

**Grand Forks
Central High School
*“Home of the Knights”***



The agenda belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

Student #: _____

GRAND FORKS SCHOOL DISTRICT
GRAND FORKS, ND

CENTRAL

115 N. 4th Street
746-2375

Principal

Mr. Jon Strandell

Associates

Dr. Gabe Dahl
Mr. Mike Wilber

Activities Director

Mr. Aaron LaDeaux

Counselors

Ms. Jen Lubinski (Fresh)
Ms. Kim Bailey (Soph)
Ms. Denise K Loftus (Junior)
Ms. Melissa Mickelson (Senior)

RED RIVER

2211 17th Ave. S.
746-2400

Principal

Dr. Kristopher Arason

Associates

Mr. Anthony Bina
Mr. Darin Walters

Activities Director

Mr. Tyler Nelson

Counselors

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

Bell Schedule

Period 1	8:00-8:50 am
Period 2	8:55 - 9:50 am
Period 3	9:55 - 10:45 am
Period 4	10:50 - 11:40 am
Period 5A	11:45 - 12:10 pm (Lunch)
	12:15 - 1:05 pm (Class)
Period 5B	11:45 - 12:35 pm (Class)
	12:40 - 1:05 pm (Lunch)
Period 6	1:10 - 2:00 pm
Period 7	2:05 - 2:55 pm
Period 8	3:00-3:55 pm

This book belongs to:

Name _____

INTRODUCTION

This handbook is intended to serve as a guide. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our high schools.

Education is a cooperative venture between parents, teachers and administrators working toward the goal of the betterment of young people and the community. The key to cooperation is communication. The following information is provided to establish communication and an understanding of school procedures and expectations.

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.

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 21st 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.

TABLE OF CONTENTS

Academic	1-5
Course Requirements, Civics Test Requirements, Accreditation, Final Grades/Credits, Report Cards, Grading, Weighted Grades, Withdrawal Grades, Drop or Withdraw/Failing Classes, Required Reading Course - 9 th Grade, Multi-Tiered System of Supports (MTSS), Dual Credit, Conduct Grading, Progress Report, Final Examination, Honor Roll, Transfer Students, Independent Study Program	
Guidance	5-6
Counseling Services, Course Registration Procedures, College Entrance Testing, Post Secondary School Application, Scholarships, Admission Requirements	
Attendance Policies and Procedures	6-7
Attendance, Permission to Leave School, Truancy, Tardies	
School Conduct	7-20
Bullying Policy, Suspension, Expulsion, Disturbance of a Public School - Penalty, Citation for Disorderly Conduct, Weapon Policy, Restraint & Seclusion, Insubordination, Insolence, and Fighting, Search, Vandalism and Theft, Alcohol, Tobacco, Drugs and Prohibited Substances, Violation, Academic Eligibility, Medication During School Hours, Medical Conditions Requiring a Health Plan, Grand Forks Public Schools Concussion Procedure, Essential Oils Use, Chemical Abuse Assessment Team, Conduct at Events and Assemblies, Personal Appearance, Cell Phones, Items Not Allowed in School, Laser Pointers, 18-Year Old Students, Posters and Signs, Junior-Senior Prom, School Dances/Parties, Lockers, Technology Use	
General Information	20-22
Emergency School Closing, Emergency Crisis Procedures, School Bus Rules, Student Parking and Crosswalk Areas, Lost and Found, Visitation, School Lunch Program, School Books, Activity Pass, Immunization Law	
Student Activities	22-25
N.D. High School Activities Association, Eligibility Interpretations, Renaissance Program, Student Council, National Honor Society, National Technical Honor Society, Publications, Out of Town Trips, Participation Fees	
School Board Policies	25-29
Title IX, Sexual Harassment, Non-Discrimination, FERPA, PPRA	

**ACADEMIC
COURSE REQUIREMENTS FOR GRADUATION**

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

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.

8 th Grade Class of 2020	11 th Grade Class of 2017
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 a 60% (70% for class of 2018 and beyond) 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 59% (69% for class of 2018 and beyond) 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 a 60% (70% for class of 2018 and beyond) 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 59% or below, (69% for class or 2018 and beyond) 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 59% or below, (69% for class of 2018 and beyond) the student will be referred to mandatorials for 2 weeks to cover the material, and schedule the test.

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

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

ACCREDITATION - ADVANCED

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

FINAL GRADES AND CREDITS

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

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

REPORT CARDS

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

GRADING

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

- A = 100-92%
- B = 91-84%
- C = 83-74%
- D = 73-64%

Grades will be rounded up to the next percent at .5 and above.

WEIGHTED GRADES

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

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

ADD/DROP OR WITHDRAW/FAILING CLASSES

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

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

MULTI-TIERED SUPPORT SYSTEM OF SUPPORTS (MTSS)

High schools within Grand Forks Public Schools have a Multi-Tiered System of Supports (MTSS) to provide students with the skills needed to succeed in high school and beyond. Our high schools provide a variety of courses designed to address gaps in learning with the goal of helping students develop skills necessary for success in grade-level English and math courses. School teams make collaborative decisions based on available evidence about student needs. Students are continually assessed on their progress while participating to ensure the intervention course is producing the desired effect. For more information about the Multi-Tiered System of Supports (MTSS) within Grand Forks Public Schools please visit our website at gfschools.org.

DUAL CREDIT

The dual credit program allows juniors and seniors in North Dakota's public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work.

Students who participate in the dual credit program must be enrolled in at least three credits at the high school. Students interested in participating in this program should see their assigned counselor for more information.

CONDUCT GRADING

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

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

STUDENT PROGRESS MONITORING

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

FINAL EXAMINATION

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

HONOR ROLL

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

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

The honor roll will be posted in the school office. It is the student's responsibility to inform the office if they were omitted from this list.

TRANSFER STUDENTS

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

INDEPENDENT STUDY PROGRAM

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

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

GUIDANCE

COUNSELING SERVICES

The high school staff is interested in each student as an individual. In order to assist students with problems relating to their choice of subject, their future education plans, their choice of profession or a vocation, and their personal problems, a guidance and counseling service is offered.

When you enter high school, you will be assigned a counselor who will work with you through your high school years. Questions about registration, personal needs, and academic concerns should be referred to your counselor.

COURSE REGISTRATION PROCEDURES

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

COLLEGE ENTRANCE TESTING

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

POST SECONDARY SCHOOL APPLICATION

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

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

SCHOLARSHIPS

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

ADMISSION REQUIREMENTS FOR BACCALAUREATE CAMPUSES IN THE NORTH DAKOTA UNIVERSITY SYSTEM

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

- 4 units of English, including the development of written and oral communication skills

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

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

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

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.

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 students. This school district, 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.

Good attendance in school should be a top priority of our students. Daily attendance is the responsibility of students and their parent(s)/guardian(s). The district attendance policy limits are:

- 16 absences in a one-credit class
- 8 absences in a half-credit class

Absences in excess of these maximums may result in the student's loss of credit for the course. Absences which count toward the limit are illness, appointments (including dental, doctor, and court), vacation, truancy, etc. Additional medical absences will be granted if there is a written doctor's excuse stating that the student should not be in school. A written doctor's excuse should be turned in within five (5) days.

Students not enrolled in at least six classes which carry credit, may be dropped from the rolls and will not be allowed to return until the first day of the following semester. All students must be enrolled in six (6) classes.

The following regulations apply to student absences:

1. Attendance is the responsibility of the student and his/her parents(s)/ guardian(s). In the event of an absence, the parent(s)/guardian(s) should contact the school indicating the student will be absent.
2. Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence.

3. Students under the age of 16 will be held accountable for their attendance in accordance to *the North Dakota Century Code 15.1-20-01*. Students who are truant from school will be referred to Juvenile Court for violation of the North Dakota attendance laws.

PERMISSION TO LEAVE SCHOOL

When a student needs to leave school during the school day when scheduled classes will be missed, 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). Detention can be earned for failure to check in or out of school.

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.
2. **Medical or Dental:** Students must have parent/guardian permission to leave school. When the student returns, he/she should have a statement from the doctor's office verifying the length of appointment.
3. **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), special medical appointment out of town, etc.) a special prearranged absence form will be furnished through the attendance secretary.
4. **Attendance and Extracurricular Activities:** Students are required to attend school the morning following any school activity 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 consent. Class cuts can also be earned for failure to report to the office after being sent there by school personnel, leaving class without a teacher's permission, abuse of pass usage, failure to leave after checking out, and failure to go to class upon return to school.

- 1st Truancy: 1 hour of detention for each hour the student missed school.
2nd Truancy: May be dropped from the course.

Students not enrolled in at least six hours of class each day may be dropped from the rolls and may not be allowed to return until the first day of the following semester. Building administrators are granted the right to make exceptions to the attendance regulations.

TARDIES

It is the student's responsibility to be on time for each class period. Students will avoid detention by remaining within the limitations of the school's tardiness policy. All detention time is required to be made up by the end of each grading period. Failure to do so will result in an incomplete grade for the course(s) in which detention is owed.

SCHOOL 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, throwing snowballs, vulgar and indecent behavior, insubordination and any other willful conduct** which materially and substantially disrupts the rights of other students to an education is prohibited. This includes bullying, harassment, and intimidation or threats through electronic (email) and Internet use. Any student committing such acts shall be subject to appropriate disciplinary action including probation, suspension, or expulsion.

Students have the responsibility to observe the same high standard of conduct described in this section of the handbook when they participate in all school functions/activities including out-of-town foreign exchange trips.

BULLYING

For the purposes of this policy:

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

- “Bullying” means:
 1. Conduct that occurs 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:
 - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;
 - c. Places the student in actual and reasonable fear of damage to property of the student; or
 - d. Substantially disrupts the orderly operation of the public school; or
 2. 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:
 - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;
 - c. Places the student in actual and reasonable fear of damage to property of the student; or
 - d. Substantially disrupts the orderly operation of the public school.
 3. “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.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

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

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

Reporting Procedures for Alleged Policy Violations

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

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

- **Reporting options for students and community members.** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. **Completing a written complaint form.** A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. **Complete and submit an online complaint form.** A complainant will have the option of including his/her name on the form or submitting it anonymously.
 3. **File an oral report.** A complainant will have the option of filing an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

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

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

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 schoolwork, 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 initially 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

Students will not be allowed to participate in 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 school year or twelve months for firearm violations.
The student is not to be on any school district property or at any school sponsored events during this suspension period.

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.

WEAPON POLICY (Policy 5355)

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

A student violating these rules shall be subject to suspension and expulsion. Such penalty shall be administered in accordance with 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 as of 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.

RESTRAINT AND SECLUSION

As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to himself/herself or to others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policy #5634. 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.

INSUBORDINATION, INSOLENT, AND FIGHTING

Insubordination is failure to follow obey reasonable requests by school personnel. Insolence is being haughty and contemptuous or vulgar in behavior or language. Fighting will not be tolerated. All three are cause for suspension and citation.

SEARCH

Students are subject to search upon a reasonable suspicion that the search will yield evidence of a violation of a school rule. Searches will include lockers, personal possessions and wherever students are parking and student vehicles on school district or leased property.

VANDALISM AND THEFT

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

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 Public Schools are guided by 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 personal property/personal effects, or when he/she 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, e-cigs 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, e-cigs, and white out.
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.

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 parent(s)/guardian(s) 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 medical, school, 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. Notification of proper authorities for prosecution.
6. Attendance of a chemical awareness class.
7. Sanctions pursuant to the rules of the North Dakota High School Activities Association Handbook.

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 9-12 shall participate in any music related 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 behavior, academic, or 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.

MEDICATION DURING SCHOOL HOURS

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

If consent has been given by a parent/guardian on the Yearly Information Health Record, the school nurse 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 each year.

A school nurse is available for a few hours each day. She is at Central High School from 8:00 am until 11:00 am. The nurse is available at Red River High School from noon until 4pm. I

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

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

MEDICAL CONDITIONS REQUIRING A HEALTH PLAN

A student with a medical condition (such as diabetes, seizure disorders, allergy requiring Epinephrine, heart conditions, etc) or requiring a medical procedure (such as catheterizing, tube feeding, suctioning, etc) must have a health care plan in place and signed by the health care provider 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.

GRAND FORKS PUBLIC SCHOOLS CONCUSSION PROCEDURE

Please see the Grand Forks Public Schools website at www.gfschools.org for more information on the Grand Forks Public Schools Concussion procedure.

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.

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.

CONDUCT AT EXTRACURRICULAR EVENTS & STUDENT ASSEMBLIES

Good sportsmanship is essential at all extracurricular activities. Students who choose to be disruptive at extracurricular events will be penalized as follows:

1st Violation:

- Two weeks or two events (whichever is greater) suspension from attending or participating in all after school events at home or away. This includes any NDHSAA sponsored events.

2nd Violation:

- Nine weeks or nine events (whichever is greater) suspension from attending or participating in all after school events at home or away.

3rd Violation:

- Eighteen weeks or eighteen events (whichever is greater) suspension from attending or participating in all after school events at home or away.

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

PERSONAL APPEARANCE

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

All students who participate in the commencement ceremony are expected to dress in an appropriate manner. The cap, gown, tassel, and shoes are all required. No other personal additions will be allowed other than school-issued stoles of honor without prior permission from administration.

STUDENT USE OF CELL PHONES 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. CD players, iPods, MP3 players, gaming devices, etc. are not allowed to be played in the building during the school day.

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

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

LASER POINTERS

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

18-YEAR OLD STUDENTS

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

POSTERS AND SIGNS

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

JUNIOR-SENIOR PROM

The Junior Prom is planned by the Junior Class Committee under the direction of the Activities Director. Chaperones will include faculty members, parent(s)/guardian(s), plus administrators, police, and security officers as deemed appropriate. Students must be younger than 21 years of age.

The Prom is for juniors and seniors. Guests of high school age and older may be invited by upperclassmen. All school regulations and party rules will be strictly enforced.

SCHOOL DANCES/PARTIES

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

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

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

LOCKERS

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

1. The school is not responsible for items taken from lockers.
2. The lockers are the property of the Grand Forks Schools and are subject to inspection/search by authorized school personnel.
3. Students are responsible for the locker assigned to them.
4. Money and valuables should not be left in lockers but should be checked into the office.
5. Report defective lockers to the office immediately so a new one may be assigned.
6. Combinations of locks must not be given to another person.
7. Lockers must be kept in proper order.
8. Report lost items to the Associate Principal's office.
9. Principals may inspect/search lockers in accordance with *Policy 5310*.

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, and copy machines.

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

Expectations and Use Requirements

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

- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Grand Forks Public School District does not allow the use of defamatory, inaccurate, abusive,

obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.

- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes no computer hacking, software piracy, copyright infringement and other illegal behaviors.

Privacy

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

Security

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

Internet Safety and Use of Filters

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

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

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

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the district technology staff.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly. Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act.
- Violence/violent behavior
- Illicit drugs/drug culture
- Gambling

- Alcohol/tobacco
- Excessive email/chat
- Materials harmful to minors
- Hacking

Electronic Mail and Internet Use

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

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

Vandalism

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

Sanctions

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

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

Legal Disclaimer

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

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result

in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Grand Forks Public Schools will not be held liable for the actions of users, which violate the conditions of this document.

GENERAL INFORMATION

EMERGENCY SCHOOL CLOSING

1. Announcements will be made on local radio and TV stations:
2. Parent(s)/guardian(s) may always exercise their right to keep students home or to pick them up early during stormy conditions.
3. Parent(s)/guardian(s) should be reassured that if an emergency situation should develop during the time school is in session, children will be cared for in school until the storm condition has abated.
4. If conditions are such that buses are sent home early, the radio and TV stations will make announcements of departure times.

EMERGENCY CRISIS PROCEDURES

The school will follow the procedures outlined in the school district's crisis manual. Parents are asked to listen to the media (radio/TV) for emergency information. Please do not contact the school directly in order to insure telephone lines are available for emergency communication.

SCHOOL BUS PASSENGER RULES

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

I. Waiting to get on the bus

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

II. While on the bus

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

III. Leaving the bus

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

IV. Extracurricular Trips

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

V. Bus Behavior

- A. Student's safety on buses is of utmost concern. Misbehavior on school buses may result in suspension, detention, or being dropped from school bus roster. All the students riding a bus will follow the following rules:
 1. Student will be required to show photo ID and bus pass.
 2. All students will be assigned to a specific bus at a specific time. No switching of buses will be allowed.

3. Special one-day passes need to be secured in advance to ride a different bus at different times. This will require parent and/or teacher permission cleared through the school office.
- B. Violations will be handled as follows:
1. First offense: warning
 2. Second offense: off the bus for 3 days
 3. Third offense: off the bus for the remainder of the semester

STUDENT PARKING AND CROSSWALK AREAS

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

LOST AND FOUND

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

VISITATION

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

The superintendent is authorized to establish such regulations as will:

1. Encourage visitors to observe schools, following procedures designed to emphasize school security,
2. Provide for appropriate hospitality for visitors,
3. Channel expressions of approval as well as constructive criticism, to the Board,
4. Ensure that such visits will enhance the effect of the educational program, rather than hinder it.

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

SCHOOL LUNCH PROGRAM

Each day the Child Nutrition Program opens for breakfast at 7:15 a.m. and lunch is served from 11:15 – 1:15 p.m. Several meal selections are available. Money may be deposited each morning in the Deli or on-line at **mylunchmoney.com**. On-line accounts need to be set up and deposits cost a small fee but they allow parents to monitor spending and provides email messages when the account is low. Meal assistance applications are available on the school website and at the school office. Questions can be answered by the Cook Manager at each school or at the Child Nutrition Office at 746-2436.

SCHOOL BOOKS

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

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.

IMMUNIZATION LAW

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 with 30 days of enrollment or be excluded from school or early childhood facility. Immunization requirements include vaccination against diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B, polio, and varicella. For the 2016-2017 school years, one dose of varicella (chickenpox) vaccine is required for students attending ninth through twelfth grade. If a student has a reliable history of chickenpox disease, the child is exempt

from the vaccine requirement. When there is danger of an epidemic or outbreak from any of the communicable diseases for which immunization is required, those students who are not adequately immunized, including those with exemption, will be excluded from school until the danger of the outbreak is over.

STUDENT ACTIVITIES

N. D. HIGH SCHOOL ACTIVITIES ASSOCIATION

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

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

STUDENT SUSPENSIONS & ACADEMIC ELIGIBILITY INTERPRETATIONS

Section IV of Article XIV of the North Dakota High School Activities Association (NDHSAA) policies states: 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 of Article XIV of the NDHSAA policies states: Thirty days or more of attendance or participation in interscholastic competition within any shorter period being sufficient to constitute enrollment in any semester. (2015)

Part IV - Junior High and Seventh and Eighth Grade By-laws

Section XI of Article III: Scholarship: Jr. High students must meet the same academic requirements as set forth for senior high school competition.

Section X of Article XIV of the NDHSAA policies states: A student shall have been in attendance at the school which the student represents for 180 school days upon transferring from another school unless the student's parents have become residents of the school district to which the student transferred or unless the school from which the student transferred does not offer work of the corresponding year in which the student is ranked, and there is no evidence of recruitment or undue influence. In the instance of a pupil transferring from a public high school to a private or parochial high, or vice versa, the student shall not be eligible to represent the new high school in varsity competition for 180 school days. Should a school district maintain more than one high school, residence shall be understood to refer to the territory assigned to a specific high school by the Board of Education, and any transfer by a student from one school to another within the school district without a corresponding change in parental residence shall result in a loss of eligibility in varsity competition for 180 school days.

Beginning with the Class of 2014, any transfer between Central and Red River without a corresponding change of residence by the parents will result in the student being ineligible for varsity competition for 180 school days.

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. 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 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.

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.

The use or possession of anabolic steroids prescribed or directed by a physician shall not be a violation of this section. NOTE: Administrators should remind students when suspended that they may not play on non-school teams while under suspension.

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 XII 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.

Student Conduct

Any student who engages in, admits to, or is convicted of an act that would be grounds for citation or arrest in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting and fishing violations) shall be subject to the previously listed sanctions

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.

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.

NDHSAA regulations and Grand Forks School Board Policy 5370 apply to all students who are affiliated with academic and athletic school-sponsored teams, clubs, and/or organizations.

RENAISSANCE PROGRAM

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

STUDENT COUNCIL

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

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

NATIONAL HONOR SOCIETY

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

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

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

PUBLICATIONS

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

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

OUT-OF-TOWN TRIPS

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

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

PARTICIPATION FEES

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

1. Students reporting for fall activities will pay the fees at the time of fall registration. Students reporting for activities that begin after the opening of school will pay the fee after they report for the activity. The coach/director of the activity will give the office a roster of the participants involved in the activity. The respective school office will be responsible for the collection of fees.
2. Students unable to pay the participation fee will not be denied the right to participate. The athletic director will make the decision in this area. The free/reduced hot lunch guidelines will be used as a reference.
3. In all activities, students will be expected to pay the fee prior to the start of practice.
4. No participation fees will be charged for statisticians, student managers, cheerleaders, dance groups, and trainers.
5. When injury or illness prevents continuation in a sport or activity, a refund will be made (providing the injury/illness is substantiated by a physician's statement) up until the time of the first scheduled contest or public appearance.
6. After the first contest, public appearance or after one-third of the season, no refunds will be made for any reason due to the fact that the benefits of the sport/activity will have accrued to the amount of the fee to the student.
7. Students who voluntarily drop out of the activity will forfeit their fees.

8. When an athlete in grades 7 and 8 makes a senior high varsity team, he/she must pay the senior high fee.
9. There is a \$60.00 participation fee per activity.
10. Club Sports are programs that are sponsored by private groups. The district does not fund or govern club sports; therefore, the fee is not included in the school participation fees.

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

ADDITIONAL SCHOOL BOARD POLICIES

TITLE IX POLICY AND GRIEVANCE PROCEDURES

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 below:

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 Office for Civil Rights of the United States Department of Health and Welfare, by sending said complaint to:

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

SEXUAL HARASSMENT

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 *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:

Personnel Officer /Title IX Coordinator or
Asst. Supt. /Title VI Coordinator and Section 504 Coordinator.
Grand Forks School District Phone: (701) 746-2200
P. O. Box 6000
Grand Forks, ND 58206-6000

Complaints can also be filed with the Office of Civil Rights at OCR.Chicago@ed.gov or 500 W Madison St, Suite 1475, Chicago, IL 60661-4544.

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

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, and 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 (September 2 or 3, 2014). 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 US Department of Education
400 Maryland Avenue, S.W. Washington, D.C. 20202-5901