public Schools recognize that the use, possession and distribution of alcohol, tobacco, electronic cigarettes, synthetic drugs and other drugs by our students is unlawful and harmful. North Dakota state law forbids the use of alcoholic beverages to anyone under 21. Grand Forks Schools adhere to Grand Forks School Board Policy 5370 which states:

It shall be against school policy for any student:

1. To sell, deliver, 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 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 or 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 19-02.1-26 (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 abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

### **Extracurricular Participation Eligibility**

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

### **Citizenship Eligibility**

If a student earns two (2) or more 2's or a 1 for inappropriate behavior, the student may not participate in any extracurricular activities for one week. This includes any NDHSAA sponsored events. Behavior grades may be issued by any staff member: teachers, principals, paras, custodians, lunchroom supervisors, or other adults working in the school.

A suspension from representing the school means that a student can practice with extracurricular teams while participating in clubs and the like within the school but may not participate in any public events during the suspension. In addition, the student is not eligible to travel with the team or group out of town during the time of the suspension.

### **Student Suspensions and Academic Eligibility Interpretations**

*The following policies apply to students in grades 7 and 8 who participate in academic or athletic activities.*

SECTION IV: Students must be making satisfactory progress toward the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress. Failure to acquire two and one half credits at the end of a semester will make him/her ineligible for a minimum of two weeks the following semester. (2015)

SECTION VII: Thirty days or more of attendance or participation in interscholastic competition within any shorter period being sufficient to constitute enrollment in any semester. (2015)

Section XI of Article XIV of the NDHSAA policies states: The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law and Grand Forks City Code is prohibited. "The use or possession of tobacco" shall include e-cigarettes, any other electronic smoking device, and any other vapor producing product per North Dakota state law and Grand Forks City Code. Any student who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of 18 consecutive school weeks for any subsequent offense.

The use, possession or sale of non-prescriptive anabolic steroids by any student athlete at any time during the school year is prohibited. Any student athlete found to be in violation of this policy shall be subject to the penalties provided in Section XI of Part Two, Article XIV of the Constitution and By-Laws of the Association.

#### **Currently Participating**

Penalty shall be six weeks for the first offense and 18 weeks for the second offense, as indicated by the North Dakota High School Activities Association Section XI bylaws. Suspension will start at the time the school is notified of the violation.

#### **Non-Participating**

Penalty shall be six weeks for first offense, 18 weeks for second offense, and third offense student will be suspended for the remainder of the school year. Suspension will start at the time the school is notified of the violation. There will also be a two week or two contest suspension, whichever comes first. The two week or two contest suspension starts from the first authorized date of competition for the activity he/she is participating in. To satisfy the two week or two contest suspension, the student must remain with the program in which the suspension was served through the completion of the season.

District and/or school administration has the discretion to accelerate consequences in the case of severe violations.

Any student who is found to have engaged in and admits to, or is convicted of an act that would be grounds for a citation classified as a misdemeanor offense will be subject to a 2-week suspension from activities. Any student who is found to have engaged in and admits to, or is convicted of an act that would be grounds for a citation classified as a felony offense will be subject to a minimum 6-week suspension from activities.

The suspension will start at the time the school is notified of the offense. If the student is not currently participating in an extracurricular activity, there will be a two-week or two contest suspension, whichever comes first. The two-week or two contest suspension starts from the first authorized date of competition for the activity he/she is participating in. To satisfy the two week or two contest suspension, the student must remain with the program in which the suspension was served through the completion of the season.

If there is a second or subsequent offense, a suspension of up to 18 weeks will be considered.

Academic Eligibility

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

Leadership Rule

Any participant who has a violation will not be eligible for a leadership role for a period of twelve calendar months from the date the school is notified of the violation.

Recognition – Awards

Any student who has a violation that occurs between the first date of practice and the final date of competition will not be awarded any school sponsored recognition/awards for that activity. A student’s ability to earn a varsity letter in that activity will be determined by each coach’s lettering policy.

**VIOLATION**

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

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

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

**Chemical Abuse Assessment Team**

Under Century Code 15.1-24-03, any school may appoint a chemical abuse pre-assessment team consisting of a school counselor, a social worker, and other appropriately trained individuals or a school may use a building support team to carry out chemical abuse prevention services under this chapter.

Procedures:

1. The team shall review and act upon law enforcement reports of chemical abuse violations by students.
2. Within fourteen (14) days of receiving a report, the team shall determine whether to provide the student, or if the student is a minor to the student’s parent or guardian, information regarding chemical abuse and school and community services available to assist individuals who engage in chemical abuse.

**MEDICAL INFORMATION**

**Medicine**

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 should be turned in to the school office in the original container. Medical authorization forms are available in the school office.

### **Immunization Law for Middle 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.

Immunization requirements include vaccination against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, and hepatitis B and varicella (chickenpox). **Meningococcal and Tdap** vaccinations are required for all 7<sup>th</sup> and 8<sup>th</sup> graders.

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.

### **Medical Conditions Requiring a Health Plan**

A student with a medical condition (such as diabetes, seizure disorders, allergy requiring Epinephrine, heart conditions, etc) or requiring a medical procedure (such as catheterizing, tube feeding, suctioning, etc) must have a health care plan in place and signed by the health care provider before the student may attend school. In some situations, Unlicensed Assistive Personnel (UAP) will need to be trained. A meeting with parents for instruction of medical needs and procedures must be completed prior to the student attending school.

### **Medication During School Hours**

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

If consent has been given by a parent/guardian on the On Line Registration, the school nurse may administer over the counter medication using standing orders approved and signed by the Deputy Health Officer, Dr Joel Walz and the Asst. School Superintendent, Jody Thompson. The Yearly Information Health Record is found in the registration packet.

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

If a student needs over the counter medication on a regular basis (for example, when the nurse is not present) or a different over the counter medication that the nurse does not have on her standing orders, the parent may bring this medication to school for the school nurse or the medication certified unlicensed person to administer. This will require a Medication Authorization Form completed by the parent/guardian, as well as a bottle of the medication in the original container, that is labeled with the student's name. The school cannot give more medication than what the drug label recommends. Giving more than what is recommended on the label requires a health care provider's signature since giving more than the label recommends becomes a prescription dose.

### **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.

#### **Grand Forks Public Schools Concussion Procedure**

Please see the Grand Forks Public Schools website at [www.gfschools.org](http://www.gfschools.org) for more information on the Grand Forks Public Schools Concussion procedure.

### **ADDITIONAL SCHOOL BOARD POLICIES**

#### **Title IX Policy**

The Grand Forks Public School District No. 1 does not discriminate on the basis of sex in the education programs or activities which it operates.

Any persons who believe they, individually or as members of a group, are being subjected to sex discrimination may file a complaint personally or with representation, as outlined:

1. An oral complaint may be filed with the department chairperson or immediate superior of a complaining employee.
2. A formal written complaint may be filed with the building principal.
3. A formal written complaint may be filed with the Title IX coordinator or the Grand Forks Public School District No. 1.

Any person lodging an informal oral complaint reserves the right to file a formal written complaint within 60 days of a filing of the oral complaint.

Any student or employee of the Grand Forks Public School District No. 1 shall also be entitled to submit any complaint of alleged discrimination on the basis of sex, directly to the Regional Office for Civil Rights of the United States Department of Health and Welfare, by sending said complaint to:

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

#### **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 actions 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 Grand Forks Public School Board Policy 4660/5660.

**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 No. 1 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 No. 1 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 Assistant Superintendent of Teaching & Learning  
 Title VI Coordinator.- Section 504

They can be contacted at:  
 Grand Forks School District No. 1  
 P. O. Box 6000  
 Grand Forks, ND 58206-6000 Ph. (701) 746-2200

Complaints can also be filed with the Office of Civil Rights (address provided in Title IX policy).

All students attending Grand Forks Public Schools may participate in educational 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.

**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 be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. 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

**Civics Test Requirements**

The test consists of 100 multiple choice questions administered to 8th and 11th grade students during the 2015-16 school year. To meet the requirement for high school graduation, students in the graduating class of 2017 must demonstrate 60% proficiency, while students in the graduating class of 2018 and each subsequent year must demonstrate 70% proficiency. Here the flowchart for the Civics Test

<b>8<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade Class of 2017</b>
The Civics Test will be taken in March/April during 8th grade US History, administered by the classroom teacher. A make-up opportunity will be provided for absent students.	The Civics Test will be taken in April during 11th grade US History class, administered by the classroom teacher. (If students are not enrolled in a US History class, they will be assigned to a class to take the test).
If a student scores a 70% or above they have demonstrated proficiency. Proficiency will be documented in PowerSchool and on high school transcripts. They will still take the test as a Junior to document growth for the social studies department.	If student scores 70% or above they have demonstrated proficiency. Proficiency will be documented in PowerSchool and on high school transcripts.
If a student scores 69% or below, they have not met proficiency. They will take the test as a Junior and will need to meet the 70% threshold for graduation.	If student scores 69% or lower, student should be enrolled in American Government during the first semester of Senior year.
	The Civics Test will be taken in January nearing the conclusion of American Government during first semester of the Senior year.
	If student scores 70% or above, they have demonstrated proficiency. Proficiency will be documented in PowerSchool and on high school transcripts.
	If a student is still not proficient, scores 69% or below the American Government teacher will provide a study guide and schedule the student to take the test a minimum of two weeks later.
	If student is still not proficient, scores 69% or below, an individual plan will be created for the student.

## 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.