

Central Elementary

Student and Parent Handbook 2023-2024

www.tioga.k12.nd.us
701-664-3441
Tioga, ND

TIOGA PUBLIC SCHOOL MISSION STATEMENT

Assure students a challenging and diversified curriculum in a safe and respectful environment.

TIOGA PUBLIC SCHOOL VISION STATEMENT

Create an exciting, enthusiastic culture and climate where students individually succeed in current and future endeavors.

TIOGA PUBLIC SCHOOL BELIEFS

TIOGA PUBLIC SCHOOL PHILOSOPHY

We, the administration, teachers and the Board of Education, believe it is the function of the Tioga Public School to provide the best education possible for all youth of our community. We believe that the education of all the youth is best accomplished when it is the common goal of the Board of Education, the administration, the teachers, the community, and the youth to be educated.

We believe the best preparation and education possible will provide an opportunity for our youth to:

1. Grow in good citizenship and have an understanding of an appreciation for the democratic way of life.
2. Develop and maintain sound bodies and healthy minds.
3. Understand and use the fundamental processes of listening, reading, speaking, and writing in the various fields of learning.
4. Develop an appreciation for and practice worthy home membership.
5. Prepare himself/herself either for further study and education in college or in his/her chosen vocation.
6. Learn to appreciate and use wisely his/her leisure time.
7. Develop his/her own individual personality and establish a morally sound personal code of ethics.
8. We believe the school should serve the needs of the community locally, nationally, and internationally.

We believe that we can best accomplish these ends by:

1. A faculty with a professional attitude and adequate preparation.
2. A comprehensive curriculum which attempts to meet the needs of all students.
3. Adequate physical facilities.
4. Providing activities which develop special mental and social talents.

Desired Exit Expectations:

Each student will have the ability:

- to work in a cooperative/collaborative manner.
- to communicate effectively through a variety of methods.
- to use critical thinking processes, make decisions, and solve problems.
- to gather, evaluate, and use information effectively in a variety of ways.
- to apply concepts, generalizations, processes, and strategies considered important to specific content areas.
- to respect themselves and the rights of others.
- to be proficient in the use of technology.
- to become an informed, responsible citizen of the democratic process.

- to make informed career choices.
- to be a lifelong learner.

Accomplishing the curriculum:

To accomplish the student expectations and goals, the faculty, administrators, and support staff will use appropriate instructional strategies. Included in these strategies are techniques and processes associated with:

- instructional change;
- cooperative learning;
- student readiness;
- classroom management and discipline;
- effective communication with students, administrators, student homes, school boards, and other personnel such as special needs' services;
- technological resources;
- learning styles;
- sharing resources (i.e. books, teachers, professional development, etc).

1. SCHOOL HOURS

A. School will be in session from 8:40 A.M. until 3:30 P.M. at Central School.
The school bell rings at 8:35.

B. **Children should not arrive at school before 8:10 a.m.**

C. Children should go home **immediately** after school unless they receive permission from their teacher and parents.

D. Parents are not allowed past the office during school hours without checking in.

2. ATTENDANCE

A. Regular attendance is absolutely necessary. Illness and a few extenuating circumstances are excusable. Parents **must notify** the school office either by phone or a written note concerning their child's absence. All absenteeism and tardy without parental notification will be recorded as unexcused.

B. In the event a student misses **10 days** of school, a letter will be sent to the parents notifying them of the absenteeism.

C. If a student misses **15 days** of school, parents of the student will meet with the principal to discuss absenteeism.

3. CENTRAL ELEMENTARY GRADING SCALE

Rubrics Grading Scale:

- 4 – Exceeds Standard
- 3 – Meets Standard
- 2 – Approaches Standard
- 1 – Below Standard

4. EARLY DISMISSAL PROCEDURE

A. Parent or guardian must come to the office to sign out the student or students.

B. Office staff will notify the appropriate teachers.

C. If someone other than the guardian is picking up the student(s), the guardian **must notify** the office in advance with a phone call.

5. KINDERGARTEN

A. The Tioga Public Schools kindergarten students will attend school full days, Monday through Friday, following the regular school calendar.

B. Entrance requirements:

1. A child entering kindergarten must be five years of age on or before July 31 of the year in which they will enter kindergarten.
2. The child's birth certificate must be presented at the time of registration.
3. A certificate of immunization must be completed before entrance to kindergarten.

C. Early Admission Program:

1. The early admission program is designed to identify and admit only children who are gifted in mental development and who are well adjusted socially and emotionally as well as in physical development. Information about this program is available at the Elementary Principal's office.

6. LEGAL NAME

The 1989 ND Legislature passed a law that requires all schools to use a student's legal name for all communications such as school records, report cards, etc. **ND15-47-48. Use of pupil's legal surnames.** Each pupil enrolled in a public, private, or parochial school or a daycare center, child care facility, head start program, or nursery school must be registered in that pupil's legal surname, and all records maintained by the school, center, facility, or program with regard to a pupil must be maintained in that pupil's legal surname. All officials, teachers, administrators, and other employees of a school, center, facility, or program shall use the legal surname in all communications in which a surname of a pupil is used.

7. IMMUNIZATION

By North Dakota State Law, children shall not be permitted to start school unless they have been immunized against the following:

2023-2024 School Immunization Requirements			
Number of Doses Required Per Grade			
Vaccine Type	Kindergarten	Grades 1-6	
DTaP/DTP/DT/Tdap/Td*	5	5	
Hepatitis B	3	3	
IPV/OPV†	4	4	
MMR	2	2	
Varicella (Chickenpox)	2	2	
Meningococcal	0	0	
Tdap	0	0	

A parent or guardian may sign a history of disease, moral, religious, or philosophical exemption form. A physician's signature is required for a medical exemption.

8. ADMINISTERING MEDICINES TO STUDENTS

All medications will be stored in a supervised or locked area to protect the safety of students.

If a student is **not** governed by an IEP or 504 plan, having medication administered to them by the school is a privilege, not a right. The school may defer or deny any request to provide medication to regular education students should it be inconsistent with policy or should have the parent or student fail to comply with school medication policy requirements. Invasive route (parenteral) medications will not be provided to regular education students by the school. ****Whenever possible, the first dose of medication should be given to a student at home.****

A parent/guardian must sign a written form authorizing his/her student to receive medication from a school medication provider. A new authorization form is required each school year, whenever the student has a change in his/her medication regimen, or when a new medication is provided.

No medications (prescriptions or over-the-counter) will be given above the dosage indicated on the bottle, unless accompanied by a physician's written order.

Medications not properly labeled will not be administered.

Over-the-Counter Medications

The administering of acetaminophen or ibuprofen at school is not approved without the prior consent of a parent or legal guardian. All OTC medication must be in their original manufacturer's container. The container must list, in a legible format, the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any). OTC medication supplied by a student's parent or guardian must also be labeled with the student's first and last name, being careful not to obstruct any necessary information.

Prescription Medications

Prescription medications must be supplied in the original pharmacy-labeled container and include, in a legible format, the name of the pharmacy, the name of the student, the name of the medication, dosage, administration directions, expiration date, and storage instructions (if any).

Multiple Medications including Prescriptions, OTC Medications, or Both

Multiple medications including prescriptions, OTC medications, or both must include all applicable information listed above, along with a written notice from a health care provider or pharmacist certifying that the drugs are not known to adversely interact.

Controlled-Substance Medications

All controlled-substance medications must be hand delivered by a parent to school. The school and parent must sign off on an initial count of all controlled-substance medications brought to school. The school must keep a log of all such medications.

Medication Off-Campus When Student Is Under District Supervision

Parents/guardians must make arrangements with the advisor/supervisor/teacher prior to the activity or event, for students who will require medication off-campus while under the district's supervision. At a minimum, parents/guardians making such a request shall be required to comply with the applicable policy requirements regarding medications administered at school. Check-in and storage requirements will be developed on a case-by-case basis for all medications provided.

Medications Being Returned to Parents/Guardians

All medication, no longer being administered by the school, shall be picked up by parents. They will not be released to students. Parents will be notified by mail, or phone, at which time they will be given a reasonable deadline (e.g. 2 weeks). Failure to pick up the medication by the deadline will result in the school destroying the medication in accordance with government recommendations and will be witnessed by school administration.

Medication Error Documentation

To ensure that medication is provided to students correctly, safely, and in good faith, any medication error shall be reported to administration.

Medication errors include, but not limited to:

- Giving the student the wrong medication
- Giving the student the wrong dose of medication

The incident shall be documented as soon as possible after parents have been contacted and appropriate response actions/interventions have been taken. Such documentation shall be filed with the administration to ensure the district has clear documentation of the incident and what actions were taken.

Liability Disclaimer

It is not the intent of the Tioga School District to expand the district's potential liability exposure through the development of this medication program. The district's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing policy and providing medication under a school medication program. This protection extends to all school medication providers, the school district, and the School Board, so long as each party is acting in good faith.

Student Self-Administration Requirements For Inhalers

All inhalers must be registered each year at the appropriate school office.

Certification that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner is required from the student's healthcare provider. Certification that the student is capable of self-

administering is required once for each inhalation medication.

Parents must sign a consent form permitting his/her student to self-administer and/or carry an inhaler in school, A new parent authorization form is required at the beginning of each school year, anytime the student has a change in his/her medication regimen, or when a new medication is to be provided.

*Our school will no longer be supplying Tylenol, Advil, Ibuprofen, Cough Drops, etc. If your child is in need of any of the medications listed above, you will be called and asked to bring the medications and administer it to your child.

9. STUDENT CODE OF CONDUCT

At Tioga Elementary School, we view discipline as a necessary facet in the maintenance of the educational environment. We also feel that part of learning and maturing is the acceptance of and adherence to established rules of conduct. Thus, discipline at Tioga Elementary is enforced fairly and firmly to provide for the orderly operation of our school.

- A. Students will display respectful behavior toward adults and other students.
- B. Students will not argue with adults.
- C. Students will obey adult instructions.
- D. Students will not use profanity.
- E. Students will complete school work and homework assignments.

1. If a student behaves in a manner that is in violation of the *Student Code of Conduct* the student will:

- a. Call parent/guardian and explain how they have misbehaved.
- b. Serve 30 minutes to one hour detention after school.
- c. If the parent/guardian cannot be contacted students will be kept in from recess that day and detention time will be made up at the soonest possible date.

BULLYING POLICY

The Tioga 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 school 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:
 - F. 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:
 9. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's

educational opportunities;

10. Places the student in actual and reasonable fear of harm;

11. Places the student in actual and reasonable fear of damage to property of the student; or

12. Substantially disrupts the orderly operation of the public school; or

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

13. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

14. Places the student in actual and reasonable fear of harm;

15. Places the student in actual and reasonable fear of damage to property of the student; or

16. Substantially disrupts the orderly operation of the public school.

c. 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 owned or leased property and which:

1. Places the student in actual and reasonable fear of:

- Harm, or
- Damage to property of the student;

2. 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).

- *Cyberbullying* is defined as the use of any electronic communication device to harass, intimidate, or bully a student or school staff member.
- *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:
 - G. Is not part of the district's curricular or extracurricular program; and
 - H. Is established by a sponsor to serve in the absence of a district program; and
 - I. Receives district support in multiple ways (i.e., not school facility use alone); and
 - J. Sponsors of the activity have agreed to comply with this policy; and

K. 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 Tioga School 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

While on school property a student or school staff member may not:

17. Engage in bullying.

18. Engage in reprisal or retaliation against:

L. A victim of bullying;

M. An individual who witnesses an alleged act of bullying;

N. An individual who reports an alleged act of bullying; or

O. An individual who provides information/participates in an investigation about an alleged act of bullying.

3. Knowingly file a false bullying report with the District.

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

Reporting Procedures for Alleged Policy Violations

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

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

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:

P. Completing a written complaint form (ACEA-E4). A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building’s main office, or placed in a designated drop box located in each school.

Q. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.

R. File an oral report with any school staff member.

Bullying may be repeated, or, in rare cases, a one-time exposure to deliberate, negative behavior by one 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 & 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:

20. Initiate a report of an alleged violation of this policy; or
21. Receive an oral report of an alleged violation of this policy.

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

22. Initiates a report of an alleged violation of this policy; or
23. Receives an oral report of an alleged violation of this policy.

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

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

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) 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 his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; 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:

24. 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*).
25. 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.

26. Interviews with any identified witnesses.
27. A review of any mitigating or extenuating circumstances.
28. 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 & Others Forms of Redress

Law enforcement must be notified if an investigation by a school administrator or Board President results in reasonable suspicion that a bullying incident constituted a crime. Nothing in this policy shall prevent a victim/their family from seeking redress under state and federal law.

Disciplinary & 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:

29. Require the student to attend detention.
30. 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.
31. 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.
32. Create a behavioral adjustment plan.
33. Refer the student to a school counselor.
34. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
35. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
36. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off- campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after the 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:

37. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
38. 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.
39. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
40. Referral to counseling services for the victim and perpetrator.
41. 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 & 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. Amended August 2019.

DISCIPLINE POLICY

After investigation of the facts in each case, the appropriate disciplinary action will be taken. Disciplinary action will be based on the following:

A. Detention:

1. Detention will be used for tardies.
2. Teachers may use detention for disciplinary reasons at their discretion on an individual basis—after the second detention it is recommended that the teacher go to B1.

B. Major Disciplinary Actions:

1. Removal from the classroom and parents notified by the principal. The student will not re-enter that classroom until a conference is held including the teacher or teachers, parents, principal, student, and counselor. (1st and 2nd offense).
2. Upon the third offense removal from the classroom for a period of a three day in-school suspension. (This time will be spent in a supervised classroom situation with the student responsible for getting his or her assignments before 8:50 AM and returning the assignments completed, at the time set by the teachers.) A conference will be held including the teacher or teachers, parents, principal, student, and counselor.
3. Upon the fourth offense, suspension from school will be for a period of 5 days. A conference will be held including teacher/s, parents, principal, student, and counselor. Possible referrals for counseling or outside services (student will be responsible for getting his or her assignments before 8:50 AM and returning the assignments, completed, at the time set by the teachers.)
4. Expulsion or alternate classroom upon determination of the School Board and counselor. The Board and counselor would set the school work requirements, etc. The major area of discipline most often encountered is disruptive behavior in the classroom, hallways, and at lunch hour. This type of behavior would be dealt with in the step B#1-4 pattern. If the offense is of a more serious nature, the consequence would be more severe, this determination would be made by the teacher or teachers and principal.

10. TECHNOLOGY, COMPUTER, AND NETWORK FACILITIES ACCEPTABLE USE

POLICY

The Board of Education is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the Tioga Public School District.

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions;

A. Acceptable uses of technology, computers and the network include, but are not limited to:

- Tioga Public Schools online catalogs
 - STAR testing
 - Network file storage
 - Word processing and other software
 - Electronic mail
 - Accessing databases such as Grolier's Online and ODIN (Online Dakota Information Network)
- Accessing Internet resources such as web sites

B. Unacceptable uses of computers and the network include, but are not limited to:

- Accessing Internet resources or visiting web sites deemed inappropriate by the staff and administrators of this District;
- Violating the privacy rights of students and employees of this District;
- Gaining unauthorized access to computer systems or files;
- Copying print, software, music or video for use in violation of copyright law;
- Inappropriate content in e-mail, other documents or online postings;
- Using profanity, obscenity, or other language which may be offensive to another user;
- Using the network for financial gain or for intentionally spreading computer viruses;
- Downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
- Taking and/or publishing digital images that is inappropriate, embarrassing or harassing to other students or TPS employees;
- Intentionally bypassing the state-wide and/or district-based Internet filters.

All students and staff must consent to this policy in writing prior to accessing district networks and or/computers.

11. STUDENT PERSONAL ELECTRONIC DEVICES AND USE POLICY

The Tioga Public Schools assumes no liability for damaged, destroyed, lost and or missing cellular phones or personal electronic devices. Students

and their parents are responsible for the safe keeping of all such devices including: cellular phones, listening devices, tablets, computers, image taking devices, or any type of electronic game or similar device.

The Tioga Public School District recognizes that personal portable electronic devices are an integral part of our daily lives and can have the potential to positively impact a student's educational experience. The District also recognizes that personal electronic devices can have a disruptive and potentially dangerous impact on the school environment and that there is a responsibility to manage the use of these devices. Part of our challenge is to teach and learn proper etiquette in electronic usage. The determination as to whether or not students are permitted to use personal electronic devices is at the sole discretion of the building Principal or designee. Decisions as to how and when students may be allowed to use personal electronic devices will generally be dependent upon the purpose for which the device is intended. Other factors including the potential for disruption, violation of privacy, and embarrassment, the type of device being used, and the age of the student(s) may be considered when making a determination whether or not personal electronic device use will be permitted.

Central Elementary School Students who have brought a device with them to school are to leave them in their backpack or turn them in to their classroom teacher or office during school hours.

Device Categories:

1. **Educational Purpose** - Any device for which the primary function is an educational tool to assist in the delivery of curriculum, such as personal computers; tablet devices; e-readers; or other approved devices having an appropriate educational application. Permission to use these devices may be granted to students for educational purposes during instructional time when approved by the instructor or during non-instructional times when approved by the building Principal or designee.
2. **Communication Purpose** – Any device for which the primary function is communication, such as cellular telephones; smartphones; or other messaging device. Permission to use these devices may be granted to students for communication purposes during non-instructional time when approved by the building Principal or designee.

Definitions:

1. **Instructional Time** – The time identified in the daily schedule when students are assigned to a specific teacher and classroom for instruction or other educational purpose. This includes study halls, special programs, lyceums, class meetings, or any other activity held during the regular school day.
2. **Non-Instructional Time** – The time before or after the regular school day, passing times between classes, recess, or during lunch.

Cell Phone use must be monitored during the school day.

All personal electronic devices, regardless of category, must be kept off during instructional time unless:

- a) The supervising teacher has granted explicit permission for its use;**
- b) It is used in an emergency that is threatening the safety of students, staff, or other individuals.**

Students are not allowed to use any electronic device, from any device category, in a manner that is deemed by school personnel to be disruptive or potentially disruptive to the school environment.

Disciplinary action may be taken against any student for using personal electronic devices in any manner that is disruptive to the educational environment, including using the device to harass, embarrass, threaten, or intimidate; to cheat; to signal others; or in any way violate student conduct rules.

All school acceptable use policies will apply to personal devices when used on school premises or when participating in school sponsored activities. (See Acceptable Use Policy).

12. ELEMENTARY DRESS CODE

Appearance or clothing should be appropriate to the school setting and not distract from the learning environment.

- A. Length of shorts or skirts must be reasonable and appropriate.
- B. All shirts/tops must cover the stomach, back and chest.
- C. Clothing with indecent language and inappropriate innuendoes or pictures is not allowed. (Sex, alcohol, drugs, tobacco, gang symbols, etc.)
- D. Baggy pants must be worn with a belt. Belts must be in the belt loops and worn on or above the hips. Underwear must not be visible.
- E. No hats, head scarves, or sunglasses are to be worn inside the school except on a school sanctioned days.
- F. Shoe laces must be tied. Shoe laces should not be so long that they drag behind shoes.
- G. It is preferred that make-up, including lipstick and eye make-up, not be worn during school hours. Excessive make-up is not permissible.
- H. Students shall not write or draw on their skin. Students will be asked to wash off any non-permanent tattoos or skin paintings that are distracting or offensive.
- I. It is preferred that hair be a natural color if dyed so as not to be a distraction in the classroom.

- J. Wheeled shoes are not to be worn in school.
- K. Any attire deemed by the principal or teacher to be distracting to the school environment will not be allowed.

13. SCHOOL SAFETY

- A. Students should always use crosswalks when crossing the street.
- B. Student must **NEVER cross the street between buses.**
- C. Students should never talk to passersby during recess.
- D. Students should not arrive at school before 8:00 a.m.
- E. Parents should come to the school office when needing to talk to their child. To help eliminate security issues for recess duty teachers this procedure must be followed even if your child is on the playground.
- F. Adults should park on the side of the street when picking up children (not in the middle of the street) so children are less apt to dart out between traffic.
- G. Parents should contact the school when their child is absent so there is no question as to the child's whereabouts and safety.
- H. If someone other than the guardian is picking up the student(s), the guardian must notify the office in advance with a phone call.
- I. In case of an accident on school premises, first aid will be rendered and then, if necessary, the parent will be notified. If the parent can't be reached the child will be referred to a physician, if considered necessary.
- J. It is essential for the school to have on file the correct telephone number of parents. If you, a parent, do not have a telephone, the phone number of a person who can be contacted to relay messages to you in the event of an emergency should be given to the school.

14. SCHOOL VISITATION

- A. Parents are invited and encouraged to visit school any time but are asked to check in at the office first.
- B. Pre-school and school age children not accompanied by parents must have permission from the principal before visiting school. School visits will be limited to one-half day.

C. No animals/pets allowed.

15. PHONE POLICY

A. The office telephone is a business phone and should be used by students for necessary calls only. Parents and patrons are asked to limit their calls to the school for necessary messages only. Please discuss all after school arrangements in the morning prior to school.

B. Students will be called from class for answering phone calls **only** in cases of emergency. Messages will be delivered to students only when it is possible to do so without interrupting classroom time. Using the phones for trivial purposes will not be allowed.

16. HOT LUNCH AND MILK PROGRAMS

A. The lunch program will open the first day of school. The price of individual tickets for students in grades K - 12 will be \$3.00 each meal. Students will be allowed **only 5 charges**.

B. The breakfast program will open the first day of school. Breakfast will be served between 8:00 to 8:30 A.M. The price for student breakfast is \$1.50 per meal. Students will be allowed **only 5 charges**.

C. If a child eats lunch or breakfast at school, he/she is expected to remain on the school premises unless permission has been granted by parents and teacher to do otherwise.

D. Information and applications for free and reduced priced lunches will be given to all school patrons in the fall and will be available at the offices of the schools. Federal guidelines require that applications must be filled out every year even if children qualified the previous year.

E. The milk program will begin on the first day of school. All children in grades K - 6 may participate in the program. Milk will be served each day at various times depending on classroom schedules. The price of milk will be 35 cents a carton or \$7.00 for a twenty-punch milk ticket.

F. ACCOMMODATING CHILDREN WITH SPECIAL DIETARY NEEDS

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation (7CFR 15b), as well as the regulations governing the National School Lunch Program and School Breakfast Program, make it clear that substitutions to the regular school meal must be made for children who are unable to eat school meals because of their disabilities, when that need is certified by a licensed physician.

In cases of food allergy, generally, children with food allergies or intolerances do not have a disability as defined under either section 504 of the Rehabilitation Act or Part B of IDEA, and the

school food service may, but is not required to, make food substitutions for them.

However, when in the licensed physician's assessment, food allergies that may result in severe, life threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

Parent or Guardians Responsibility

Obtain a Physician's statement stating the nature of the child's disability, the reason the disability prevents the child from eating the regular school meal, along with emergency treatment. (In cases of a food allergy that is life threatening/ anaphylactic). Form are available at both buildings.

1. Talk with the lead school nutrition/foodservice manager. And any other school personnel that may be involved in the care of your child.

Have a plan of emergency treatment and any medications needed available to the school, to be kept at the office.

School Nutrition Responsibility

1. Prepare nutritious food substitutions or modifications as required by physician's statement.

2. To work with parents and teachers to meet the child's dietary needs.

To attend nutrition education classes when made available and to educate all foodservice employees about diet modifications/food allergies.

The Tioga Public School Child Nutrition Service will work to the best of their ability to accommodate any special dietary needs as stated in a physician's statement. Please note that as with most smaller school districts a registered dietician is not on staff, and if you DO NOT feel confident that your child's special dietary concerns can be met, please feel free to consider sending a lunch or breakfast with your child to school.

17. PHYSICAL EDUCATION

All children, grades K - 6 will participate in physical education classes unless they have a written excuse to be excluded from the classes. **Students should have non-marking gym shoes for these classes.** Locker facilities are not available but gym shoes may be kept in their classroom.

18. CLOTHING IDENTIFICATION

All wearing apparel such as coats, caps, gloves, gym shoes, mittens, and overboots, etc., **should be clearly marked for easy identification.**

19. RELEASE OF STUDENT RECORDS

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that **Tioga Public School District** with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Tioga Public School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the **Tioga Public School District** to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;

2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want **Tioga Public School District** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. **Tioga Public School District** has designated the following information as directory information: *Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

1. Address
2. Date and place of birth
3. Dates of attendance
4. Degrees, honors, and awards received
5. Electronic personal identifier
6. Grade level
7. Institutional electronic mail address
8. Major field of study
9. Participation in officially recognized activities and sports
10. Photograph
11. Student's name
12. Telephone listing
13. The most recent educational agency or institution attended
14. Weight and height of members of athletic teams

20. LEGAL NAME

The 1989 ND Legislature passed a law that requires all schools to use a student's legal name for all communications such as school records, report cards, etc.

ND15-47-48. Use of pupil's legal surnames. Each pupil enrolled in a public, private, or parochial school or a daycare center, child care facility, head start program, or nursery school must be registered in that pupil's legal surname, and all records maintained by the school, center, facility, or program with regard to a pupil must be maintained in that pupil's legal surname. All officials, teachers, administrators, and other employees of a school, center, facility, or program shall use the legal surname in all communications in which a surname of a pupil is used.

21. PARENTS' RIGHT TO KNOW

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. Parents who are interested in learning this information should contact the school administration office at 701-664-2330 to receive a detailed explanation of the licensing, education and experience of each of teacher. Information regarding the names and qualifications of the school paraprofessionals can also be requested.

22. EMERGENCY SITUATION PROCEDURES

- A. Fire - Follow the procedure covered in the fire drill policy. All teachers should clear the building with their students, at least 50 feet from the curbing in front of the school. Each teacher must be able to account for the students in his/her class or classroom.
- B. Tornado - Students are to be seated in designated areas. Gym students will go to the locker rooms.
- C. Blizzards - If the storm is during the night, you are to listen to KTGO and KEYZ radio in the morning for announcement. If during the school day each student including rural pupils will be sent to their homes or their "storm homes" in town designated by their parents. However, no child will be excused during a blizzard unless a parent has given prior approval for their child to go home by himself. All school employees are to stay at their respective schools until such time as the situation is normal.

23. Tioga Pirate Mobile App

Tioga Public School now offers a mobile app to stay connected. You can find the app either on iTunes or Google Play. App is called Tioga Public Schools, ND. This is a fast and easy way to stay updated with the school.

24. SCHOOL BUSES

The following rules are recommended by the Department of Public Instruction and adopted by the Tioga School Board to govern the use of school buses throughout the Tioga School District. Parents are asked to review the rules with their children.

General

1. Parents and students must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior of any kind will not be tolerated. Students who misbehave can be suspended from school and can be denied the privilege of riding on the bus. A bus driver shall have the authority to remove a student from the bus for a period of one day for disciplinary reasons; upon conferring with the administration, the time may be extended

by the superintendent/principal for an amount of additional days as deemed appropriate.

During Covid-19

1. Temperatures may be taken when students enter the bus.
2. Students may be required to wear masks.
3. Seats may be assigned.
4. A student maybe denied access for having a fever over 100.4 or per CCD Guidelines.
5. A student may be denied access for failure to comply to reasonable safety precautions during Covid-19.

Student and Parent Responsibilities

1. Students will ride on assigned buses. Parents must request in writing any exception from this rule. Request shall be made to the superintendent.

2. Students will board and disembark from their assigned bus at selected designations unless written permission is granted to be let off at other than the regular stop. The bus driver must be presented such a written request signed by the principal. Parents will assume the responsibility of the child when such a request is made and granted.

3. A certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent's office.

4. It is the responsibility of the parent and the student that they be properly clothed during the winter. **A student may be denied access to the buses if not properly clothed.**

5. If parents wish to take children home from school, the bus driver should be notified. In no case shall parents stop the bus on the highway at an undesignated stop for the purpose of taking their children off the bus.

6. If the children are not to ride the bus in the morning, the driver should be notified in sufficient time so that he does not have to stop.

7. If a child did not ride the bus in the morning, the driver will not expect him to ride the bus at night unless he is notified.

Previous to loading (On the road and at school)

1. Be on time at the designated school bus stops - help keep the bus on schedule.

2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner, do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat. The bus driver has the authority to assign seats for any length of time.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.

6. Use the handrail and watch your step when boarding.

While on the Bus

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your homes. Damage to seats, etc., must be paid for by the offender. [Climbing over seats is not allowed.]
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus. If this occurs, it is not the driver's responsibility to return it for the school day.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus windows.
10. Students must remain in their seats while the bus is motion.
This is for the student's safety.
11. Always be courteous to fellow students, the bus driver, the driver's assistant and to passer-bys.

12. Keep quiet when approaching a railroad crossing stop.

13. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding for any length of time.

14. The driver is responsible for controlling the bus riders. They must obey him promptly and cheerfully.

After Leaving the Bus

1. Cross the road at least 10 feet in front of the bus but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver. Always keep the driver in your sight.

2. Help look after the safety and comfort of small children.

3. Be alert to the danger signal from the driver. (Note: pre-arranged signal)

4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

25. DRUG USE AND ABUSE

The School has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

Education

The Tioga Public School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning.

This District will teach about drugs and alcohol in the curriculum, in staff orientation and continued training and in parent and community education. (This will be done in cooperation with a community Chemical Health Committee.) This education program will also include providing an information service for referral to

counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not punitive action. We recognize that chemical addiction is a treatable disease and the use of alcohol and other drugs is wrong and harmful.

Prohibited Activities

It shall be against school policy for any student:

- a. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
- b. To possess, procure, purchase, or receive, or to attempt to possess, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag, or when he owns it completely or partially.
- c. To be under the influence of (legal intoxication not required), or to 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 in this policy.
- d. Knowingly or intentionally aiding or abetting in any of the above activities.

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

Prohibited Substances:

- beverage:
- a. Alcohol, powdered alcohol, Non-Alcoholic, or any alcoholic beverage:
 - b. 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, and hallucinogen, any stimulant, or any depressant.
 - c. Any abusable glue or aerosol paint or any other chemical including, but not limited to, lighter fluid, white out, and reproduction fluid;

d. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy, "Administering Medicine to Students".

Violation

Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.

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

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized 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 which may affect the student's ability to learn or the educational climate of the school, the school has the right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Tioga School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor or (2) reported to the principal/superintendent. If the counselor/principal/superintendent believes that the student indeed is in need of assistance, the counselor /principal/ superintendent may call the student in for a conference. (The counselor/principal/superintendent may receive assistance in how to confront students from a certified addiction counselor.)

If, after conferring with the student the counselor/principal/ superintendent believes that there is a probability that the student may be chemically dependent, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

26. WEAPONS POLICY

CARRYING WEAPONS

Definitions

This policy defines the following:

- Dangerous weapon as define by NDCC 62.101-01(1)
- Firearm is 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 the site of any school-sponsored event or activity.
- Weapon includes, but is not limited to:
 - o Any dangerous weapon as defined by NDCC 62.1-01-01
 - o Any device designed to stun through use of voltage whether through direct contact or through a projectile
 - o Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate
 - o Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others
 - o Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual

Prohibitions

Students are prohibited from knowingly possessing, handling, 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. any firearm or weapon on school property.

Disciplinary Consequences

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

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The 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 student's decision to possess a firearm in violation of this policy.

5. The recency and severity of prior acts resulting in suspension or expulsion.
 6. Whether 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 the 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 student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

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

Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school 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, other dangerous objects or look-a-likes for educational purposes. Such a display will be 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 head coach or immediately notifies an administrator, teacher, or head coach of its location.

Reviewed/Revised: March 2020

**NOTIFICATION OF TITLE VI, TITLE IX, SECTION 504, AND ADA POLICIES
(EQUAL OPPORTUNITY POLICIES)
TIOGA PUBLIC SCHOOL DISTRICT # 15
TIOGA, ND 58852**

YOU ARE HEREBY NOTIFIED that it is the policy of the Tioga Public School District # 15 to ensure equitable access to, and participation, in federally assisted programs for students, teachers, and other program beneficiaries with special needs. District policy states that it will not discriminate on the basis of race, national origin, sex, handicap, or disability in its educational programs, activities, and employment policies or admissions policies and practices as required under Title VI, Title IX, Section 504, and the Americans with Disabilities Act of 1990.

YOU ARE FURTHER NOTIFIED that inquiries regarding compliance of the above may be referred to: