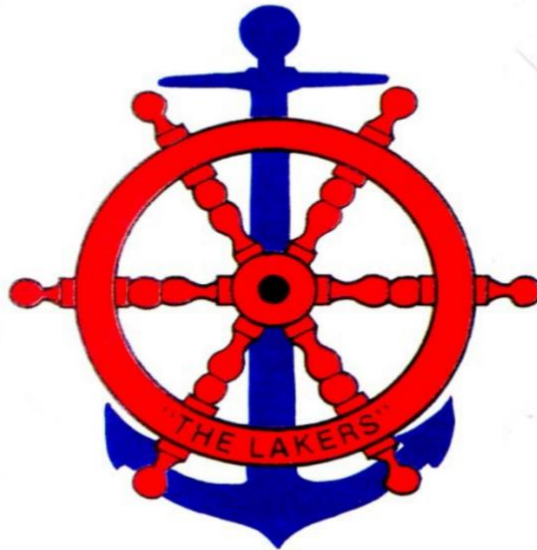


# STUDENT/PARENT HANDBOOK 2023 – 2024

“Instilling values and providing opportunities that  
empower learners for lifelong success”



DES LACS-BURLINGTON  
ELEMENTARY SCHOOL  
K-6  
BURLINGTON, ND

Christopher Bachmeier, SUPERINTENDENT  
Kayla Andersen, PRINCIPAL  
Josh Brown, ASSISTANT PRINCIPAL

<http://www.dbhs.united.k12.nd.us/>

## **Administration**

Kayla Andersen – Principal  
Josh Brown – Asst. Principal

## **Teachers**

### **Preschool**

Diana Kouba

### **Kindergarten**

Morgan Krahler  
Allison Roth  
Kayla Teske

### **1st Grade**

Mariah Armstrong  
Katelyn Dufner  
Erica Moen

### **2nd Grade**

Molly Frueh  
Brittany Hanenberg  
Emily Knutson

### **3rd Grade**

Ashley Burckhard  
Jade Feller  
Angela Froseth

### **4th Grade**

Brianna Hedges  
Brook Nelson  
Stephanie Skar

### **5th Grade**

Beth Duchsherer  
Bethany Haner  
Stephanie Mehlhoff

### **6th Grade**

Beth Bachmeier  
Sydnie Reiter  
Shawn Roedocker

## **Physical Education**

Aaron Kasper

## **Music**

Anthony Schreier

**School Counselor**

Kira Fischer

**Reading Intervention**

Susan Bosch

**Title/Art**

Nicole Opland

**Title**

Stephanie Drovdal

**Speech**

Jordyn Brown

Kelly Banister

**Resource Room**

McKenzie DeLorme

Anna Zietz

**Technology**

Mike Green

**Auxillary Staff**

**Office Staff**

Deb Grandy

Michelle Davy

**Paras**

Coni Albertson

Tammy Ball

Wanda Berger

McKenna Deardurff

Jackie Foster

Adrienne Grover

Shayla Huber

Mary Miller

Megan Schaefer

Deb Schwandt

Courtney Stiel

**Kitchen Staff**

Bobbie Nelson

Stacey Hanson

Colleen Estvold

**Janitors**

Lane Lee

Geri Erb

Jason Smith

Beth Flowers

**UNITED SCHOOL DISTRICT #7  
DES LACS-BURLINGTON HIGH SCHOOL  
2023-2024 CALENDAR**

Beginning June 16, 2023	PK-12 <sup>th</sup> Grade Registration Online.
August 1, 2023	First day of Girls' Golf
August 3, 2023	First Day of HS football practice
August 14, 2023	First Day of Cross Country
August 14, 2023	First Day of HS VB Practice
August 14, 2023	Pk-6 <sup>th</sup> Open House @ Burlington 5:30-7:00 Last names A-M 5:30-6:15; Letters N-Z 6:15-7:00
August 15, 2023	7 <sup>th</sup> -12 <sup>th</sup> Grade Open House @ DL 5:30 p.m. Important for 7 <sup>th</sup> grade and new students
August 14 & 15, 2023	Teacher In-service
August 16, 2023	First Day of School
September 4, 2023	No School-Labor Day
September 29, 2023	No School-Professional Development Day
October 11, 2023	No School- Professional Development Day
October 19 & 20, 2023	No School- NDU Convention
October 16, 2023	Parent-Teacher Conferences: 4:00-6:00 p.m.
October 17, 2023	Parent-Teacher Conferences: 4:00-7:00 p.m.
November 10, 2023	No School-Veteran's Day
November 14 & 15, 2023	Parent-Teacher Conferences in DL: 4:00-6:30 p.m.
November 23 & 24, 2023	No School- Thanksgiving Vacation
December 22, 2023	Christmas Vacation Begins
January 3, 2024	School Resumes
January 15, 2024	No School- MLK Day
February 16, 2024	No School- State Wrestling
February 19, 2024	No School-Professional Development Day
March 13,14 & 15, 2024	No School-Spring Break
March 29-April 1, 2024	No School- Easter Break
April 12, 2024	No School- Professional Development Day
May 16, 2024	Last Day of School
May 19, 2024	Graduation Ceremony 2:00 p.m.

Quarter grading periods will end as follows:

1 <sup>st</sup> Nine Weeks	October 13	40 Days
2 <sup>nd</sup> Nine Weeks	December 21	44 Days
3 <sup>rd</sup> Nine Weeks	March 12	47 Days
4 <sup>th</sup> Nine Weeks	May 16	41 Days

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## Administrative Rights

This handbook is intended to be a helpful resource for parents and students. Please understand this handbook does not contain all policies or procedures adopted by the School Board and Administration. Adopted policies, regulations, and exhibits may be reviewed by contacting a District administrator. In the best interest of the school setting, the principal has the authority to exercise judgment in determining an appropriate consequence for student actions.

## Educational Philosophy

The administration, teachers, and the school board believe education should provide an environment which will enable you to acquire information, skills, knowledge, worthy ideals and attitudes, appreciation, and understanding which are conducive to successful and fruitful living in a changing world. We believe a quality education from United Public School District #7 will allow students to:

1. Communicate effectively and comprehend oral and written language.
2. Acquire the knowledge and practices to develop positive life-skills for future success.
3. Have the ability to effectively solve problems.
4. Utilize analytical skills while effectively using technology.
5. Develop as well-rounded, creative thinkers through varied opportunities.
6. Be prepared to live an active and healthy lifestyle.

## VISION/MISSION/BELIEFS

# Des Lacs Burlington Elementary

**OUR VISION:** Students will have success for today and be prepared for tomorrow.

**OUR MISSION:** Instilling values and providing opportunities that empower learners for lifelong success.

**OUR BELIEFS:** As a district, we value respect, responsibility, honesty, accountability, teamwork, and empathy.



## Education of Special Education/Disabled Students

The District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individuals with Disabilities Education Act and North Dakota law. In addition, the District complies with Section 504 requirements. For the purpose of compliance with state and federal laws concerning special education/disabled students and providing this assurance, the District is a member of the Souris Valley Special Education Unit and subscribes to its policies and procedures. These policies and procedures include those required to comply with IDEA and Section 504, such as but not limited to child find and procedural safeguards.

### Section 504 Dispute Resolution

For purposes of identification, evaluation or educational placement of a child under Section 504, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with the Souris Valley Special Education Unit. Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure (AAC-BR) or through state or federal law.

## SCHOOL REQUIREMENTS/RECOMMENDATIONS

### **ADMITTANCE TO SCHOOL**

A birth certificate is requested of all students entering the elementary school. State law requires that a child be five years of age on or before July 31<sup>st</sup> of the year that he/she begins kindergarten.

### **IMMUNIZATION**

***It is required by law that students be immunized with limited exceptions.*** Under section 23-07-17.1 NDCC, no child will be admitted to school without proper forms on file in the school. If there are no forms and an epidemic breaks out in school, the parent will be contacted and the child will need to go home. We require verification of immunizations and will accept statements from a physician or health authority. Please check with the school office personnel or county health services if you are unsure of the minimal requirements. The District's Exhibit ACBB-E2 provides further information.

### **MATERIALS AND SCHOOL SUPPLIES**

The Des Lacs Burlington Elementary School has purchased all necessary school supplies for the school year. Each child will be charged a \$40.00 fee to help cover the cost of the supplies. Students will need to have a backpack and a pair of gym shoes, which will only be worn inside.

### **BREAKFAST & LUNCH PROGRAM**

#### BREAKFAST

Students, Grades PK-12	(\$1.75/day)
Adults	(\$2.50/day)

#### LUNCH

Students, Grades PK-6	(\$2.15/day)
Students, Grades 7-12	(\$2.25/day)
Ala Carte, Grades 3-12	(\$1.00/day)
Student Guest K-6	(Same as student lunch charge)
Adults	(\$3.15/day)
Adult Guest	(\$3.15/day)

**NO pop or candy at lunch..... NO Fast Food/Restaurant meals can be brought in for lunch, unless arrangements have been made prior to that day.**



### **Meal Charging Procedure:**

**Payment Options:** Parents are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. District payment options for student meal accounts include in person, online payment, automatic payment, etc.

**Charging Procedure:** In the event a student does not have sufficient funds, the District shall allow the student to charge up to 10 reimbursable meals, the cost of which must be deducted from the student's meal account. After the student has exceeded the number of allowable reimbursable meal charges, the District shall discreetly provide the student with an alternate meal, the cost of which shall also be deducted from the student's meal account. "Alternate meal" means any meal that is different from the day's advertised reimbursable meal, e.g., a peanut butter or cheese sandwich, plus milk. The cost of this meal may not come from the food service account. The charge for an alternate meal shall be \$.75.

A student with a negative meal balance is prohibited from charging a la carte or extra items (e.g., a second milk or additional entrée.)

**Payment Reminders:** Whenever a student incurs a charge or the District serves the student an alternate meal, district personnel shall notify the parents of the student by letter, phone, text, etc. If a pattern of charging continues, administration shall attempt to contact the student's parent and encourage the parent to complete a free or reduced meal application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

**Unpaid Meal Charges:** Parents are expected to pay all charges within 30 days. If they fail to do so, the District may rollover debt or refer the debt to collections. The District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

**Balance:** Funds in the student's meal account may be carried over to the next school year. A written request must be submitted to the district office for a refund of monies remaining in a student's meal account. A student who is graduating shall be given the option to transfer meal funds to a sibling's account.

### **SCHOOL HOURS**

School starts at 8:45 AM and dismisses at 3:35 PM with doors opening at 7:40 AM.

### **SCHOOL VISITORS**

Visitors must check in at the office upon arrival. Should a child forget something at home and parents must bring it to school, please leave the item at the office and it will be delivered to the student.

If you wish to visit with your child's teacher, please call the office and we will advise you of such times or will get a message to the teacher during these break times.

### **PATRIOTIC EXERCISES**

We believe that the students at our elementary school should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. Further, it is felt that the salute to the flag and the daily Pledge of Allegiance help students learn these principles. In all classrooms in grades PreK-6 at the beginning of the school day the Pledge of Allegiance to the Flag of the United States of America will be recited.

No student may be required to recite the pledge of allegiance, stand during the recitation, or salute the American flag. However, all students not participating in the pledge are expected to remain quiet and respectful while the other students participate.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

It is important that our records be up-to-date and accurate. An emergency could necessitate an immediate call to home. Please notify the school promptly in case of a change of address or telephone number.

### **BICYCLES**

Students are allowed to ride their bicycles to school. Bicycles are never ridden on the school grounds during the school day. They are parked and left alone until dismissal time.

### **CHURCH NIGHT**

Wednesday has been set aside as "Church Night". The school will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunity for the churches to carry on their affairs without conflict with school activities.

### **SAFETY DRILLS**

When the fire alarm sounds each room will immediately be vacated. Windows and doors will be closed, and lights turned off upon leaving. When students leave the building, they should follow practiced school procedures. The teacher in charge of each class will see that students reenter the building upon an all-clear signal.

When the tornado alarm sounds (a pulsating siren), each room will be immediately vacated. The students will crouch on the floor facing the hallway wall, bring their knees up to their face and protect their head with their hands. The teacher will be responsible for assisting their students.

In the event of a crisis or other emergencies, teachers will lock the doors and no student or adult will leave the room until it has been resolved.

### **CLOSING OF SCHOOL**

Announcements will be on our school website, all Minot radio and television stations and through the all call system.

### **LOST AND FOUND**

Lost and found is located next to the library. Students finding lost articles or losing personal belongings should report it to their teacher or the office immediately. Children should have their initials on all articles such as boots, mittens, coats, etc.

### **PARTIES**

Fall Festival, Christmas, and Valentine's Day are celebrated with school parties in the afternoon. Each classroom will make a decision as to whether they want a Christmas gift exchange or plan an alternative. A Fall Festival will be held in lieu of Halloween. Costumes will be allowed at the discretion of the teacher. The classroom teacher will inform parents on how their class will celebrate.

#### **Costume guidelines:**

1. Costumes are to be worn during the party only.
2. Choose "kid friendly" costumes that do not depict violence (no blood), violent characters or have weapons.
3. Choose a costume that does not promote the use of illegal substances or activities or is derogatory or disrespectful.
4. Teachers may take away any accessory that is used improperly or is considered inappropriate for school.
5. School rules regarding the dress code will be followed.

### **STUDENT ITEMS**

Students may wish to bring items to school to share with their class. If so, students need permission from their teacher before they bring items to school.

Any food items must be store bought. There are an increasing number of children in our schools who have food allergies. Some food allergies can be life threatening. We want to team with parents to limit the possibilities for children being made ill from food brought into classrooms. With severity of these food allergies, we will not allow homemade treats in our classrooms. Store bought items with labels of ingredients will only be allowed. **NO peanut butter or nuts ingredients are allowed.**

### **PRIVATE PARTIES**

It is preferred that party invitations are not handed out at school. If you do not have phone numbers or addresses of students, invitations may be given to your child's teacher for them to disperse. Student addresses and phone numbers cannot be given out by the school. Transportation from school to a private party is the responsibility of the parent. Students attending private parties will not be allowed to ride the bus.

### **ANIMALS**

The United Public School District #7 School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines have been adopted for use in this district:

1. The bringing of animals into the classroom must not violate city, state, or federal ordinances.
2. The only animals in the classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. The parent will be responsible to ensure that all animals are in good physical condition and that the animal is adequately vaccinated. Written proof of vaccination against transmitted diseases **MUST** be provided to the office upon arrival at school. Proof of current rabies vaccinations is required for all animals that need them. **NO** animal will be allowed prior to the first rabies shot at 12 weeks.

4. The classroom teacher AND THE OFFICE **must be contacted a week** prior to bringing animals to the classroom.
5. Special consideration should be given to the effect of furred and feathered animals on allergic children before bringing the animals into the classroom.
6. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animals in an appropriate cage or container.
7. No animals are to be allowed to run freely in the classrooms, food areas, or activity area.
8. All fecal material must be cleaned from the cage of any mammal or rodent as needed, or at least once a week, and an appropriate sanitizer shall be used. The handling of fecal material shall be done in a sanitary manner (gloves when cleaning cages, etc.). Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health.
9. No poisonous animals shall be brought into the school.

It will be the responsibility of the teacher to provide for a plan of care for classroom-housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. There should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animals.

No animal shall be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. Many different diseases and afflictions may be transmitted by animal hair, dander, bites and fecal material. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well-being of the individual students in that particular classroom.

The principal shall be advised on any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied based on these considerations:

1. The purpose for the animal's presence.
2. The ability of the teacher to control the animal.
3. The past practice in the classroom.

## **ATTENDANCE & ABSENCE POLICY**

The District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board has established the following attendance policy. School Policy letter will be sent after 7 days absent.

### Definitions

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

*Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator. Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the principal or Superintendent.

*Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy. Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

### Documentation Requirements

School administration may require documentation to verify an excused absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

### Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

### Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences.

Students shall be subject to academic sanctions due to unexcused absences. Accumulated absences in excess of 10 may result in academic consequences. Attendance shall be a factor used in computing students' grades. Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations.

### Reporting Absentees

Parents are expected to call the school by 9:00 AM advising the school of their child's absence that day. If the parent does not call, the school will make attempts to contact the parent. Only students who have been called in absent in accordance with the above provisions will be marked as excused. Students have one day to make up work missed for each day absent for non-school reasons.

If students are aware in advance that they will be absent, it is expected that parents will contact their child's teacher and the office prior to the absence. The teacher will assign the missed work and the student will be responsible to make up the missing assignments at the discretion of the classroom teacher and principal. Students are allowed one day per day of absence to make up work.

Students must arrive at school by 12:00 PM and be in school the remainder of the day to participate in activities that evening such as sports competition or concerts, unless they have received prior approval from administration.

## **SCHOOL HEALTH SERVICES**

### **SCHOOL HEALTH SERVICES**

School health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen with our society. The eCARE eSchool program assists United #7 School District in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better", professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve these needs.

**For more information about school health services, call the Burlington Elementary School District at 701-839-7135 or the Avera eCARE School Health office at 605-606-0550.**

### **MEDICATIONS**

Office personnel may not dispense or administer medicine to a student except upon the written request of a parent. Any medicine that is requested by a parent to be administered at school may be given using the following procedure:

1. The medication brought to school must be promptly delivered to the office and never left in school bags or lockers.
2. The medication sent or brought to the school must be accompanied by a signed request form from the parent for its dispensation.
3. Prescription medication shall be in the original container properly labeled with the student's name, physician's name, and dosage to be administered.
4. The medication shall be kept in a secure location. A person designated by the principal will dispense and monitor consumption of all medications.
5. A record shall be kept of the administration of the medication, noting date, time of administration, and initials.

## **ILLNESS**

In all cases of disease being treated by a doctor, we will rely upon the judgment of the doctor as to when the child may be back in school. No child should be sent to school with fever, sore throat, stomachaches, nausea, or skin rash. If your child comes to school with any of these ailments or develops them during the school day, you will be notified about their condition and may be asked to come and get them. When a child vomits, the child must be picked up as soon as possible. The school is not equipped to keep these children for long periods of time. Please be prepared for these emergencies. Further information is located in the District's ACBB-E2 exhibit.

### **Rules of Thumb**

- Temperature – Fever is usually a sign of infection. Children should be kept home if their temperature is 100 degrees or higher. Children should not return to school until free of fever for 24 hours without fever reducing medications.
- Vomiting/Diarrhea – Keep children home if they are vomiting or have diarrhea.
  - With Diarrhea – Children should be kept home for 24 hours after the last episode of diarrhea.
  - With Vomiting – Children should be kept home for 12 hours after last episode of vomiting.
- Whooping cough – 2 days after cough has disappeared and child has been examined by a physician
- Chicken pox – 7 days out of school
- Mumps – Isolation until swelling disappears.
- Pediculosis (head lice) – Parent of students will be notified immediately if their child is found with nits (the eggs of the head lice) in their hair. A head lice treatment product is recommended for use.
- Pink eye – Parents will be notified when it is suspected that a child has pink eye. The child should not return to school until he/she has been seen by a doctor and medicated for 24 hours.

## **ACCIDENTS**

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedures.

In the event of serious injury to a student, the family or guardian shall be notified as soon as possible. They can decide which physician will treat their child and whether to pick up the child at the school or meet the child at one of the Minot medical facilities. At the parent's request or in case of an emergency, the school may provide personnel and transportation to the hospital. If the parent cannot be reached and if the accident is serious, the student shall be transported to the Minot hospital emergency room by school personnel or ambulance.

The district's policy and regulations on concussion management must supersede any district emergency response when the concussion management policy and regulation are applicable.

## **ACCOMMODATING STUDENTS WITH ALLERGIES AND SPECIAL DIETARY NEEDS**

Students with medically documented life-threatening allergies are considered disabled and are covered by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. A clearly defined 504 Accommodation Plan will be developed and implemented for all such identified students. Appropriate staff, the parent/guardian of the student, and the student's physician shall sign these plans. Relevant staff shall be made aware of 504 plans, the measures needed to implement them, methods to reduce risk of exposure, and emergency response procedures in the event of exposure.

## **INSURANCE**

Students will not be covered under a group accident fund. The United Public School District #7 does not carry hospitalization or accident benefit fund coverage for any of the students enrolled and does not assume any financial responsibility directly or indirectly connected with the school. Any bill encountered from athletics or school injury will be the responsibility of the parents.

## **CONCUSSION POLICY**

The District must comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations are included in this Handbook.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

### **Definitions**

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
  - a. Is not part of the district’s curricular or extracurricular program;
  - b. Is established by a sponsor to serve in the absence of a district program;
  - c. Receives district support in multiple ways (i.e., not school facility use alone);
  - d. Requires participating students to regularly practice or train and compete.
  - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred, and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district’s extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

#### Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student’s safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

#### Return to Play

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student’s educational record. This documentation must be retained for seven years after the student’s enrollment or six years after a student turns 18, whichever is later.

### **Administrative Regulation concerning Concussion Management Program**

*NOTE: Items designated with a \* are from a National Federation of State High School Associations document entitled “Concussion in Sports: What You Need to Know” written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: [www.nfhslearn.com](http://www.nfhslearn.com).*

#### Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported

1. Removal

- a. An official district designee with direct responsibility for a student athlete during practice, training, or competition shall remove a student from practice, training, or competition if the student:
  - i. Reports any sign or symptom of a concussion; or
  - ii. Exhibits any sign or symptom of a concussion
- b. High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.
- c. A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal-from-play authority if s/he determines, after observing the student, that the student may have a concussion.
- d. If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student’s safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

2. When to Call for Emergency Assistance\*

A district employee, sports authority (e.g., coach, assistant coach, trainer, referee), or designee must call 911 for emergency medical assistance if an athlete exhibits:

- a. Unequal pupils;
- b. Bleeding or fluid leakage from the nose or ears;
- c. Signs or symptoms of a fractured skull and/or spine;
- d. Changes in level of consciousness for more than a few seconds;
- e. Deteriorating neurological function or changes in mental status (lethargic, confused, agitated, difficulty maintaining focus);
- f. Decreasing or irregular respiration;
- g. Persistent vomiting; or
- h. Seizure activity.

3. Transportation when Emergency Assistance is NOT Activated

A student with a suspected head injury may not be sent home or allowed to drive. A student removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

4. Examination

A student removed from practice, training, or competition must be examined as soon as practical by a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions, as determined by the provider's licensing board.

5. Return-to-Play Requirements

A student who is removed from play in accordance with this procedure may not be allowed to return to practice, training, or competition until the student or the student's parent obtains written authorization from a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board. This written authorization must be given to the Athletic Director and retained in accordance with policy.

Training

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority must receive training regarding the nature and risk of concussions. The Athletic Director shall determine the method most suitable for carrying out this training requirement and place in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District must require the student and the student's parent to submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school district.

## **STUDENT ACADEMICS**

### **CONFERENCES (PARENT-TEACHER)**

At least one scheduled Parent/Teacher Conference will be scheduled during the school year. We recommend that you visit with your child's teacher(s) whenever you have a question or concern about their progress or school experience. The best time to speak with teachers is between 8:00am-8:30am, 3:40pm-4:00pm, or during a teacher prep time. Please contact the teacher ahead of time to make arrangements.

### **STUDENT EDUCATION RECORDS**

All academic and personal records directly relating to individual students and maintained by the District are safeguarded to ensure information is appropriately protected and used to serve the best interests of students. The District safeguards the information in accordance with its Student Education Records and Privacy Policy (FGA), disclosing personally identifiable information only when allowed by that policy and otherwise upon written consent by the parent/guardian or eligible student (one who has reached age 18). Additionally, parents/guardians and eligible students have the right to inspect and review educational records, as well as request amendment to any portion of the educational record believed to be inaccurate, misleading, or in violation of the student's right to privacy. The procedures for review and requesting amendment are found in the Board's regulation on Student Education Records Access & Amendment Procedure (FGA-BR1). Parents/guardians and eligible students are encouraged to review the policy and regulation, and/or a summary of the same found in the District's Notification of Rights under FERPA (FGA-E2), which can be found on the District's website.

### **HOMESCHOOLED STUDENTS**

Homeschooled students are eligible to transfer into the District schools and/or participate in individual district classes and/or extracurricular activities on the same basis as students already enrolled. Homeschooled students transferring into district schools will be required to produce documentation containing a list of courses taken, grades earned, and the results of standardized achievement tests unless the student is exempt from such testing under law. Placement will be determined in accordance with district placement standards. Students without records or whose records do not indicate proper placement shall be subject to placement testing. Students believed to have a disability impairing learning shall be tested and placed in accordance with law and applicable policy.



## **Grade Scale**

The issuance of student grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student and parents of his/her progress toward specific goals, and to provide a basis for bringing about changes in student performance if such change seems necessary. Report cards will be issued every nine weeks of the school year with progress reports going home at the midpoint of each nine-week period.

<b>A+</b> 100%	<b>A</b> 99-95	<b>A-</b> 94
<b>B+</b> 93	<b>B</b> 92-88	<b>B-</b> 87
<b>C+</b> 86	<b>C</b> 85-78	
<b>D+</b> 77	<b>D</b> 76-71	<b>D-</b> 70
<b>F</b> 69 and below		

## **REPORT CARDS**

Report cards are issued every nine weeks. Other reports and communications will be sent as needed.

## **ASSESSMENTS**

The elementary school participates in statewide achievement and ability testing during the school year. The North Dakota State Assessment will be administered to grades 3-6 as mandated by the state. The STAR test will be administered periodically throughout the year to grades K-6.

## **RETENTION POLICY**

Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff. At every grade level there are differences among students in their intellectual and personal development and individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established in the District's Grade Promotion, Retention, & Acceleration policy (GCAA) and in accordance with the promotion and retention procedures (GCAA-AR).

## **TEXTBOOKS**

Textbooks and planners lost or not returned are to be paid for at the replacement rate. Damage to books caused by negligence or vandalism will be paid for, at replacement rate.

## **LIBRARY**

The Burlington-Des Lacs Elementary School has an excellent library. The library books are there for the students to check out and use, but the privilege must not be abused. The following basic rules apply:

1. The book becomes the student's responsibility when he/she checks out the book. The book is checked out for a 2 week period and can be renewed for another 2 weeks.
2. A 5¢/day fine (Mon.-Fri.) is imposed the day after the book is due. The fine will not go higher than \$5.00 per book.
3. If a book is lost or damaged, the student will need to pay the replacement cost of the book.
4. If a student has an overdue book or owes for a lost book, he/she will not be allowed to check out a book until the record is cleared.

## **BOOKMOBILE**

Students in certain grade levels have access to the Ward County Bookmobile, which provides the opportunity for securing books that may be taken home. Children are encouraged to use this source of recreational reading and time will be provided for them to visit the bookmobile twice a month. The bookmobile maintains a schedule during the summer months as well as during the school year.

## **BAND**

Band is available for fifth and sixth grade students. Woodwind, brass, and percussion instruments are acceptable as band instruments. The school owns very few instruments; therefore, most students must furnish their own. Rental agreements are available through local music stores.

Students will be charged a fee for school-owned instruments to cover maintenance for the year. This includes use of all percussion and wind equipment. Any repairs that must be made during the time of use by a student will be the financial responsibility of the student. The school is not responsible for lost or stolen instruments. Participation in performances is required to acquire a grade in band.

## **PHYSICAL EDUCATION**

No special clothing is required; however, each child must have a pair of tennis shoes to be kept at school at all times for indoor physical education. All children will be expected to participate in Phy Ed. unless accompanied by a doctor's order. If a note is sent requesting the child not to participate in Phy Ed., the child will still attend with limited participation.

## **RECESS**

Physical activity is an important part of a child's day. All children will be required to go outside during their recesses unless accompanied by a doctor's note or required by a teacher. The principal will be responsible for taking the daily weather into consideration when sending children outside. If the temperature or windchill is below -10, children will have recess indoors.

## **COUNSELOR**

The school counselor's role is to work alongside teacher and parents to help students develop socially and emotionally and help remove any barriers students have to learn. The counselor will provide classroom lessons teaching social skills, how to manage strong feelings, empathy, etc. The counselor will also provide small group counseling, short-term individual counseling and provide community resource referrals. Students may request to see the school counselor or be referred by a parent or school staff member.

## **TITLE AND INTERVENTION**

Title and intervention services are offered to students who need extra academic assistance based upon district assessment and classroom observation by the teacher. Parents will be notified if their child qualifies for these services. These services are offered when students need assistance so students may not qualify year-round, students are released based on student growth.

## **CURRICULUM**

Curriculum is chosen based upon state standards, student need, and district-wide assessment results. Curriculum is reviewed every five years to ensure all these qualifications are being met. If qualifications are not being met a team is put together to determine what is best for the district.

## **STUDY TIME**

Study Time will be held for grades 4-6 before school starts each morning. It will be an opportunity for students to work on homework or receive extra help from a teacher. Each Wednesday a low-grade report will be run for students in grades 4-6. Students who have an F in a class will be assigned to Study Time each morning from Thursday through Tuesday. Eligibility will be rechecked the following Wednesday. Students missing assignments will also be required to attend Study Time to complete missing assignments. Students are to report to Study Time as soon as they arrive at school.

## **CHEATING**

1. Any student found cheating in a classroom will receive a zero for whatever daily work or test he or she was cheating on in the given class, a detention will also be served. This includes the student providing the answers.
2. If the student is participating in any extra-curricular activities, he or she will be ineligible to participate in any activities the day the incident occurred.
3. The parents/guardians will be notified by phone.
4. If a second incident of cheating occurs in the school year, the student will receive two (2) days out-of-school suspension.

## **STUDENT EXPECTATIONS**

### **FACULTY AND STAFF AUTHORITY**

Every administrator, teacher, counselor, and school employee have disciplinary authority over all students at all times while the students are on school property or at school sponsored activities and events. In addition, coaches, bus drivers, food service workers, custodians, aides, secretaries and all other school employees have full authority over students in their domain.

### **LUNCHROOM BEHAVIOR**

Every student is expected to follow these guidelines:

1. Practice good manners and socialize quietly.
2. Leave the table and surrounding area clean and orderly.
3. Return trays and utensils to wash area.
4. Put trash in proper containers.

### **PLAYGROUND BEHAVIOR**

1. No baseballs or softballs allowed on the playground.
2. No playing tag on the playground equipment.

3. Students will play in the playground areas only and will remain within the supervisor's vision at all times. Areas that are off limits include the front lawn, parking lot and road.
4. Students are not allowed to play with any equipment while walking to and from recess.
5. No cell phones, electronic or battery-operated toys and devices are allowed.
6. No toys, games, books, etc., are allowed on the playground during recess.
7. No food, gum, candy or beverages are allowed on the playground during recess.
8. Students cannot reenter the school building without permission from the playground supervisor.
9. Students MUST wear appropriate clothing for cold weather. Grades K-6 are to wear a coat, hat, gloves or mittens, snow pants and boots. All students are required to go outside at recess.
10. Balls will be provided for recess. Students are not to bring balls from home.

### **BUS BEHAVIOR**

Bus transportation is a privilege governed by the Board of Education. It is necessary to obey the rules set down to ensure safe transportation.

#### **1. Prior to loading (on the road and at school):**

- Be on time at the designated school bus stops. Keep on schedule.
- Stay off the road at all times while waiting for the bus.
- Be careful when approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- Students will remain standing until the bus has come to a complete stop, at which time they shall enter the bus and go in a quiet and orderly manner to a seat.
- No damage to any property while waiting to load the bus.
- Students shall wait at bus stops, designated by the school, in an orderly fashion.
- No running between buses to parked vehicles.

#### **2. While on the bus:**

- The bus driver has the same authority as a teacher.
- Everyone is to remain seated until the bus has come to a complete stop.
- The bus driver will not permit a student to enter or leave the bus at any other point but the bus stop without special written permission.
- Students who are not regular bus riders must have permission to accompany a bus rider to his or her home.
- All students should dress according to the season. During cold weather, winter clothing, including boots, must be worn.
- Keep hands and head inside the bus at all times after entering the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing are unnecessary. It diverts the driver's attention and may result in a serious accident.
- Treat bus equipment, as you would furniture in your own home. Damage to seat, etc., must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Help to look after the safety and comfort of small children.
- Do not throw anything out of the bus windows.
- Keep books, packages, coats, and all other objects out of the aisles.
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow students and the bus driver.
- There must be absolute quiet when approaching a railroad crossing- stop.
- In case of a road emergency, students are to remain in the bus.
- The playing of electronic devices will not be allowed on buses without headphones or driver's approval.
- Use of tobacco, drugs, alcohol, is prohibited.
- Scuffling, fighting, obscene language or gestures are forbidden on the bus.
- Use of bean-shooters, water pistols, and cap guns or like objects are forbidden on the bus.
- Animals, firearms, explosives or anything of a dangerous or objectionable nature are forbidden on the bus.
- Threat of physical harm to other students or driver is forbidden.

#### **3. After leaving the bus:**

- Cross the road when necessary, after getting off the bus (at least two feet in front of the bus) but only after looking to be sure that no traffic is coming from either direction.

- Help to look after the safety and comfort of small children.
- The driver will not discharge riders at places other than the regular bus stops at the home or at the school unless by proper authorization from the parents or school officials.

Any misconduct will be reported to the principal. A student will be denied the privilege of riding the bus if displayed behavior is deemed potentially dangerous to the safe operation of the bus. Following the warning to the student, the parents will be notified by the driver or supervisor of any misconduct on the bus.

The United School Board believes that riding the school bus is a privilege. Therefore, every bus rider shall abide by the rules, as set by policy, or be deprived of the privilege of riding the school bus.

### **LEAVING SCHOOL GROUNDS**

No student will be permitted to leave the building under any circumstances unless he/she receives permission from the principal. To do so under any other conditions would constitute skipping school or truancy, and law enforcement may be called. No credit will be given for missed work. This begins at 8:00 AM or after a student is dropped off on school property.

### **DRESS AND APPEARANCE**

The District encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

#### **Prohibitions:**

The District prohibits the following articles of clothing or decoration at school-sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco, alcohol, or other drugs.

While the school administration may require students participating in physical education classes to wear certain apparel which meets reasonable health and safety standards as established by the Board, they may not prescribe a specific brand that students must buy.

The following are guidelines for dress at Des Lacs-Burlington Elementary:

1. No bare midriff shirts or blouses that leave excessive skin exposed (includes practice apparel for team and individual sports).
2. No clothing which is in poor taste and/or too revealing.
3. Shirt tops must hang below the beltline at all times.
4. No see through or mesh garments may be worn which expose skin or undergarments.
5. No exposed or visible underwear/undergarments.
6. No clothing with sexual, alcohol, tobacco, or drug references, or clothing that offends others and substantially disrupts the school environment.
7. Length of shorts and skirts should be close to the student's fingertips when their arms are extended at their sides.
8. Extraneous items/accessories such as spikes, chains, heavy metal objects are not permitted.
9. No open toed shoes during inclement weather or slippers (as judged by bus drivers, coaches, and administration).
10. No blankets will be allowed in classrooms.
11. All pants should be worn at the hips.
12. Hair must be kept neat, clean, and tidy.
13. No coats may be worn during class.
14. No hats, caps, bandanas, or sunglasses
15. No clothes that are excessively worn, torn, or soiled.
16. No headphones or ear buds in hallways and in classrooms (without teacher/administrator approval).

NOTE: Any other apparel which the staff determines to be unacceptable according to community standards is not allowed. Exceptions to the dress code include Homecoming, Awards Banquets, Coronation, and "Dress up days". Students who violate dress code will be asked to change clothes or may be sent home. Students may be required to serve detention for repeated dress code violations.

## **LOCKERS AND BACKPACKS**

Backpacks/bags shall be stored in lockers or locker rooms and not carried throughout the school day. Backpacks and bags are not allowed in the classroom or any corridor throughout the school day.

### **Searches of Lockers, Students, & Student's Personal Possessions**

- *Personal possessions* include, but are not limited to, a student's vehicle, purse, backpack, bookbag, package(s), and clothing.
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

The District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers.

Lockers may be subject to suspicionless searches, inspections for purposes such as routine maintenance, or searches where there is reasonable suspicion that locker(s) contains object(s)/ and/or substances in violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff.

Search Procedure: When a locker is subject to a search, the principal or Superintendent should be accompanied by at least one other school staff member.

Students' personal possessions stored in lockers shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of District policy, the law, and/or the violation may be detrimental to the health, safety, or welfare of enrolled students or staff. Administrators shall make a reasonable attempt to have the student present during searches of personal possessions contained in lockers unless an emergency situation warrants an immediate search, or the presence of the student would be inappropriate under the circumstances.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

Use of Trained Dogs & Involvement of Law Enforcement: Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects and/or substances that are illegal or violate school policy, the principal or Superintendent shall search the locker in accordance with the search procedure above. The building principal or Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student's locker that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student's locker.

Students/Personal Possessions: A search of a student or a student's personal possessions shall only be undertaken when there is a reasonable suspicion that the student is concealing an object(s) and/or substance(s) in violation of District policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of District students or staff. The building principal or Superintendent must authorize all searches.

When the principal or Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal possessions belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness. Students may be asked to empty their pockets; however, strip searches shall not be conducted. The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

**Searches of Vehicles:** The principal or Superintendent, with a witness present, shall conduct searches of a student vehicle if the vehicle is parked on school property and if reasonable suspicion exists. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation warrants an immediate search. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

**Involvement of Law Enforcement:** The principal or Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student's personal possessions that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student's personal possessions.

**Violations:** Personal possessions in violation of District policy, rules, the law, and/or that may be detrimental to the health, safety, or welfare of district students will be confiscated until further directed by the Superintendent or law enforcement. Illegal substances found during a search of a student's personal possessions will be turned over to law enforcement authorities. Students in violation of this policy, or any federal/state law, may be subject to disciplinary action in accordance with the Student Conduct and Discipline policy (FF) as determined by the Superintendent or designee, and when appropriate, be referred to law enforcement.

**Reporting Requirements:** The administrator who authorized the search of a student or a student's personal possessions shall notify the Superintendent whenever a search has been conducted and shall complete a search and seizure report form to be retained in the suspected student's educational record.

### **VALUABLES**

Please refrain from sending money to school unless absolutely necessary. Students should not leave money in their coat pockets, desks, or lockers. If it is necessary to send a personal check to school in payment of lunch fees, etc., make checks payable to United Public #7.

### **TELEPHONE**

The school telephone is intended to meet the necessary needs of the school. Therefore, the guidelines for telephone use will include the following:

1. Students will use the telephone ONLY in emergencies and with permission from his/her teacher or other staff member. These calls should be brief and courteous. (Office phone only)
2. When a parent calls with information for a student, it is usually possible to leave a message. The message can be delivered to the student with less disturbance than to call the child to the phone. Please limit these messages to matters of immediate importance.

With so many students in our building, numerous messages can cause everyone a great deal of time and disruption.

### **CELL PHONES AND ELECTRONIC DEVICES**

All cell phones and electronic devices must be turned off when students arrive at school. If a student is found using their device during the school day, it will be placed in the school vault until the end of the school day. Improper or inappropriate use of cell phones may result in discipline in accordance with the Student Conduct policy. Students who bring cell phones do so at their own risk. The school assumes no liability

### **ACCEPTABLE USE POLICY OF COMPUTERS AND INTERNET**

The District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

**Education:** The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

**Monitoring Use:** Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

### Prohibitions:

The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;
3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for noncurricular purposes;
11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

Violations: Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

Consent: All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies.

### **SOCIAL MEDIA**

Students are reminded to use social media wisely. Certain conduct by students on social media may result in disciplinary consequences, including but not limited to, instances when the conduct implicates the District's Bullying policy (ACEA) or Nondiscrimination and Anti-Harassment policy (AAC).

### **FIELD TRIPS/CO-CURRICULAR ACTIVITIES GUIDELINES**

1. Advance planning and arrangements with persons involved.
2. Presentation and authorization by the principal.
3. Written permission from each parent obtained at the beginning of the year which covers all class trips.
4. Selection of chaperones to accompany group
5. Transportation arrangements.
6. Teacher-student discussion and planning of trip relative to standards of behavior, safety and bus rules and objectives to be observed and learned, plus planned follow-up activities that relate to the field trip.

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations set by the school regarding behavior. The reputation of the school must be maintained at all times by all students. Students who embark on bus trips must return on the bus or present written permission from parents to do otherwise. Inappropriate behavior will result in a phone call to the parent who will then be responsible for providing transportation home from the activity.

### **OVERNIGHT TRIPS**

Students participating in overnight trips organized by the school must follow rules adopted ahead of time by the group's advisor and those found in this handbook. Enforcement of the rule violations will be as though the student were attending school as any regular day. A chaperone of the same gender must accompany students on overnight trips.

## **STUDENT CONDUCT AND DISCIPLINE**

### **VIOLATIONS**

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.-

Student misconduct is classified as minor, moderate, or major. Below are examples of violations. The examples are organized categorically based on their general degree of severity but serve as *guidelines only*.

- Minor student conduct violations may include, but are not limited to: tardiness, cheating, behavior that creates a slight disruption of classroom operations, failure to complete an assignment, failure to adhere to a staff directive.
- Moderate student conduct violations may include but are not limited to: use of profane or abusive language, excessive tardiness, plagiarism, cutting class, intermediate forms of insubordination, intermediate forms of disorderly conduct, habitual indolence.
- Major student conduct violations may include, but are not limited to: violations of state or federal law, violating drug/alcohol/tobacco policies, bullying, hazing, violent or threatening behavior as defined in policy, violating district prohibitions on weapons in school, violating district policy on discrimination/harassment, vandalizing school property, extreme forms of disorderly conduct, extreme forms of insubordination, extreme habitual indolence.

When determining the level of a conduct violation, a teacher, principal, or other school official with disciplinary authority will take into account the totality of the circumstances associated with the misconduct, such as, but not limited to:

1. The degree to which the misconduct disrupted the educational environment.
2. The degree to which the misconduct infringed on the rights of others.
3. The frequency and proximity of the incidents to any prior misconduct.

Minor conduct violations: Minor conduct violations may be handled by the student’s classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the misconduct, s/he will investigate to determine if the student was in violation of conduct standards. When the teacher/school official determines that a minor conduct standard was violated, s/he will submit a misconduct report to the building principal, which may be placed in the student’s educational record at the principal’s discretion in accordance with applicable policy and law. In addition, teachers/school officials with disciplinary authority are authorized to respond to minor conduct violations by invoking one or more of the following options:

Minor offenses:

1. Require the student to attend detention;
2. Withdraw student privileges;
3. Contact the student’s parents;
4. Develop a behavior adjustment plan;
5. Hold a conference with the student’s parent/guardian.

Options three through five are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Moderate and major conduct violations: Such offenses will be referred to the building principal for investigation and response. A teacher or school official referring a student to the building principal as a result of a potential conduct violation will complete a misconduct report for the principal to review. The principal will conduct further investigation as deemed necessary and include his/her findings on the misconduct report. This report may be placed in the student’s educational record at the principal’s discretion in accordance with applicable policy and law. If a moderate or major conduct violation is substantiated, the principal is authorized to respond by invoking one or more of the following options:

Moderate offenses

1. Require the student to attend detention;
2. Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the District’s suspension and expulsion policy;
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. Refer the student to a school counselor;
5. Create a behavioral adjustment plan;
6. Hold a conference with the student’s parent/guardian and classroom teacher.

Options four through six are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Major offenses: The building principal may respond to major student conduct violations using any of the measures listed above for moderate conduct violations or may recommend more severe penalties, which may include expulsion, in accordance with district policy.



### **Discipline of Special Education Students**

Des Lacs-Burlington United School District #7 complies with the federal Individuals with Disabilities in Education Act and State law when responding to violations of student conduct standards by special education students. Detailed information can be found in an administrator or special education teacher's handbook entitled--Guidelines: The Special Education Process for North Dakota Schools. The District's Suspension and Expulsion of Special Education Students regulation (FFK-AR2) will also apply in any such suspension or expulsion situation.

### **Detention**

Infractions of classroom rules can cause a student to be placed in before or after school detention or lunch detention. Parents will receive a minimum of 24-hour notice of detention, so transportation may be arranged. Failure to report for detention will cause time to be served double the following day. Failure to report for the following day may result in suspension from school.

### **SUSPENSION AND EXPULSION**

#### **Definitions**

This policy defines the following

- *School property* means all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored event or activity.
- *Suspension* includes in-school suspension from classes and out-of-school exclusion from classes, school property, and activities.
- *Dangerous weapon* as defined by NDCC 62.1-01-01
- *Firearm* as defined by NDCC 62.1-01-01

#### **Suspension/Expulsion Authority**

The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in their school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates itself to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer.

The hearing officer may expel a student for conduct that violates this policy, after providing notice and a hearing, as set forth in board regulations. When the hearing officer is someone other than the United School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

Expulsion shall not be imposed beyond the maximum duration permitted by law.

#### **Conduct Subject to Suspension/Expulsion**

Conduct, including but not limited to the following, exhibited while on school property, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another individual, except in self-defense;
4. Possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;

9. Offensive and vulgar language when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Information regarding the conduct subject to suspension or expulsion must be posted in a prominent place in each school and must be published in student handbooks.

#### Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act. The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

#### **VIOLENT AND THREATENING BEHAVIOR**

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property. Any student who has knowledge of a threat shall promptly report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students in accordance with policy and law. The procedure for a Threat Assessment is detailed in the District's Violent & Threatening Behavior policy (ACE).

The District prohibits all acts of violence and aggression, including, but not limited to, threats, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, or terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator. Students may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

#### **HAZING**

##### Definitions

- *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a school-sponsored student organization or for any other school-related purpose. Examples of Hazing can be found in the District's Hazing policy (ACEB).
- *Retaliation* includes, but is not limited to, any form of intimidation, reprisal, or harassment.

##### Prohibitions

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on school property and at school-sponsored events. No student, district employee, volunteer, or contractor shall plan, direct, encourage, aid, or engage in hazing. No district employee, volunteer, or contractor shall permit, condone, or tolerate hazing.

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief that conduct may constitute hazing has occurred must report the alleged acts immediately to a teacher, building principal, or the Superintendent. Teachers who receive a hazing complaint must immediately report it to the building principal. Submission of a good faith complaint or report of hazing will not affect the complainant's future employment, grades, or work assignments.

The District must receive actual notice of a hazing in order to respond in accordance with the investigation procedure contained in policy ACEB. Every report of hazing must be investigated by the administrator to whom it is reported except when the administrator is the subject of the complaint; in such cases, the administrator's immediate supervisor must conduct the investigation. Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with the District's Hazing policy (ACEB). In addition, the District may refer individuals in violation of this policy to law enforcement.

Additional information regarding reporting requirements, the investigation procedure, and possible outcomes are detailed in the Hazing policy (ACEB).

#### **VANDALISM**

##### Definition

Vandalism includes, but is not limited to, wantonly defacing or damaging school property, including items entrusted to students such as, but not limited to, textbooks and lockers.

### Remedies & Repercussions

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information. It is the policy of the Board to seek all legal redress against persons found to have committed vandalism. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under state law. In addition, disciplinary action will be taken in accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

## **WEAPONS POLICY**

Definitions: This policy defines the following:

- \* *Dangerous weapon* as defined by NDCC 62.1-01-01 (1)
- \* *Firearm* as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01 (3)
- \* *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and site of any school-sponsored event or activity.

Prohibitions: Students knowingly possessing, or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

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

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion to less than one calendar year on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the students' decision to possess a firearm in violation of the policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place himself/herself or others at risk by returning to school prior to the expiration of the expulsion period.

Parents will be notified, and all dangerous weapons will be confiscated and may be turned over to the students' parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students: A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a firearm or dangerous weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

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

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher, or coach or immediately notifies an administrator, teacher, or coach of its location.

## **Bullying Policy**

The United School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

### **Definitions**

For the purposes of this policy:

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

Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

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

Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

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

Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:

- i. Places the student in actual and reasonable fear of:
  1. Harm; or
  2. Damage to property of the student; and
- ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *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* include all employees of the District, 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**

A student or school staff member 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.

#### Reporting Procedures for Alleged Policy Violations

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them 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 report it to the Board President.

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

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - e. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their 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.
  - f. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
  - g. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

#### Documentation and Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). 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 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.

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 years old or graduates from high school, whichever is later.

#### Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, 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 status—whether actual or perceived. Reports involving a protected status 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 their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not 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 the victim and alleged perpetrator during the investigation.

#### Reporting to Law Enforcement and Others Forms of Redress

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

#### Disciplinary and Corrective Measures

Students who 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. Alternative placement of special education students will be handled in accordance with applicable policy.
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 or social media platform 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.

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 applicable law and/or policy.

#### 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.

**Dissemination and Education**

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

## Bullying Report

Please complete the whole form, responding only to the questions that you feel comfortable answering and are able to answer accurately. You may choose to include your name or submit it anonymously. Please note that the district's ability to investigate an anonymous complaint may be limited, and the District prohibits retaliation against anyone who files a bullying report.

In as concise as possible, describe what happened or what is happening. Though the text spaces on this form appear small, you have around 900 characters to type a description. If you need more, you may submit this form again.

**\* What happened or is happening?**

**\* When did it happen?**

- Before school
- During school
- After school
- I am unsure

**\* What day did this happen?**

**\* What time did it happen? Answer to the closest approximate time.**

**\* Where did it happen. If "other" please describe it.**

- In the school building
- On the school playground
- On the school bus
- Online
- At a school event
- Other

**\* Who was committing the bullying? If you don't know the bully's name(s) describe them as much as possible.**

**\* Who was the target of the bullying? (If you don't know the name, please describe them.)**

**\* Did anyone else witness the bullying? If yes, please list the names if possible.**

- No
- I am unsure
- Yes (Please list the names.)

## Safe and Drug Free Schools Policy

### Philosophy Statements:

- All students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, United Public School District recognizes its basic legal and ethical obligation to prevent alcohol, tobacco, and other drug use to maintain a safe and drug free educational education.
- The school also has an obligation to provide drug prevention education units that are an integral part of the standard curriculum at all grade levels. These units are necessary to prepare students for decision making against alcohol, tobacco, and other drug use. These units are based on accurate information concerning health and developmental hazards.
- United Public School District, in accordance with the Safe and Drug Free Schools Act Guidelines, recognizes that the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco by students on school premises or as part of any of its activities, is wrong and harmful. It is mandatory that students refrain from the use of possession of illicit drugs, alcohol, or tobacco.
- The rationale for regulating possession and use of tobacco is that the health hazards of tobacco use have been well established. This policy is established to reduce the high incidence of tobacco use in North Dakota to protect the health and safety of all students, employees, and the general public and to set a non-tobacco-use example by adults.

### Definitions:

- **Abstinence:** Restraining from an activity including the use of alcohol, tobacco, and other drugs.
- **Dependency:** A state of psychological or physical need, or both. This state arises from repeated use of a substance on a periodic or continuous basis.
- **District:** United Public School District
- **District Property:** all property, both indoor and outdoor, that is owned or leased by the district including, but not limited to, all buildings, playgrounds, athletic fields, parking lots and vehicles.
- **Illicit drug:** The Federal Government has a special list of illicit drugs. These illegal, controlled substances must not be brought into any United Public School District workplace. Some of the specific drugs in the government list include, but are not limited to, the following: marijuana, cocaine, heroin, and hallucinogens.
- **Inhalants:** Substances, often found in the home, which are abused by inhaling. Use can have immediate and very harmful results. These substances, when used for other than their intended purpose, at school or school related activities, will be considered as drugs. For specific examples, see the SDFS coordinator.
- **Legal, but harmful drugs:** Many legal drugs are very dangerous if not used appropriately. These types of drugs, which are potentially dangerous, are banned from the school district. They include prescription drugs not taken as prescribed and over the counter medications not taken as recommended.
- **Paraphernalia:** Objects, which are used when using drugs, alcohol, or tobacco. This includes vaping devices.
- **Prevention education:** Alcohol, tobacco, and other drug prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use and abstinence. Teachers whose instructional assignments include these units will receive training in order that students will be afforded the most effective delivery of the district's classroom-based prevention education. All education units will contain a definite "abstinence" message for those under legal age.
- **Possession:** Having a substance, such as alcohol, tobacco, or other drugs on district property, in district vehicles, and/or at school-sponsored events both whether on or off district property.
- **Probable cause:** Legal term used to describe the amount of evidence necessary for police to conduct a search and seizure.
- **Reasonable suspicion:** Belief that there is a violation of law or school rules. This is the lesser standard of evidence necessary for a school to begin an in-house investigation.
- **Referral:** To send or direct a person for information, support, or treatment.
- **Suspected use:** When indicators show alcohol, tobacco, or other drug use is possible.
- **Tobacco Product:** any product that contains tobacco, is derived from tobacco or contains nicotine [or lobelia], that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes pipes, rolling papers, e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.
- **Use:** Includes the consumption, chewing, lighting, or vaping any quantity of alcohol, tobacco, or other drugs except for accepted medicinal purposes. Use also includes smoking, which means carrying or having in one's possession, a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke.
- **Volunteered information:** When information is given without coercion or threat and is based on knowledge that consent can be denied.

### Searches, Confiscation, and Medical Emergencies

- **Searches:** See the student handbook for information



- **Confiscation of a substance by school official:** The presence of possession of any alcohol, tobacco, or other drugs or paraphernalia should be brought to the immediate attention of administration.
- **Medical emergencies:** In an alcohol or drug-related emergency, staff members should follow the procedure listed below:
  - Do not leave the affected person unattended.
  - Contact administration.
  - Call 911 or other appropriate number listed below for advice on how to care for student.

#### Helpful Resources

- **Fire, Police, Ambulance:** 911
- **Trinity Emergency Room:** 857-5260
- **Poison Control:** 1-800-222-1222
- **Community Services North Dakota:** 211
- **First District Health Unit:** 852-1376
- **North Central Human Service Center:** 888-470-6968
- **Quit Line:** 1-800-784-8669 (1-800-QUIT-NOW) -- *Quitline is a free telephone-based service available to help North Dakota smokers and spit-tobacco users overcome nicotine addiction.*
- **To find other resources, look in the Yellow Pages of the telephone directory under "alcoholism" and "counseling".**

#### Student Alcohol & Other Drug Use/Abuse

The District strives to provide a learning environment that is safe, drug free, and conducive to learning. Policy FFA provides additional information on this topic and is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

#### Definitions

- *Alcohol* – See Prohibited Substances.
- *Drug* – See Prohibited Substances.
- *Possession* shall mean:
  - a. Actual physical possession of the alcohol or drug while on school property;
  - b. Use or consumption of the alcohol or drug while on school property;
  - c. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Use* shall mean that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

#### Prohibited Substances

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
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, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

#### Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. 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 listed in this policy.
3. Be under the influence of (legal intoxication not required), use, 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 listed in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

#### Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy must notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,<sup>1</sup> a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

#### Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property. Such searches shall not include referral for mandatory alcohol/drug testing.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

#### Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the [North Dakota High School Activities Association](#), and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged. Further information regarding procedures for intervention are located in administrative regulations.

#### Confidentiality

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a. <sup>1</sup> When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records and other applicable law.

This handbook includes a form for parents to sign and return indicating that the information related to student alcohol and other drug use/abuse has been received and read by the student and the parents.

## **Tobacco Product Use and Possession Prohibitions**

### Rationale for Regulating Possession & Use of Tobacco Products

The health hazards of tobacco use have been well established and studies have shown that nearly 90% of current smokers began smoking as teenagers<sup>1</sup>. This tobacco free policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Establish a standard of healthy, tobacco free behavior by adults and students.

*Use of tobacco products is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, staff and community, the United #7 School Board establishes the following tobacco-free policy.*

<sup>1</sup> Centers for Disease Control and Prevention (US). A Report of the Surgeon General: Preventing Tobacco Use Among Youth and Young Adults

### Use & Possession Prohibitions

*Students:* Possession and/or use of tobacco products by students on district property and at school-sponsored events (whether on or off district property) is prohibited at all times.

*Employees and Visitors:* The use of tobacco products by school employees and visitors on district property and at school-sponsored events (whether on or off district property) is prohibited at all times. This tobacco-free policy includes all events held on district property whether or not such events are sponsored by, or associated with, the District, and all events sponsored by the District or any school within the District regardless of where such events are held.

*Advertising and Sponsorship:* The District prohibits all advertising of tobacco products, whether formal or informal, on district property, at school functions, and in all school publications. This includes all signs, clothing or other gear that contain a logo of, advertisement for, or reference to, any tobacco product. The District will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the District or located on district property.

### Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

### Enforcement

All individuals on the District's premises share in the responsibility for adhering to and enforcing this policy. Violations should be reported to District Superintendent.

**\*See the situational chart for addressing violations and possible disciplinary consequences related to the District's alcohol, drug, and tobacco policies, located in the Appendix to this Handbook. Note that the chart is subject to administrative discretion.**

## **Nondiscrimination and Anti-Harassment Policy (Including Title IX)**

### General Prohibitions

The United School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity

occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

### Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
  - b. For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
  - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
  - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples may include, but are not limited to, the following:
  - a. Sexual or "dirty" jokes;
  - b. Sexual advances;
  - c. Pressure for sexual favors;
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;

- f. Graffiti of a sexual nature;
  - g. Sexual gestures;
  - h. Touching oneself sexually or talking about one's sexual activity in front of others;
  - i. Spreading rumors about or rating other's sexual activity or performance;
  - j. Remarks about an individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
  - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
  - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
  - *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

#### Complaint Filing Procedure

The Board has created an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR1 (Discrimination and Harassment Grievance Procedure). For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2 (Title IX Sexual Harassment Grievance Procedure). **AAC-BR1 and AAC-BR2 are located on the District's website at the following link:**  
[dbhs.united.k12.nd.us/office](http://dbhs.united.k12.nd.us/office)

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

#### Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

#### Complaint Recipients

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

#### Policy Training and Dissemination

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

#### Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any

report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates Josh Brown, Asst. Elementary Principal, as the Title IX Coordinator. He may be contacted at PO Box 117, Des Lacs, ND 58733-0117, (701) 839-7135, or Josh.Brown@k12.nd.us. Districts must notify applicants for admission and employment, students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook, it makes available to applicants, students, parents or legal guardians, employees and unions. Any person may report sex discrimination, including sexual harassment, at any time (including during non-business hours).

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Josh Brown, Asst. Elementary Principal, as the 504/Title II Coordinator. He may be contacted at PO Box 117, Des Lacs, ND 58733-0117, (701) 839-7135, or Josh.Brown@k12.nd.us.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Board designates Josh Brown, Asst. Elementary Principal, as the Nondiscrimination Coordinator. He may be contacted at PO Box 117, Des Lacs, ND 58733-0117, (701) 839-7135, or Josh.Brown@k12.nd.us.

#### Training

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

6. The definition of discrimination, harassment, and retaliation;
7. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and
8. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, regarding reports of Sexual Harassment under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

#### **Filing a State or Federal Discrimination and/or Harassment Complaint**

Employee, student, or other person claiming to be aggrieved by a discriminatory practice with regard to public services or public accommodations:

- Statute of limitations is 180 days (NDCC 14-02.4-19)
- Complaints should be filed with:  
North Dakota Department of Labor  
Human Rights Division  
600 East Boulevard Ave, Dept. 406  
Bismarck, ND 58505-0340  
Phone: (701) 328-2660 or 1-800-582-8032

Student discrimination and/or harassment complaints related to programs and activities that receive federal financial assistance:

- Statute of limitations is 180 days for most claims (28 CFR 35.170 and 34 CFR 100.7). There may be an exception for Section 504 claims.
- Complaints should be filed with:  
Chicago Office for Civil Rights  
U.S. Department of Education

## **EXTRACURRICULAR POLICIES**

### **Sportsmanship and Mission Statement**

The District believes that interscholastic events serve both educational and physical purposes in the lives of our district's administrators, coaches, teachers, students, spectators, cheerleaders, bands, officials, and contest workers. The District has made the development of positive sportsmanship a focus in all interscholastic events. The challenge of achieving positive sportsmanship is one that all members of the district take on together.

The school board believes they must promote positive sportsmanship. They believe in serving as positive role models and expect the same from all parties involved in interscholastic events. They will support and recognize those who display good sportsmanship on a regular and consistent basis. They understand value of good sportsmanship and will use their position to promote this value in our school district.

The school administrators believe they must provide appropriate supervision at each scholastic event. They also accept the responsibility for helping in the development of a crowd control plan for all home contests. They will join with the school board in recognizing exemplary behavior in terms of sportsmanship. The administration will actively discourage undesirable conduct at all events. They understand their role in establishing good sportsmanship and will set the tone for the implementation of good practice.

The coaches will teach positive sportsmanship and set up a plan to recognize those participants that display sportsmanship. They will provide instruction, training, and motivation without putting participants down through their action and language. They will understand that they have a unique personality and use common sense when making decisions. Coaches may question a rule interpretation but must approach the situation in a respectful manner. They understand that their actions speak very loudly and their role in regard to sportsmanship is all encompassing.

The student athletes are expected to believe that they must show respect at all times for coaches, opponents, game officials, and especially their own teammates. They will hold themselves and their teammates accountable for their actions by supporting one another and by letting all participants know that sportsmanship is expected. They will show respect for public property and equipment, specifically locker rooms and school facilities. They understand that they are the focus of the events and that they are to lead by example on and off the field of competition.

The spectators are expected to avoid criticism of game officials and coaches. They will not engage in coaching from the stands. They will support the cheerleaders in their effort to engage the crowd. They will work cooperatively with officials and supervisors in maintaining order at all events. They understand the need to be positive role models and emulate sportsmanship through all their actions.

The band is expected to promote sportsmanship through its actions and through its playing. They will perform the opponents school song to the best of their ability. They will show respect to the rules of the game as set forth by the NDHSAA. They understand they are a vital part of our school's success in the promotion and development of positive sportsmanship.

The cheerleaders are expected to show respect for the opposing cheerleaders and teams. They will lead positive cheers. They will praise their team through cheers while not antagonizing the opponents. They will dress in school appropriate uniforms. They understand that they are a vital part of each team they are associated with.

The officials will comply with the rules set forth by the NDHSAA. They will be accountable for the actions within the game they officiate. They will report instances of misconduct and understand that they too can be reported for conduct unbecoming of an official. Officials will be expected to be on time and efficient in rule interpretation. They understand that they must maintain their composure and be competent in their abilities.

The contest workers will be consistent in applying sportsmanship and policies and procedures. They understand that it is their responsibility to enforce the sportsmanship policies established by the district. They know that they are an intricate part of the process and will treat their role as such.

Additional administrative rules will be developed providing enforcement of these expectations. These will include a strong focus on recognizing instances of positive sportsmanship at interscholastic events. Des Lacs-Burlington United School District

#7 has made sportsmanship a priority. The school district will continue to promote and foster the development of a positive sportsmanship policy throughout the year at all events.

#### Acceptable Behaviors

1. Show respect for each team's players and fans. Stand during both school songs.
2. Accept all decisions of officials as final. Do this in a respectful manner.
3. Fans will cheer in a positive manner.
4. Handshakes between coaches and players will take place at the end of each competition no matter the outcome/situation.
5. All events will be treated as a celebration of sportsmanship and competition.

#### Unacceptable Behaviors

Unacceptable behaviors include, but are not limited to,

1. Any disrespectful cheers, yells, songs, or gestures are forbidden.
2. Criticizing the officials in any manner is not allowed.
3. The use of profanity at any event is strictly forbidden.
5. Addressing the opponent in any negative manner in any instance is not allowed.
6. Hand-held signs, whiteboards, flags, noisemakers are forbidden.
7. Other conduct by a student or employee that otherwise violates district policy.

#### Violations

The Superintendent, Athletic Director and principals, as well as law enforcement, may evict violators of these rules from the athletic event, and the Superintendent may prohibit and/or restrict attendance at future events. Additionally, District students and employees violating these rules may be subject to disciplinary consequences in accordance with district policy and law.

### **Extracurricular Participation Requirements**

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior. In addition, the Board has established the following extracurricular participation requirements.

#### Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

#### Tobacco, Alcohol & Other Drug Use

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering will be regarded as possession. The building principal or Superintendent will take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

#### Academic Eligibility

Students' grades 5<sup>th</sup> & 6<sup>th</sup> who take part in extracurricular activities cannot be failing in any subject (including music and physical education). Eligibility will be determined on a weekly basis. The principal will run an eligibility report through Power School on Wednesday morning. Weekly eligibility runs from Wednesday through Tuesday. If a student is deemed ineligible, they will not be able to participate from Wednesday through Tuesday.

Grades 7-12: NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a F letter grade or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester. In addition to NDHSAA academic standards, the District also requires that no student may participate in a contest if he or she is failing more than one class as computed from the beginning of the semester.



### Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s) if occurring within eighteen weeks of the previous offense. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

### Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

### Practice and Travel while Suspended

Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

### Period of Enforcement

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

### Accumulation of Violations

A student's record of violations of this policy shall be cumulative commencing with promotion from grade eight to grade nine and concluding upon his\her graduation or completion of any school-sponsored activity extending beyond graduation (e.g., state track meet).

### Off-Season Violations

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

**CONCUSSION MANAGEMENT** – Please refer to page under School Health Services.

## **Patron Complaints**

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible. If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel (KACB) and complaints about instructional materials (GAAC).

Additional information regarding patron complaints can be found in policy KACA.

### **COMPLAINTS ABOUT PERSONNEL**

The District is committed to resolving complaints about school district personnel in an effective, efficient, and timely manner while providing a positive working and learning environment for all staff and students.

### **Filing Procedure**

The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law. To be considered for investigation, a complaint must have been filed within 180 days of the alleged occurrence except as provided by other district policy. Complaints shall be resolved at the

lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file shall be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting with the employee, the complainant, and/or the supervisor if deemed appropriate.
4. Provide a response to the complainant within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant shall be informed as to the outcome of the investigation and the disposition of the complaint to the extent appropriate. If either party is dissatisfied with the handling of the complaint, the matter may be appealed to the Superintendent for final resolution.

Board members shall refer individual complaints about school district personnel to the Superintendent or designee, whereupon established procedures will be followed.

Complaints about the Superintendent or Business Manager shall be directed to the Board President, who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board for final action.

If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in accordance with law and/or reporting such activity to appropriate state licensing and/or law enforcement officials.

**Retaliation and Providing False Information Prohibited**

The District prohibits retaliation because of an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions are subject to appropriate disciplinary action.

<b>Situation</b>	<b>Action and Investigation</b>	<b>Notification, discipline and/or rehabilitation</b>
1. Student uses or possesses any tobacco product (see definitions) on district property or at a school function. First offense	A. Incident reported to administration B. Parents and police notified C. Tobacco product confiscated	A. Meeting and assessment with designated staff. B. 3 days out of school suspension, participation in cessation program (if available), and/or community service as decided by administration.
2. 1. Student uses or possesses any tobacco product (see definitions) on district property or at a school function. Second offense.	A. Incident reported to administration B. Parents and police notified C. Tobacco product confiscated	A. Meeting and assessment with designated staff. B. 5 days out of school suspension. C. Participation in cessation program encouraged.
3. 1. Student uses or possesses any tobacco product (see definitions) on district property or at a school function. Third offense.	A. Incident reported to administration. B. Parents and police notified. C. Tobacco product confiscated.	A. Meeting and assessment with designated staff. B. 10 days out of school participation in cessation program (if available), and/or community service as decided by administration.
4. Student suspected of possible alcohol/drug use. No violation or physical evidence.	Student and parents informed of appropriate help that is available as is appropriate.	Referral to administration and counselor.
5. Student contacts staff person about alcohol/drug use of another student.	A. Administration is notified. B. Parent notified as is appropriate.	Student and/or parent are informed of available services and encouraged to seek assistance as is appropriate.
6. Student voluntarily informs about personal alcohol/drug use. Asks for help.	A. Administration and counselor notified. B. Parents notified, but only with the consent of student, unless there is clear and imminent danger to student or others.	Student and/or parent are informed of available services and encouraged to seek assistance.

Situation	Action and Investigation	Notification, discipline and/or rehabilitation
7. Student possesses drug related paraphernalia on district property or at a school function.	<ul style="list-style-type: none"> <li>A. Administration and counselor notified.</li> <li>B. Parents and police notified.</li> <li>C. Paraphernalia confiscated.</li> <li>D. Incident reported.</li> </ul>	<ul style="list-style-type: none"> <li>A. Required meeting with counselor.</li> <li>B. 3 days out of school suspension.</li> </ul>
8. Student possesses, uses, or is under the influence of alcohol or drugs on district property. First offense. Cooperative.	<ul style="list-style-type: none"> <li>A. Administration summoned.</li> <li>B. Parents and police notified.</li> <li>C. Student relinquished to the custody of parent/guardian.</li> <li>D. Incident reported.</li> </ul>	<ul style="list-style-type: none"> <li>A. Parents requested to come to school as soon as possible.</li> <li>B. Informal meeting.</li> <li>C. 3 days out of school suspension, drug/alcohol education, and/or evaluation (administrative discretion).</li> </ul>
9. Student possesses, uses, or is under the influence of alcohol or drugs on district property. First offense. Uncooperative.	<ul style="list-style-type: none"> <li>A. Administration summoned.</li> <li>B. Parents and police notified.</li> <li>C. Student relinquished to the custody of parent/guardian.</li> <li>D. Incident reported.</li> </ul>	<ul style="list-style-type: none"> <li>A. Informal meeting.</li> <li>B. 5 days out of school suspension.</li> <li>C. Recommended participation in drug/alcohol education and/or evaluation.</li> </ul>
10. Student possesses, uses, or is under the influence of alcohol or drugs on district property. After the first offense within the same school year.	<ul style="list-style-type: none"> <li>A. Administration summoned.</li> <li>B. Parents and police notified.</li> <li>C. Student relinquished to the custody of parent/guardian.</li> <li>D. Incident reported.</li> </ul>	<ul style="list-style-type: none"> <li>A. Informal meeting.</li> <li>B. 5-days out of school suspension.</li> <li>C. Possible recommendation for expulsion.</li> <li>D. Evaluation by and in compliance with recommendation of licensed drug/alcohol facility before return to school, dependent on legal ramifications.</li> </ul>

<b>Situation</b>	<b>Action and Investigation</b>	<b>Notification, discipline and/or rehabilitation</b>
<p>11. Student possesses, uses, or is under the influence of alcohol or drugs off district property, at a school function.</p>	<p>A. Chaperone/advisor will contact administration.  B. Parents and police notified.  C. Student relinquished to the custody of parent/guardian.  D. Incident reported.</p>	<p>A. Further discipline as provided by appropriate category.  B. Administrative discretion regarding future attendance at school related functions.</p>
<p>12. Student distributing alcohol, drugs, or other controlled substance on district property or at a school function.</p>	<p>A. Administration summoned.  B. Parents and police notified.  C. Student relinquished to the custody of parent/guardian.  D. Incident reported.</p>	<p>A. 10 days out of school suspension.  B. Recommendation for expulsion.</p>
<p>13. Student has alcohol/drug related emergency on district property or at a school function.</p>	<p>A. Administration summoned.  B. Parents and police notified.  C. 911 called.  D. Student relinquished to the custody of parent/guardian.  E. Incident reported.</p>	<p>See appropriate category above.</p>