

GRENORA PUBLIC SCHOOL
Student-Parent Handbook

GRENORA PUBLIC SCHOOL MISSION STATEMENT

Our mission at Grenora Public School is to provide students with diverse educational opportunities, which will prepare them for the 21st century.

GRENORA PUBLIC SCHOOL PHILOSOPHY

PHILOSOPHY: Self-Esteem

We, at Grenora School, acknowledge that positive self-esteem plays a vital role in student morale, individual performance, and general well-being. We understand that when basic physical, social and emotional needs go unmet, a person's feelings of self-worth are diminished. We believe, too, that the school is an extension of the learning environment that begins in the home. Children who have their needs met at home develop a strong sense of worth and identity, which makes them more capable of benefiting from organized instruction.

Goal #1: Children will come to school ready to learn, having benefited from proper nourishment, sufficient sleep, a feeling of safety and security in the home environment, and the knowledge that those who love and care for them perceive them as capable and worthy individuals.

Goal #2: Teachers will create an inviting atmosphere of mutual respect in the classroom where each student feels safe and secure from ridicule and harassment.

Goal #3: In classrooms, students will encounter predictable rules and routines that evoke feelings of security and stability in their environment.

Goal #4: In classrooms and throughout the school, teachers and staff will affirm and extend feelings of "belonging" to all students regardless of their contributions in academics or extracurricular activities.

PHILOSOPHY: A Strong Foundation

We, at Grenora School, recognize the need for students to have a strong foundation, which includes basic skills, thinking skills, and certain personal qualities and competencies, which will help them to be effective and productive workers in future employment situations.

Goal #1: Each student will display age-appropriate competencies in basic skill areas including reading, writing, arithmetic and mathematical operations, speaking and listening.

Goal #2: Each student will be provided with opportunities to develop such thinking skills as: systems analysis, error analysis, strategy development and selection, metacognitive skills, evaluative thinking, elaboration and study skills.

Goal #3: Each student will be given instructional opportunities that will enhance the following personal qualities in the classroom setting: responsibility, self-management, integrity, honesty, mutual-respect, empathy, and loyalty to democracy.

Goal #4: Each student will learn to effectively allocate and use such personal resources as time, money, materials, and space.

Goal #5: Each student will learn the interpersonal skills needed to effectively work on teams, teach others, and work with all people from culturally diverse backgrounds.

Goal #6: Each student will gain the skills necessary to acquire and evaluate data, organize and maintain files, interpret and communicate information, and to use technology to process information.

Goal #7: Each student will demonstrate the ability to select appropriate equipment and tools and apply

technology to specific tasks.

PHILOSOPHY: Individualized Instruction

We, at Grenora School, recognize that all students have different capabilities and rates of learning, creating a need for teachers to modify and individualize instruction.

Goal #1: Teachers will make a planned effort to determine individual ability levels, basic skill levels and experiential background of students, in an attempt to design instruction that is appropriate to individual needs.

Goal #2: Teachers will meet students at their present skill level and move them forward in the curriculum from that point, setting expectations accordingly.

Goal #3: Teachers will promote the importance of special talents and creativity in the classroom, providing opportunities for accelerated learning for students needing extra challenges.

Goal #4: Teachers will work toward the development and implementation of informal educational plans for each student, inviting participation from administrators, parents, counselors and when appropriate, students.

PHILOSOPHY: Variety in Instructional Practices

We believe that students at Grenora School need to benefit from expanded, extended and enhanced instruction, where teachers use a variety of practices and innovative techniques utilizing the newest technologies possible.

Goal #1: Rather than always participating in a passive learning setting where students sit, listen and take notes, students will be engaged actively in the learning process with the use of such techniques as demonstrations, experiments, hands-on learning, debates, cooperative learning, etc.

Goal #2: Instruction will reflect thoughtful planning that includes objectives written to three domains of learning: affective (feelings and attitudes), psycho-motor (hands-on), and cognitive (thinking or reasoning, including objectives from a hierarchy of cognitive levels).

Goal #3: Lessons will be presented to students in three sensory channels--visual, auditory, and kinesthetic (or hands-on)--to accommodate all learning styles.

PHILOSOPHY: Health Practices

We, at Grenora School, believe that good physical and mental health contributes significantly to an individual's quality of life. We believe, therefore, that beginning at an early age, students should be aware and actively involved in making decisions that affect their personal health.

Goal #1: Each student at Grenora School will develop and maintain a suitable level of physical fitness while learning basic body movement skills and a variety of life-long recreational and leisure activities.

Goal #2: Each student will be provided with instructional opportunities to learn about physical and mental health, nutrition, hygiene and safety practices that will lead to a more wholesome and vigorous life.

PHILOSOPHY: Career Education

We, at Grenora School, believe that students should be provided with information that will assist them in future career decision-making.

PHILOSOPHY: Community Involvement

We, at Grenora School, perceive our entire community as a learning environment, with the school representing one avenue for developing human potential. We believe that with a spirit of cooperation and mutual-support, our school and our community can effectively work together to set goals that will provide

quality learning experiences for all our youth.

Goal #1: To increase community involvement in the school, local resource people will be utilized whenever possible to share expertise, teach refined skills, or to supply creative energy or manpower.

Goal #2: Through the on-going school improvement process, members of the Grenora community will be invited to participate in the annual review of the school's goals.

Board Recognition

The School Board hereby recognizes and delegates to the superintendent and each principal the authority to deal with disciplinary problems, day to day activities, and handbook policies set forth by the Grenora School Board. All policies in the Student/Parent Handbook to be determined and/or approved by Administration.

Grenora Public School District

Crisis Handbook

District Chain of Command (Person in Charge)

| | | |
|-----------------|------------------|------------------|
| Aaron Rudningen | (H) 406-483-5210 | (C) 701-301-0096 |
| Joe Paine | (H) 701-985-2441 | (C) 406-942-0044 |
| Shelly Quimby | (H) 701-694-5839 | (C) 701-317-1211 |

Media Procedure:

ATTENTION ALL STAFF: the District Superintendent or his appointed designee will handle the release of information; please refer all media to him. NO STAFF IS TO RELEASE ANY INFORMATION TO THE MEDIA OR THE PUBLIC.

Communication Procedure for Person in Charge

Step 1: Notify Superintendent/Office

Step 2: Superintendent/Person in charge calls:

| | |
|--|----------------|
| Emergency Services-Police/Ambulance/Fire | 911 |
| *District Superintendent | |
| County Disaster | 701-577-7707 |
| Poison Control | 1-800-525-5042 |

Tell the Principal/Office specifically what the emergency is and remain at the site until help arrives.

*The Superintendent will notify the School Board Chairperson and the American Red Cross if necessary.

Alternate School Locations

If the need to evacuate the school exists, you will be notified to evacuate to one of the following locations:

St. Boniface Catholic Church 701-694-3743

St. Olaf Lutheran Church 701-694-3411

Suicide, Serious Injuries, and Death

Suicide Threats:

1. All staff is to take all suicide threats seriously and REPORT them to the Principal immediately.

Suicide, Serious Injuries, and Death:

1. If an incident occurs during school hours:
 - a. Isolate the area.
 - b. Notify the Superintendent
 - c. Superintendent will notify students and parents.
 - d. Escort all students to the designated area provided by the administration over the intercom.
 - e. DO NOT mention "suicide" or details about the death or injury.
 - f. If it is a suicide situation, DO NOT allow anyone to describe the suicide as a heroic act.
 - g. If it is a suicide situation, any special events such as observing a moment of silence, or having an "In Memoriam" page in the yearbook must be approved by the administration.
 - h. If it is a suicide situation, DO NOT glorify the death in any way.

2. If incident occurs after school hours:
 - a. The Grenora Public School Phone Tree will be utilized to make the staff aware of any emergency staff meetings.

Hazardous Material Spills or Leaks

Hazardous material spills or leaks inside the school:

1. Wait for proper notification from the office.
2. Follow the proper guidelines for evacuation in the Emergency Procedure Section.

Hazardous material spill or leaks outside of the building:

1. If students are inside:
 - a. After being notified, immediately close all windows.
 - b. Shut off or disconnect any electrical or gas operated appliances.
 - c. All Classrooms are to move to the gym immediately.
 - d. Teachers will need to follow the guidelines implemented in the Emergency Procedure Section.
 - e. All heat, ventilation, and air conditioning units will be shut off immediately, and all doors will be sealed to prevent any excess exposure.
 - f. DO NOT EVACUATE THE BUILDING until advised by the Public Safety Official in Charge.
2. If students are outside:
 - a. Move the students upwind if possible.
 - b. Don't step in or get near any spilled material.
 - c. Follow directions of Public Safety Official in charge.

Severe Weather

In the event of severe weather, keep students in the classroom until further directed.

Tornado

Information regarding tornadoes will be broadcast on the Weather Alert Warning Radio.

1. TORNADO WATCH-Means no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - a. If a Tornado Watch is declared, be prepared to evacuate quickly and be alert for special instructions.
2. TORNADO WARNING-Means a funnel cloud actually has been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.
3. In the event there is a TORNADO WARNING, take the following precautions:
 - a. All classrooms on the exterior of the building, as well as those classes in the gym, auditorium and multi-purpose room, will need to leave. Please refer to Emergency Exit Map posted in the classroom on where you are to relocate.
 - b. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor available.
 - c. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

Earthquakes

The school staff and students should be guided by the following:

IF INSIDE:

1. Do not panic. If protected from falling objects, the rolling motion of the earth is frightening, but not dangerous.
2. To protect from falling objects, take cover in this manner:

- a. Get beneath a desk, table or bench. If possible, cover head with a coat or other clothing to minimize injury.
 - b. If not cover is available, get against an inside doorway or crouch against an inside wall and cover your head. Stay away from outside wall, windows, or others expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
 4. Stay put and take cover. Do not attempt to run through the building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against an inside wall or inside the doorway and crouch.

IF OUTSIDE:

1. Move quickly away from the building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take attendance of students and report to person in charge as soon as safe to do so.
4. Do not attempt to enter a building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instructions from person in charge.

Bomb Threat/Fire

Bomb Threat:

When notified by the office that there has been a bomb threat:

1. Every teacher is responsible for inspecting their classroom for anything unusual. If anything suspicious is found, LEAVE IT UNTOUCHED and report it to the office immediately.
2. If evacuation is necessary, you will be notified by the front office to evacuate and which alternate site you are to report to. Please refer to the Emergency Procedure Section.
3. When leaving your room DO NOT shut off the lights and DO NOT shut the doors. DO NOT allow students to go to their lockers.

Fire:

Follow all the procedures in the Emergency Procedure Section with the following revisions:

1. All staff/students need to evacuate the building immediately; you are required to go 100-300 yards away from the area you exit. Please refer to the Emergency Exit Map posted in the classroom for the exit nearest you, as well as the Crisis Team Member assigned to your exit.
2. When you reach the alternative location, immediately take attendance and report any missing or additional students in your custody to your assigned Crisis Team Member.
3. Follow all other guidelines implemented in the Emergency Procedure Section.

Crisis Response Team/Emergency Procedure

Please refer to the Emergency Exit Map posted in the classroom, for the Crisis Response Team Member assigned to your exit.

Aaron Rudningen

Joe Paine

All staff will respond as follows:

1. Teachers/Aides will escort and supervise the students assigned to them.
2. Teachers/Aides whose primary responsibility are in the Jr. High and have no students in their custody will report to the Jr. High alternative site.
3. Teachers/Aides whose primary responsibility are in the High School and have no students in their custody will report to the High School alternative site.
4. Teachers/Aides with handicapped children will proceed to bus barn for transportation.
5. District wide staff, in the time of evacuation, report to the alternative site.
6. Kitchen staff will report to the alternative site.
7. Custodians will report immediately to the Principal.

Emergency Procedure:

1. Refer to Emergency Exit Map, posted in the classroom, for the exit nearest you.
2. Announce to students that anyone not present for roll call at the newly assigned location will be considered truant.
3. Prepare students to relocate quickly and orderly, no stopping to get coats, etc.
4. All teachers/staff must take their ATTENDANCE BOOK, GRADE BOOK and their CRISIS HANDBOOK along with them.
5. Any students who are not in their classrooms at the time of the relocation will evacuate with the classroom/staff they are with at the time of the evacuation.
6. Shut doors and turn off lights. (Do not do for bomb threats.)
7. Escort, supervise, and account for the students in your custody.
8. Once you have arrived at your appropriate site, all teachers/staff must take attendance and report any missing or additional students to the Crisis Response Team Member.
9. In the event of an injury, notify anyone on the Crisis Response Team and that person will get medical help.

Intruder

Take all rumors of violence of any kind seriously and report them to the office. All information will be strictly confidential and will not be shared with any students or anyone not employed by the school district.

A. BOARD

Nine-Week Quarters

The Board of Education has set the school term as consisting of four nine-week quarters.

Grading System:

| | |
|---|------------|
| A | 92 - 100 |
| B | 84 - 91 |
| C | 77 - 83 |
| D | 70 - 76 |
| F | 69 & below |

Honor Roll Points:

| | | | |
|----|------|----|------|
| A | 4.00 | C | 2.00 |
| A- | 3.66 | C- | 1.66 |
| B+ | 3.33 | D+ | 1.33 |
| B | 3.00 | D | 1.00 |
| B- | 2.66 | D- | .66 |
| C+ | 2.33 | F | 0 |

Midterm Reports

Midterm reports, Kindergarten through 12th grades, will be sent each nine-week period. This report will come from teachers and is valuable as it gives the student and the parents an opportunity to correct any deficiencies. It is often helpful to arrange for conferences with the teacher.

Graduation Requirement Policy

Graduation from the Grenora Public School District implies that students have satisfactorily completed the prescribed courses of study for the required grade levels in accordance with their respective abilities. They have satisfactorily passed all examinations and the requirements set by the faculty.

The Grenora School District will require eight semesters of attendance, in grades 9-12 in an accredited high school or verified through homeschool documentation. This does not mean a student is not allowed to take correspondence courses or some other method of obtaining a high school diploma. As referenced in **NDCC 15.1-23-17 Home education High school diplomas**: “A child’s school district of residence, an approved nonpublic high school, or the center for distance education MAY issue a high school diploma to a child who, through home education, has met the issuing entity’s requirements for high school graduation provided the child’s parent submits to the issuing entity a description of the course objectives were met, and a transcript of the child’s performance in grades nine through twelve”. These requirements must be followed to receive a Grenora High School diploma.

However, non-fulltime students must apply to participate in graduation exercises in the spring. Being a member of the graduating class will be determined by the school administration. Students must apply by March 15 to the administration who will render a decision by April 1. If an appeal is going to occur it must be submitted to the school administration within three days of the original decision. The appeal hearing will take place at the annual April school board meeting, which is scheduled to occur on the second Tuesday of the month. Criteria the board may base their decision on could include: cases of extreme difficulty caused by situations out of control of the student or parents, illness, trauma, personal disabilities, etc.

Graduation Requirements

The following 22 units (credits) of coursework will be required by the state of North Dakota for a high school diploma:

- **4 units of English/Language Arts,**
- **3 units of math,**
- **3 units of science** (physical science, biology, and 1 unit of any other science (*or 2 half units*) of any other sciences)

- **3 units of social studies** (1 unit of US history, 1/2 unit US government and 1/2 unit economics; *or* 1 unit of problems of democracy; and 1 unit (or two half units) of any other social studies which may include: civics, civilization, geography and history, multicultural studies, ND studies, psychology, sociology, and world history)
- **1 unit of physical education** *or* 1/2 unit Physical Education and 1/2 unit health;
- **3 units of: Foreign languages, Native American languages, Fine arts or Career and Technical Education courses;**
- **5 additional units.**
- Study Hall is renamed Study Skills with students receiving a graded 1/4 credit per semester which cannot be used for the five additional units or the 22 unit credits required for graduation. Credits will be used for eligibility, GPA, and student's final transcript. Attendance is mandatory and will be the determining factor in the grade.

It is understood that some students will be involved in special and adaptive programs; successful completion of which will result in graduation.

Honor Group

The following policies have been adopted by the School Board to be used in determining an Honor Group from each year's graduating class.

1. A student with a GPA of 3.00 will be a member of the honor group (to be obtained by end of third nine weeks senior year).
2. Valedictorian will be selected as the student with the highest GPA over 3.50. Second ranking student over 3.50 will be the Salutatorian. In case of a tied GPA there will be co-Valedictorians or co-Salutatorians. To be considered for Valedictorian or Salutatorian a student must have received at least 75% of their credits from Grenora Public School.
3. Honor student selection, per semester, is based on outstanding character and scholarship. Any discipline issues resulting in suspension may affect your Honors status. Alcohol, tobacco and drugs offences will disqualify you.

The following policies are designed to regulate the use of correspondence courses and granting credit for graduation completion:

1. Students regularly enrolled shall not be permitted to carry courses by correspondence if such courses are offered or made available in the local school programs unless permission is granted by administration.
2. Students may take a locally offered correspondence course through the North Dakota Center for Distance Education only if a scheduling conflict exists, or a course is not offered.

Release of Student Records

A student's educational history cannot and will not be released to any agencies, other than to educational institutions to which the student is transferring, unless permission is granted by completing a request form. The request form must be completed and authorized by the student's parent/guardian if the student requesting the release of information has not attained his/her eighteenth (18) birthday. Upon attaining the age of eighteen, the student may request release of personal educational information without parental consent. In forwarding educational data to other educational institutions, only data classified as objective data (grades, test scores, attendance records, etc.) will be forwarded.

Directory Information

The Grenora Public School District has designated the following as directory information: Student's name, address, birth date, class schedule, height, weight, dates of attendance, honors, and awards, club and team membership, pictures of student in school events. Grenora Public School District may release

the directory information without prior written consent. Parents not wishing to have their students directory information released must contact the office.

Scheduling Events

Any organization desiring to schedule an event should report to the superintendent's office where the general school calendar is maintained. Only properly scheduled events will be allowed. No alcohol should be used by any organization using the school.

BOARD MEETING AGENDA & PRE-MEETING PREPARATION

Agenda

The Superintendent, in consultation with the Board President, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Superintendent no later than five days prior to the meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of [2/3rds] majority of the Board.

The order of business shall be as follows:

1. Call to order
2. Confirmation of agenda
3. Approval of minutes
4. Consideration of bills
5. Communications
6. Unfinished business
7. New business
8. Adjournment

Pre-Meeting Preparation

Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the superintendent's office. The agenda will be posted in the school building.

Board members are expected to read the information provided them and to contact the Board President or Superintendent to request additional background necessary to assist them in their decision making responsibilities.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meeting of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meeting, it will be the policy of this board to afford that opportunity in accordance with the following procedures:

Public Participation

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition to the agenda of a regular meeting and the board

members present approve in accordance with board policy. Members of the public who wish to make formal presentations before the Board shall make request in advance in accordance with the board's agenda setting policy.

The Board may allot a time for public comment on the agenda. When the Board agrees to do this, no individual may speak more than once. When public comment has been permitted, the speaker should:

1. Stand during the appropriate period and be recognized by the President.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the Chairman waives the time limit.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Chairman may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

Complaints

The Board has adopted policies governing patron complaints. The public is required to seek redress through these policies. The public will be prevented from commenting on a topic governed by a complaint policy if the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board.

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks.

Questions and Comments by Board and District Administrator

Board members and the district administrator may question a speaker or make comments in response to the speaker's remarks.

Discussion of a Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as the Chairman requests information.

COMPLAINT PROCEDURE

Discrimination

Any person who believes himself/herself or any specific class of individuals to be subjected to discrimination in any of the programs or activities of the Grenora Public School District may file a complaint as follows:

1. An oral complaint may be informally filed with the principal: OR
2. A formal written complaint may be filed with the principal of the building in which the alleged discrimination occurred: OR
3. A formal written complaint may be filed with the superintendent who has been designated as the person responsible for coordinating the efforts of the Grenora Public School District to

comply with the Equal Opportunity Policy, including the investigation of complaints alleging noncompliance.

4. If an oral complaint is filed as outlined above (1) or a formal written complaint is as outlined in (2) or (3) above, an investigation will be made by the superintendent within 30 days following the complaint. The superintendent will submit a written report to the complainant outlining the results of the investigation. This report will either concur with the complainant that a violation by the investigation that the complaint has merit, the written response will outline ways the deficiency will be corrected.

Any person lodging an informal, oral complaint reserves the right to file a formal written complaint within 60 days of filing the oral complaint. Further, a formal written complaint must be filed as outlined in 2 or 3 above, prior to the filing of an appeal as outlined below:

FORMAL APPEAL PROCEDURES

When a formal complaint has been filed, a response from the appropriate person has been received by the complainant as outlined above, and the complainant believes the rejection of the complaint or the remedies suggested are not equitable the complainant may, within 30 days of the filing of the original complaint, file a formal written appeal. Such appeal should be filed with the business manager of the Grenora Public School Board or with the State Department of Public Instruction. Upon receipt of an appeal, a date shall be fixed for a hearing held not less than 20 calendar days after the receipt of the appeal. Both of the School Board and the Complainant shall have the right to:

1. Be represented by counsel;
2. Introduce all relevant evidence on the issue;
3. Take direct testimony of any witness, given orally under oath or affirmation;
4. Cross-examine witness(es) on any matter material to the proceeding, without regard to the school of the direct examination;
5. Have the proceedings transcribed by a court reporter, at the expense of the person requesting such transcript.

In addition to the above specific procedural rights, the provisions applicable to Title VI of the Civil Rights Act of 1964 as found at 45 applicable to Formal Appeals under Title IX. Any employee or student of the Grenora Public School District #99 shall be entitled to submit any complaint of alleged discrimination on the basis of sex or handicapping condition to the Regional Office of Civil Rights of the United States Department of Human Services by sending the complaint to:

Federal Building
1961 Stout Street
Denver, CO 80294
(303)844-4957

STATEMENT:

The Grenora Public School District #99, in the counties of Williams and Divide and State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap in employment and in those programs and activities offered to its students. It is the expressed intent of the Grenora Public School District #99 to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, and handicap.

This concept of equal opportunity will serve as a guide to the School Board, the administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees.

LOCATION OF POLICY:

A copy of the School Board Policy is available for review in each school building and the administrative office.

COMPLAINT PROCEDURE:

Any student or employee of the District, who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity on the basis of race, color, national origin, sex, or handicap, may file a written complaint with the superintendent or follow procedures outlined in the complaint procedure.

PATRON COMPLAINTS

Constructive criticism of the schools is invited by the School Board whenever it is motivated by sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will be referred to the administration for study and possible action.

Since individual board members have no authority to resolve complaints other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the Board of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make proper reply to the complainant.

Complaints in which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials.

Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level, either party is encouraged to refer the matter to the superintendent for review.

If all other remedies have been exhausted and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request the matter be placed on the agenda of the next regular meeting of the School Board. The complaint shall be presented in writing and included in the agenda materials provided to the Board prior to the meeting.

The School Board will not consider or act upon complaints that have not been explored at the

appropriate administrative level or complaints for which specific resolution procedures have been established that do not include Board review.

BOARD-SUPERINTENDENT RELATIONS

The School Board believes that the legislation of policy is its most important function, and that the execution of the policy should be the function of the superintendent. Delegation by the Board of its executive powers to the superintendent provides freedom for the superintendent to manage the school policy making and appraisal functions.

The superintendent shall be responsible for all aspects of school operation. The superintendent may delegate responsibility and the authority necessary to discharge it to other officials and so develop such procedures and regulations as considered necessary to ensure efficient operation of the school, except that the hiring of personnel shall be reserved to the Board with the recommendation of the superintendent.

PATRON COMPLAINTS ABOUT PERSONNEL

The Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints should be resolved at the lowest possible level of authority. Therefore, patrons with complaints about personnel are encouraged to first discuss the complaint with the employee involved. 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 employed. 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 will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within sixty (60) days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

To be considered for investigation, any such complaint must have been filed within 60 days of the alleged occurrence. (Exception of the 60 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaint of harassment and/or discrimination.

Complaints about the Superintendent shall be directed to the Board President. This procedure is intended to minimize the risk of possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

ASBESTOS

Attention Parents and Students:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In

1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During that inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative office during regular office hours. Weathermen Inc. is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

B. GENERAL SCHOOL INFORMATION

School will start at 8:30 in the morning and dismiss at 3:30 for the school year.

OFFICE POLICIES

Telephone The office telephone is a business phone. Parents are asked to call the school only in an emergency. Messages will be delivered to students only when it is possible to do so without the intercom.

Phone Calls Students are allowed to use the district telephone based on administrative discretion.

Daily Announcements When necessary, announcements will be daily. Students are responsible for listening to these announcements. Students wishing to have announcements made must have the approval of the administration or the advisor of their group.

ANIMALS

No animals shall be allowed on the school campus/athletic complex. Service animals will be allowed in accordance with the ADA.

GRENORA SCHOOL LUNCH POLICY

Prepaid: Must be prepaid or child will be served alternate meal until payment has been received. Balance is available on PowerSchool. If you don't pay the monthly fee for meals and eat only on occasion, this fee must be paid at the office before student eats.

Grenora School has a closed noon. All students will eat a school-prepared meal or bring a sack lunch. All lunches will be eaten in the lunchroom only.

Sack Lunch

Parents are encouraged to provide a nutritional meal.

No pop will be allowed from 8:30 am – 3:30 pm unless prior approval from administration.

The school fees for the Grenora Public School are set by the School Board.

HOT LUNCH FEES – per 20 days

K - 6 – 2.30 per meal ----- 46.00

Grades 7-12 – 2.55 per meal----- 51.00

Adults – 4.00 per meal

Morning Milk - K-6 ----- 12.00

Morning Milk/ Extra Milk----- .60

(Ex: \$12.00 = 20 milks)

****PLEASE MAKE HOT LUNCH CHECKS SEPARATE FROM REGISTRATION CHECKS!**

The Free and Reduced Hot Lunch applications and guidelines will be given to families at registration. Free meals must qualify as per guidelines. Please check with the school administration on this. **You can apply for free meals at any time during the school year.** Please send your check for hot lunches at the beginning of each month for that month.

Families can notify the district office within 30 days of the last day of attendance, requesting reimbursement of their positive lunch balance, after the 30 days the positive balance will be put into an 'Angel Fund' for those who are having difficulty paying for their meals.

Library

Students are expected to check out books from the librarian or helpers before leaving the library. No reading material should leave the library if not checked out.

Parents

Successful control and good discipline in school is facilitated when parents provide strong support and backing of the rules and consequences. It is for this reason continued communication is necessary.

Driver Education

Grenora Public School is NOT responsible to host, find outside sources, or administer Drivers Education. Driver Education is no longer required for graduation from high school in North Dakota. Driver Education will still be offered as an elective course. If you desire to have a driver's license before you are sixteen (16), you must take both the classroom course and behind the wheel training. This law came into effect July 1, 1987. Cost for behind the wheel training will be determined by the Board. (Classroom) – not required for graduation. If both classroom and behind the wheel training are taken, ¼ credit is given.

Doors Locked

Grenora School doors will open by 8:00 a.m. and will be locked by 9:00 a.m. excluding the front door (west side), which will remain open until 5:00.

Students in the Building

All students are to be in the building no earlier than 8:10 am. All students are to be out of the building one half (1/2) hour after school is dismissed, unless they are in a supervised activity.

Inclement Weather - Closed School

Administration reserves the authority to close school due to inclement weather. Parents/Guardians will be notified by our School's notification system.

Home Away From Home

Each student will be expected to have a "home away from home" so that he will have a place to go should a severe emergency arise. This information will be asked for when the child registers for school.

Parking Regulations

1. No parking in front of school during loading or unloading of buses.
2. No parking or driving on boulevards or other grassed areas.

Notices

In order to post any notices on school property you must have prior administration approval. No partisan, political or religious materials are to be posted.

Field Trips

They will be taken upon approval by administration. All school rules and regulations fully apply to students while participating in field trips and while enroute. All parents/guardians have signed a field trip permission slip during registration and are on file with their registration papers.

Effective as of 2/19/2018

Wednesday Night

If students have obligations on Wednesday evenings that are preapproved by their advisors they will be allowed to fulfil those obligations. There will be no consequences for the student who missed the school

sponsored activity. No Kindergarten – 8th grade student athletes will be allowed to participate in practice/game unless a member of a varsity team. If no obligations need to be met, Kindergarten – 8th grade students will be allowed to participate in school sponsored activities based on administrative approval.

Visitors and Friends

Visitors entering the building are asked to report to the main office immediately. The visitor must state the reason for being in the building. A visitor will be allowed to remain if there is business to conduct. All others will be asked to leave.

SIGNIFICANT INFECTIOUS DISEASES - STUDENT POLICY

In considering the status of a student who is diagnosed as having significant infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Cytomegalovirus (CMV), or Hepatitis B, the district will abide by the decision of the local Board of Health Significant Infectious Disease Committee. This committee consists of the superintendent or designee, the local health officer or other physician designated by the local Board of Health, and the student's physician.

Any change observed in the student's condition that might require reassessment of the student's school day and extracurricular day shall be reported to the superintendent, who shall call a meeting of the committee to consider such reassessment.

Should the committee consider at a given time that the student's condition warrants his absence from his school day, it then becomes apparent that other options may be necessary, including a leave of absence, and/or other appropriate arrangements. All records are to be private.

Other Contagious Conditions:

1. Head Lice
2. Pink Eye
3. Strep Throat

Students will be required to leave immediately. Students cannot return until cleared by a school official or physician.

C. STUDENT OBLIGATION

STUDENT OBLIGATION

1. Be punctual and regular in attendance.
2. Reasonable class preparation prior to attending classes.
3. **Closed Campus:** The student will be on school premises at all times unless permission is granted by administration to leave. Leaving during a class period, a student is required to check out of class and report to the office before leaving the building. If the student does not report to the office, the absence will be unexcused and parents/guardians will be notified. No students will be allowed in cars during school hours.
4. Be courteous and respectful of peers, teachers, substitute teachers, and all others with whom you come in contact.
5. Although students have privileges, they should be responsible for their actions.
6. Students are not permitted to use or have in possession alcohol, tobacco or any illegal drugs on the school premises or at school functions.
7. The use of obscene or profane language is not permitted.
8. **Damage to School Property and Other Items:** If students abuse, damage or lose school property they are responsible for replacement and repairs.
9. Students must avail themselves of the specific rules and regulations for the school that they attend and strive to follow those rules.

Homework/Classroom Assignments

Homework is an important part of the educational process. It not only enhances student knowledge but also teaches responsibility in meeting deadlines. Failure to complete assignments (homework, class assignments/ class projects) on time will result in disciplinary actions. A student missing two or more assignments in any class will lose cell phone privileges and be assigned after school detention. These consequences will remain in effect until the homework is completed. Upon completing homework full credit will be received. Follow Minor Offense Consequences.

Minor Offense Consequences

- 1st Offense—One hour detention.
- 2nd Offense--One day in-school suspension.
- 3rd Offense--Two days in-school suspension.
- 4th Offense--Removal from that class for remainder of term with no credit.

Course Load

All students must take seven classes each semester unless approved by administration. Attendance is mandatory.

Students may take 2 online classes without a study hall or 1 online class with a study hall. All courses are subject to administration approval.

Elementary Band

5th and 6th grade band is a requirement.

Schedule Changes

Pre-registration indicated the courses you wish to select for the coming year. Because of conflicts, you may not be able to take all of the elective courses that you signed up for. However, very few changes (if any) can be made because of these reasons:

1. Teachers have been hired and assigned on the basis of student course selection.
2. Schedule changes would necessitate further problems in the whole schedule.
3. No class changes can be made after midterm.
4. If a student drops a class after the midterm, a grade of "F" will be recorded on the permanent record based on administrative approval.

Attendance

1. If you are under sixteen years old, state law requires that you attend school unless you are ill or have been excused.
2. **Excused Absences** shall be those caused by school events, illness, injury or emergency or granted in advance by the administration for reasons of family or individual need. Instructors will give assistance to those students who need help as a result of excused absences.
3. An **Unexcused Absence** is being absent from school without permission, a valid reason, or without pre-approval from administration. Students will spend time in detention or in-school suspension for an unexcused absence.
4. In-school suspension will not count as an absence.
5. Parents are asked to call the school when their children have been or are expected to be absent. If this is not done, the parent will be called when possible or otherwise notified of the absence. Written excuses must accompany the student back to school. A reason for all absences must be declared.
6. 9-12 grade students missing more than ten (10) days per semester is subject to loss of semester credits for that semester. Kindergarten-8 grade students missing more than 20 days per year may not be recommended for promotion. The administration may grant exemption for attendance limits for unusual situations or for medical reasons. A written note from a medical doctor may be requested by the administration. The student must appeal verbally or in writing to the administration within ten school days of the time the student reaches the no credit status. The administration shall notify the student of the time and place of the appeal hearing in not less than three days (school days) prior to the hearing and shall notify the student of his rights to present evidence and testimony on his behalf and to be accompanied by his/her parents and/or counsel if he/she desires. The administration shall issue his decision in writing within five days from the date of the hearing. The student may appeal the administration's decision to the School Board by written notice to the superintendent within five (5) days of the issuance of the administration's decision. The student shall receive three (3) days notice of the time and place of his/her hearing. At such hearing, the student may be accompanied by parents and/or counsel and shall be allowed to present testimony, witnesses and evidence on his/her behalf. In the event that an appeal is filed with the Board of Education, the administration shall notify the teacher(s) of the course(s) for which the student is being denied credit. Teacher(s) shall then prepare and present to the School Board a subjective evaluation of the student in the class(s) for which denial of credit is being considered. The School Board's decision will be final.

Tardiness

1. When tardy, stop at the office and pick up a tardy slip. Tardy slip must be presented to teacher.
2. There will be no more than three tardies per nine-week period or the student will serve detention for every tardy after third tardy.
3. Any student more than 10 minutes late in the 1st period will be counted absent for that period. Any student more than 5 minutes late for periods 2 through 7 will be counted absent for those class periods.

Lockers

The lockers are the property of Grenora School District. You are responsible for any damage done to the locker assigned to you. Lockers are assigned as a convenience only. The Grenora Public School District accepts no responsibility for articles lost or stolen from lockers. We encourage students to leave all valuables and cash at home. As a student you must realize that your locker is not free from inspection if the administration considers a search necessary to maintain the school environment and to protect other students.

Dress Code

Any student who is wearing an improper item of clothing will be sent home to change; any time missed in this case will be an unexcused absence. Any item(s) that do not fall under the following will be left to the discretion of the administration.

1. State law requires shoes to be worn at all times.
2. Shorts may be worn up until Thanksgiving and after Easter unless changed by Administration.
3. Skirts must be mid-thigh or longer. No spaghetti-strapped tops.
4. Hooded sweatshirts may be worn but the hood must be kept off the head.
5. No caps, hats, visors, bandanas, sunglasses will be worn in the school building at any time except for special occasions.

Electronic Devices

All Electronic Devices must be deposited into the storage unit upon entering each classroom until the teacher gives permission for use. Electronic devices may be used in between classes and lunch. Failure to comply will result in loss of Electronic Devices privileges for the remainder of the semester. Discipline penalty:

1. First offense: 1 day ISS
2. Second offense: 1 day OSS
3. Third offense: 3 day ISS
4. Fourth offense: 3 day OSS
5. Fifth offense: Expulsion

Elementary students are not allowed to use Electronic Devices during recess.

No Electronic Devices allowed in library.

Senior Privileges

Seniors must **earn** the privilege of having senior privileges. Senior privileges will be the last nine-week period. Seniors must be academically eligible, have good character and have no discipline referrals to be eligible for senior privileges. To be determined and/or approved by Administration.

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 Grenora Public School District.

Acceptable uses of the network are activities that 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.

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

- Grenora Public School and State Library online catalogs
- NWEA MAP 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 and United Streaming

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 email, 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 degrades others
- Taking and/or publishing digital images that are inappropriate, embarrassing or harassing to other students or GPS employees
- Intentionally bypassing the state-wide and/or district-based Internet filters

D. DISCIPLINE

SUSPENSION AND EXPULSION

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline.

The School Board hereby delegates to the superintendent and each principal the authority to deal with disciplinary problems in his/her school. A principal or the superintendent may suspend a student for up to ten (10) consecutive days or recommend expulsion of a student and shall allow the student's parent or representative an opportunity to be heard prior to the commencement of the suspension. The superintendent **[or a principal]** may expel a student for the remainder of the current school year after providing notice and a hearing as set forth in FHDA-R. Conduct, including but not limited to the following, exhibited while on school grounds, 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 person except in self defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects.
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 which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process.
10. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal.

Enrollment of Suspended Students

Any student who has been suspended from another district will not be permitted to enroll in the district until eligible to re-enroll in his or her former district or until the Board or the superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

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 for special education assessment and evaluation a regular education student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension.

Copies of these rules shall be posted in a prominent place in each school, and may be distributed to each student.

| | | |
|------------|-----------------------|---|
| Legal Ref: | 20 U.S.C. 1400 et seq | Individual With Disabilities Education Act |
| | NDCC 15.1-09-33(17) | School board - Powers |
| | NDCC 15.1-19-09 | Students - Suspension and expulsion - Rules |
| | NDCC 15.1-19-10 | Possession of a weapon - Policy - Expulsion from school |

SUSPENSION

Suspension involves either in-school suspension or the dismissal of a pupil from school classes, buildings, and grounds. Suspension is indicated only in grave situations, and shall not be for more than ten days. The parent(s) of the pupil are to be notified promptly by the school principal that suspension has been issued.

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

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.
4. An opportunity for the parent(s) to participate.

There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed.

For expulsions, see the guidelines for hearings. (FHDA-E1)

EXPULSION

Expulsion of a pupil from school is under the authority of the School Board, and, except when the behavior is bringing a firearm to school, may not extend beyond the end of the termination of the current school year. Such action would follow only after suspension and following a conference of the parent(s) and the administration. If the pupil involved has a disability, a determination that the conduct is not a manifestation of the disability must precede the recommendation for expulsion.

The responsibility of the school does not end with expulsion. The guidance department shall notify other appropriate agencies when a student has been expelled. A file shall be kept, **[questionnaires sent to be filled out and returned,]** and an effort made to help the student.

PRE-HEARING NOTICE TO STUDENT

The student and the student's parent shall be provided with the following notices, prior to the hearing outlines below:

1. Notice of Charges
The specific charges against the student shall be stated clearly enough for the student and the parent to understand the grounds of the charge and to be able to prepare a defense.
2. Notice of Nature of Testimony and Witness
The nature of the evidence against the student, and the names of any witnesses whose testimony may be used against the student, shall be provided.
3. Notice of Hearing
The date of a hearing, which shall be within a reasonable time not to exceed ten days, if the student is currently under suspension, unless a postponement is requested or agreed to by the parent, shall be provided.
4. Notice of Right to Present Evidence
The right to present witnesses or documentary evidence to rebut the charges against the student shall

be explained.

5. Notice of Right to Adult Representation

The right to be represented and/or assisted at the hearing by a lawyer or other adult shall be explained. A parent or guardian who is unable to attend the hearing may provide written designation of another adult to assist the student in the parent's absence.

STUDENTS WITH DISABILITIES

1. Suspension of Students with Disabilities

Students with disabilities may be suspended for a period not to exceed ten school days for any conduct which would warrant suspension for a student who does not have a disability. The suspension may be effective immediately upon the decision of the designated building administrator who will review the file to ascertain if the Individual Education Plan (IEP) addresses the behavior in question. If the IEP does address the behavior, the specified procedure should be followed. The administration must make and document efforts to contact and notify the parent prior to the suspension.

A student with disabilities may be suspended for additional periods of up to ten school days for separate acts of misconduct as long as such removals do not constitute a pattern or change in placement. Educational services must be provided in cases of removals (suspensions) in excess of ten days in a school year. The services are to be provided to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his/her IEP. The principal in consultation with the student's special education teacher shall make the service determination. Beginning with the eleventh day of suspension in a school year, the school must also comply with the provisions of Regulation 300.520 of the Individuals with Disabilities Education Act (IDEA). If suspensions in excess of ten days in a school year constitute a change of placement as defined in IDEA Regulation 300.519(b), then a manifestation determination review (Regulation 300.523(a)) must be conducted before a suspension is implemented.

In any suspension, the student's parent or representative shall be given oral or written notice of the charges, an explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.

2. Expulsion of Students with Disabilities

An expulsion may be affected for a student with a disability for any conduct which would warrant expulsion for a student without a disability. Prior to expulsion, the Individual Education Plan (IEP) Team will meet to determine whether the misbehavior is a manifestation of the disability based on the criteria of Regulation 300.523(c) of IDEA. If the IEP Team determines that the misbehavior is a manifestation of the disability, the student may **not** be expelled. The district has an obligation to provide educational services during the time of expulsion. The manner in which the services are provided will be determined by the IEP Team.

A student with a disability must continue to receive a free appropriate public education whether or not they are expelled. A student with a disability for whom expulsion has been recommended is entitled to all the due process rights available to a student without a disability for whom expulsion has been recommended. In addition, the student with a disability is entitled to all the due process procedures available to a student with a disability under the Individual Disabilities Education Act and applicable state policies and procedures.

A special education student who is a danger to self or others or who has carried a weapon as defined by IDEA regulations to school or to a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative placement in accordance with the IDEA Regulation 300.521-529.

CONDUCTING HEARINGS FOR EXPULSION

1. Nature of the Hearing

The hearing is not a court proceeding and should not be referred to or conducted as such. The administrative hearing should be conducted without the rigidity of court hearings, and there are no specific rules of evidence or procedure that must be followed. The thrust of the entire hearing is directed toward a determination of whether the reasons offered for the proposed suspension or expulsion are supported by substantial evidence. The evidence offered at the hearing should be directed toward attaining the truth, and each situation may call for a slightly different approach. The key to conducting a successful hearing is to search for the truth through reasonableness and fairness.

2. The Hearing Official

The student is entitled to an impartial hearer of facts. The principal may conduct the hearing unless he/she is biased or prejudiced against the student and the student can subsequently establish that this bias or prejudice deprived him/her of a fair hearing. The principal may conduct the hearings if his/her acts, judgments, or decisions are not at issue, i.e., if the confrontation or the incident at issue did not involve the principal directly. If the principal is not qualified under this rule, his/her immediate superior or some other administrative official(s) should then be called upon to conduct the hearing. If in doubt about whether the principal's acts, judgments, or decisions are at issue or if the principal cannot conduct a fair and impartial hearing, the principal should not conduct the hearing. The entire thrust of having a person conduct a hearing is to have someone conduct it who is impartial and can render a fair decision. Consideration might be given to setting up hearing committees of faculty members to conduct the hearings.

3. Representation of the Student

There is no definite requirement that the student must have representation at the hearing; however, if the student or his/her parent(s) request that he/she be represented by an attorney, his/her parents, or another adult, the request should be granted. The school should attempt to involve the parents in the disciplinary proceedings from the outset. The school may refrain from making its presentation through an attorney if the student is not represented by counsel.

4. A Recording of the Hearing

A record of the hearing should be made to substantiate that the required elements of procedural due process were afforded the student. This can be accomplished by several methods.

- a. Tape recorder--The preferred method at the building level is to tape record the entire proceeding. The presence of a tape recorder has a constructive effect on the decorum of the hearing; however, its presence can also create an atmosphere so formal that the participants may be reluctant to discuss the issue in terms that will result in a resolution of the problem.
- b. Secretary--A second method is to have a secretary or other member of the staff keep, as nearly as possible, an accurate record of the proceedings.

- c. Court reporter--If the expulsion should reach the level of the School Board, consideration may be given to utilizing a court reporter.

When any of these methods is used, the student and his/her parent(s) or other representative should be so advised. All evidence that is introduced in the form of written documents should be marked so as to identify the origin and order of introduction. Examples of this would be "School Exhibit 1, 2, 3," etc., and "Student Exhibit 1, 2, 3" etc.

The tape recordings or notes need not be transcribed until an appeal has been perfected to the next level or a suit filed. When the appeal is to the School Board, it is generally not necessary to transcribe the recordings because the Board can simply listen to the tapes. All records of a hearing should be kept for several years or until the threat of a lawsuit has passed.

5. Open or Closed Hearing

Since the North Dakota Open Meetings Law is not applicable to hearings before school administrators, such hearings will be closed to the public. Any appeal heard by the School Board is subject to the Family Rights and Privacy Act (FERPA) and shall be closed unless the parent waives their rights under FERPA in writing.

6. Witnesses in the Room

At the request of the school representative or the student or his/her parents, witnesses may be excluded from the room while the others are offering testimony. The hearing officer should make the suggestion at the beginning of the hearing, before any evidence is presented, that if either side wishes to have witnesses excluded from the room, it may do so. At no time may the student or his/her parent or representative be excluded from the room.

7. Cross-Examination

The hearing officer should permit cross-examination if any circumstances indicate that it is necessary in order to reach the truth or to otherwise conduct a hearing which is fundamentally fair. If ever in doubt as to whether cross-examination is necessary, permit it; to do otherwise is to invite litigation. If one side is permitted to cross-examine the witnesses of the other, the opposing side must have the same privilege.

8. Sworn Witnesses

If a notary public or other officer capable of taking oaths is available, witnesses should be sworn before offering testimony.

9. Substantial Evidence

If, at the conclusion of the hearing, the reasons given for the proposed expulsion are supported by the evidence offered at the hearing, the student may be expelled. After a full and fair hearing has been conducted, it may not be necessary to expel the student because the problem has been worked out. Frequently, agreement between the administrator and the student and his or her parents can be reached as to the student's future conduct at school, or as an alternative the student may be transferred to a special program or special school.

The action of the student does not have to be proven beyond a reasonable doubt as in a criminal trial, but

the action must be supported by substantial evidence. There must be evidence presented upon which the hearing officer can establish that the student did do the alleged acts. In determining whether there is substantial evidence to support a finding of misconduct, the hearing officer may take into consideration only that evidence presented at the hearing. The hearing officer should not consider any rumor or other suggestion heard outside the room prior to or after the hearing.

10. Making the Decision and Giving Notice to the Parties

After the hearing officer decides whether to expel a student, the hearing officer has the responsibility of promptly informing the student, his or her parents, the student's counsel, or his or her representative, both orally and in writing, of the decision. If the student is found guilty of misconduct, the decision should specify the misconduct in sufficient detail to inform the student fully of what he or she was found to have done. The decision must be specific enough so that a reasonable person can be advised of the finding and know what to appeal to the next level. In informing the student of the decision, the hearing officer should also inform the parties of the right to appeal the decision to the next level and how to do so.

11. Appeal to School Board

An appeal of the hearing officer's decision may be made to the School Board and should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for that purpose. Since the expulsion will affect or become a part of the student's educational record, the appeal hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act.

Legal Ref: 20 U.S.C. 1232g(e)(f) Family Educational Rights and Privacy Act
45 CFR 99.30/99.31 Regulations
NDCC 15.1-19-33(17) School board - Powers
NDCC 15.1-19-09 Students - Suspension and expulsion - Rules
NDCC 15.1-19-10 Possession of a weapon - Policy - Expulsion
from school
Goss v. Lopez, 419 U.S. 565 (1975)

Vandalism

Students involved in any vandalism of the building or campus area will be recommended for suspension or expulsion to the School Board. They will also be responsible for the cost of all damage incurred.

False Fire Alarms

Students involved in setting off false fire alarms in the school shall be subject to suspension or expulsion. Students will also be referred to authorities and will be subject to prosecution under the laws in the North Dakota Century Code.

CARRYING WEAPONS POLICY

The Grenora School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student or any employee of Grenora School District #99 will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or

dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents/guardians or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. If the student has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and/or placement. Other students may receive alternate placement at the discretion of the Superintendent. Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

HARASSMENT

Harassment of any type has no place in the school setting. The Grenora Public School District No. 99 will endeavor to maintain a learning and working environment that is free of harassment.

The School Board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines, which the school district follows, an employer may be held accountable if a person is harassed by supervisory employees, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer may be held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

A learning and working environment that is free from sexual harassment will be maintained in the Grenora Public School District No. 99. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and inservice sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's

employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment. Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal "kidding," abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

INVESTIGATION PROCEDURES FOR ALCOHOL, TOBACCO, E-CIGARETTES, VAPING AND DRUG USE/ABUSE

The Dean of Students (Activities Director will be informed if the student is in an extra-curricular or inter-scholastic activity) is required to investigate violations of the alcohol, tobacco, e-cigarettes, vaping and drug policy, when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation can be either verbal or in writing. Based on the level of investigation the Dean of Students deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the Dean of Students deems necessary:

1. Interview with complainant.
2. Notify parents/guardian of allegations.
3. Interview with the alleged perpetrator. If guilt is admitted, interview process is complete.
4. Interviews with any possible witnesses.
5. Identification and collection of necessary and obtainable physical evidence (the actual physical substance or a urinalysis obtained with parent consent).
6. Final analysis and issuance of findings to the student and his/her parents. Also, consequences to be administered if an actual violation did occur.
7. If deemed necessary law enforcement will be contacted.
8. If the investigation results find that the student was not involved and no disciplinary action is needed, the matter is dropped. The student will continue in school activities.

9. If the parent/student believes that the investigation process was not followed, they may appeal to the School Superintendent within three (3) calendar days. If the parent/student is not satisfied with the decision, they may appeal to the local School Board, in writing, within five (5) calendar days.
- If the Administrator has a conflict of interest with the appeal, the appeal will then move to the next chain of command.

ALCOHOL AND OTHER DRUG USE/ABUSE

The school has a clear responsibility to maintain an atmosphere that 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 is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

Education

This district will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The district will also conduct staff orientation and continued training, and 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 a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Activities

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore it shall be against school policy for any student:

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

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees. Students possessing or using alcohol or drugs, on or off district property at any time during the school calendar year will be held accountable through the North Dakota High School Association. If violation occurs on school district

property or during a school sponsored activity, the Grenora Public School district discipline policy will be followed.

Prohibited Substances:

1. Alcohol or any alcoholic beverage;
 2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs;
 3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid;
-
1. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

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 FEAA - Administering Medicine to Students, which requires a prior permission signed by the parent for Tylenol and the signed request of the physician and parent for any other medication.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion from school, suspension from inter-scholastic and extra-curricular activities as required by the North Dakota High School Association and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor. Refer to the last two pages for possible situations.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal’s or superintendent’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 or superintendent 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 a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Grenora Public School encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the attached check list to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be reported to the principal or superintendent.

If the principal or superintendent believes that the student indeed is in need of assistance, they will call the student in for a conference. The counselor, principal, and/or superintendent may receive assistance in how to confront students from a certified addiction counselor.

If, after conferring with the student, the principal or 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.

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.

Any student, who is involved in a chemical dependency program for at least three weeks and is successfully addressing his/her harmful involvement with chemicals, may continue in the regular school setting and continue to participate in any extracurricular program. Participation must not be in conflict with rules and regulations set forth by the North Dakota High School Activities Association.

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.

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition that may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Policy Implementation

A copy of this policy will be given annually to each student. In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees, and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. All parents must sign the school register indicating that the handbook has been received. The office will maintain the signed handbook register.

The superintendent or principal will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the superintendent or principal will cause this policy to be individually reviewed with such employee.

The superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review or training.

The Grenora Public School District #99 will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse. Minutes of the school board meeting at which this review takes place shall document the review.

TOBACCO POLICY

The health hazards of tobacco use have been well established. This 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. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the School Board of Grenora Public School District establishes the following tobacco-free policy.

Definitions

For purposes of this policy, “tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA-approved nicotine replacement therapy.

USE AND POSSESSION PROHIBITIONS

Students:

Possession and/or use of tobacco products by students on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited at all times. Students possessing or using tobacco, on or off district property at any time during the school calendar year will be held accountable through the North Dakota High School Association. If violation occurs on school district property or during a school sponsored activity, the Grenora Public School district discipline policy will be followed.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion from school, suspension for inter-scholastic and extra-curricular activities as required by the North Dakota High School Association and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor. Refer to the last two pages for possible situations.

Staff/Visitors:

The use of tobacco products by all school employees and visitors on district property, in district vehicles (whether on or off school property) is prohibited.

This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

Additional:

The School District will not allow advertising of tobacco products in school buildings, on school property, at school functions on district property and in all school publications. This includes clothing that advertised tobacco products. The School District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Responsibility for Policy Violations:

All individuals on the district’s premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

Tobacco Cessation Services:

Individuals requesting assistance with tobacco cessation services will be referred to North Dakota Tobacco Quitline or North Dakota QuitNet. These are free cessation services provided to citizens of North Dakota.

COMMUNICATING TO STUDENTS, STAFF, AND PUBLIC

This policy will be printed in employee and student handbooks. It should be posted in highly visible places in all schools of the districts, such as, but not limited to: all entrances of school buildings, school playgrounds, athletic fields, and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

**NORTH DAKOTA’S COMPREHENSIVE MODEL SCHOOL POLICY
FOR TOBACCO USE**

Updated November 22, 2017

Definitions

For purposes of this policy:

- *Electric smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- *Possession of Tobacco Products means:*
 - a. Actual physical possession of the tobacco product while on school property;
 - b. Use or consumption of the tobacco product while on school property;
 - c. Tobacco product located 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 the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. “Smoking” also includes the use of an electric smoking device. This excludes any FDA-approved nicotine replacement therapy.

- 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.
- *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means. Including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This 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. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the **[Name of District]** School Board establishes the following tobacco-free policy.

Use & Possession Prohibitions

1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited
This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.
3. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Communicating to Students, Staff, & Public

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

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.

The North Dakota Schools Boards Association has developed this policy in collaboration with the North Dakota Department of Health. If you have questions on these templates, please contact the NDSBA at 701-255-4127.

BULLYING POLICY

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* includes all employees of the Grenora Public 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 at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;

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

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

Reporting Procedures for Alleged Policy Violations

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 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:
 - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 - b. 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.
 - c. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

All decisions and corrective measures by administration are final as are decisions and corrective measures made by the School Board President in allegations against the Superintendent.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.

4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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

Discipline Policy

Each of the violations is classified as either a minor or major offense. Each of these areas has been broken down into categories with the consequences listed. If the offense is serious enough the proper authorities will be notified. In the case of suspension the administrator has the option of suspending the student out of school if the student is a threat, insubordinate, or so incorrigible that in-school suspension is not deemed as a proper alternative.

Major Offense: The degree of the offense will be determined by the administration. (omitted AND/OR STAFF MEMBERS.)

- Physical assault or fighting with another student and/or instigating a fight
 - Alcohol, drug, or tobacco usage or possession on school property or at school events. (Refer to student handbook for consequences.)
 - Any usage or possession of electric smoking devices on school grounds or at school sponsored events is strictly prohibited.
 - Verbal abuse or cursing of any teacher or person of authority.
 - Theft, attempted theft, or vandalism of anyone's property on school property or at school activities. (Severity of offense will be determined by administration and/or staff member.)
 - Conduct that constitutes a danger to the well being of other students.
 - Possessing a weapon on school ground (See "Weapons Policy" in the handbook).
 - Leaving school grounds without permission
 - Insubordination
 - Cheating – Act dishonestly or unfair in order to gain an advantage.
-
- Plagiarism – The practice of taking someone else's work or ideas and passing them off as one's own.
 - Other

Major Offense Consequences

First Degree

1st Offense--Three days of in-school suspension.

2nd Offense--Five days of in-school suspension.

3rd Offense--Suspension with a possible hearing for expulsion.

Second Degree

1st Offense--One day in-school suspension.

2nd Offense--Two days in-school suspension.

3rd Offense--Five days in-school suspension.

Minor Offense: The degree of the offense will be determined by the administration and/or staff members.

Minor Offenses

- Lack of respect or talking back to teachers or person of authority.
- Disruption in class.
- Swearing or vulgar language.
- Running or other inappropriate behavior in the hallways or classroom.
- Inappropriate dress
- Cheating
- Other

Minor Offense Consequences

1st Offense—One hour detention.

2nd Offense--One day in-school suspension.

3rd Offense--Two days in-school suspension.

4th Offense--Removal from that class for remainder of term with no credit.

All offenses will be communicated with parents through this document. The offenses are not limited to those listed above, they are examples.

Definitions of Consequences

Detention--Any student who receives detention as disciplinary action will have 24 hours from the time of notice to make arrangements to make up the time. Failure for a student to make up time as assigned will result in double time for the next day. Failure to make up this time will result in a one-day in-school suspension.

Suspension--Suspension shall be interpreted to mean refusal to admit a student to class for a specified number of days.

Expulsion--Expulsion is dismissal of the student from the school for the remainder of the school term. Such misconduct that would result in more than five days suspension during the school year will result in expulsion.

Record of Observable Behavior

Attendance

1. Frequently absent
2. Frequently tardy
3. Unexplained gaps of time
(e.g. takes 15 minutes to get from one room to another)
4. Frequent attempts to be excused from class
5. On absent list, but in school

Academic Performance

1. Declining quality of work
2. Declining grades earned
3. Incomplete work
4. Work not handed in
5. Academic failure
6. Perfect (Workaholic)
7. Cheating
8. Plagiarism

Appearance - Health

1. Appears to neglect personal appearance (untidy)
2. Bloodshot eyes
3. Unexplained bruises
4. Changes in facial color and/or degree of alertness from day to day or hour to hour
5. Appears dazed, giddy or out of it
6. Cough (constant, persistent)
7. Dilated pupils
8. Needle or burn marks
9. Runny nose
10. Shaky hands
11. Skin eruptions (sudden change)
12. Glassy, bloodshot eyes, dark glasses
13. Weeping eyes
14. Weight (loss or gain)
15. Falls asleep in class
16. Other

Possible Alcohol/Drug Behavior

1. Selling, delivery
2. Possession of alcohol, drugs
3. Use of alcohol, drugs in school
4. Under influence of alcohol, drugs
5. Odor of alcohol, drugs
6. Talks freely about use
7. Associates with known user(s)
8. Possession of drug paraphernalia
9. Information associates him/her with chemicals.

Disruptive Behavior

1. Verbal threats to teacher or student
2. Threatening behavior
3. Defiance of rules, constant discipline needed
4. Disruptive in class
5. Vandalism (actual or suspected)
6. Thefts or other illegal activity (suspected or actual)
7. Sudden outbursts
8. Obscene language, gestures
9. Frequent visits to lavatory
10. Aggressively sexual to teacher or student
11. Observed fighting

Other Unusual Behavior

1. Erratic behavior
2. Sudden change in friends
3. Mood swings
4. Sudden, unexplained popularity
5. Time disoriented
6. Depression
7. Unrealistic goals
8. Changes in personal values

E. TRANSPORTATION

School Bus Loading

1. Buses shall run on schedule. The school can expect the individual buses to run late when weather conditions warrant it.
2. The bus drivers have been instructed not to wait for anyone who is late meeting the bus because of personal negligence.
3. The bus drivers are instructed to deliver the children to school.
4. Personal errands are not an obligation of the bus driver.
5. The bus driver is not authorized to accept guest passengers unless the student has a note from his/her parent/guardian or has been notified by the school office.
6. If your child plans to drive his or her car to school and is not going to ride on the bus, please contact the bus driver before your pick up so that the bus will not have to stop at your place.
7. No bus driver is expected to wait more than five minutes for any students when loading in the morning.
8. Buses are expected to be loaded to leave by 3:40 each day on all regular school days.

Designated Loading Areas

The drivers have designated areas along the route where pupils regularly board the bus. There are occasions when students will request the driver to “drop them off” somewhere else. This is not normally allowed unless arrangements have been made beforehand by the parents.

Seating

When the child enters the bus, they are expected to take a seat immediately. They are expected to stay sitting in that seat until it is time for them to depart from the bus. Any movement or shifting from seat to seat is extremely dangerous and the school will not tolerate it.

Misbehavior

Any misbehavior or misconduct could result in a loss of the student’s privilege of riding the bus. Discipline slips will be given out for inappropriate behavior. Discipline slips must be signed by the parent/guardian before the student can get back on the bus.

Children’s Dress

Children must wear appropriate winter clothing. Coats, hats, gloves, boots are expected.

School Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Any student participating in an out-of-town out of town school event will be expected to travel to and from that event on the bus. Exceptions to this will be allowed under the following conditions:
 - A. Administrative approval for all situations regarding travel to events.
 - B. Students traveling home from events will require:
 1. prior administrative approval; or
 2. riding home only with parent with coach/director approval
 - C. Under no circumstances will students ride home with anyone other than parents, guardians, teachers, adult relatives, or parents of peer students.

School Suburbans and Car

Suburbans may be used for student transportation. The car will only be used for transporting students with parental permission.

F. EXTRA-CURRICULAR/INTER-SCHOLASTIC ACTIVITES

| <u>EXTRA-CURRICULAR</u> | <u>INTER-SCHOLASTIC</u> |
|--------------------------------|---|
| Football | Student Council |
| Volleyball | Academic Olymppic |
| Girls Basketball | Math Competitions |
| Boys Basketball | Speech |
| Girls Track | Geography Bee |
| Boys Track | Spelling Bee |
| Girls Golf | Poetry Out Loud |
| Boys Golf | FFA |
| Girls Wrestling | NDAHS |
| Boys Wrestling | Close-Up |
| | Drama |
| | Science Fair |
| | Choir |
| | Band |
| | Pep Band |
| | Any Inter-Scholastic activity may be graded. Students receiving a grade for inter-scholastic activities will be allowed to participate if the activity occurs on school grounds. No travel will be allowed. |

For further information contact administration.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Grenora High School is a member of the NDHSAA. This voluntary organization has for its purposes to plan, direct, and sponsor activities among member schools.

NOTIFICATION OF TITLE VI, TITLE IX AND SECTION 504 POLICIES (EQUAL OPPORTUNITY POLICIES)

YOU ARE HEREBY NOTIFIED that Grenora Public School District #99 does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs/activities and employment policies/practices as required under Title VI, Title IX and Section 504 jurisdiction. YOU ARE FURTHER NOTIFIED that inquiries concerning the application of the above may be referred to:

Troy Walters, Superintendent/HS Principal--Grenora Public School
PO Box 38, Grenora, ND 58845
Phone: 701-694-2711

The superintendent has been designated as the person responsible for coordinating the efforts of the Grenora Public School District #99 to comply with and carry out its responsibilities under Title VI, Title IX and Section 504, including the investigation of complaints alleging noncompliance.

Section Seven: The student should not be eligible to compete in interscholastic activities on or after their twentieth birthday.

Section Eight: After attending the first semester of the ninth grade the student should have credit on the school records in one unit per year or half-unit per semester subjects of at least three half-units earned and recorded at the close of the last semester in which he was enrolled as a student, thirty days or more of attendance or participating in interscholastic competition within any shorter period being sufficient to constitute enrollment in any semester.

Section Nine: He shall be an amateur and shall always have contested under his own name.

Section Ten: He shall have been in attendance at the school which he represents for eighteen school weeks upon transferring from another school unless his parents have become residents of the school district to which he transferred or unless the school from which he transferred does not offer work of the corresponding year in which he is ranked and in the instance of a pupil transferring from a public high school to a private or parochial high school in the same city, or vice versa, he shall not be eligible to represent the new high school for eighteen school weeks.

A student, who because of unavoidable circumstances, such as broken home conditions, death of parents or guardian, abandonment, or other exceptional or emergency reason, finds it necessary to change schools in order to have a home, may be declared eligible by the board of directors, provided the administrator of each school involved files a statement with NDHSAA that the change was necessary and there was no undue influence.

Section Eleven: No student shall participate in any interscholastic contest after his eighth semester in high school unless he is under eighteen years of age nor after his seventh semester if his seventh and eighth are not consecutive.

Section Twelve: Use of or possession of tobacco, alcohol, other harmful substances, illegal use or possession of narcotics or habit-forming drugs is prohibited. Any co-curricular participant who indulges in any of these harmful practices will be suspended from all game participation or public appearances from the date of the infraction for a period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense.

Participation Eligibility Rules

1. Eligibility will be start on the 7th day and each Monday thereafter. Students that are failing any courses will be given a 1 week grace period for each course that they are receiving a failing grade. At the end of the grace period if the student has not raised their grade to passing they will become ineligible.
2. If a student receives a failing grade on a report card, the student will be ineligible for 1 week. After the week of ineligibility, the student will once again follow eligibility guidelines.
3. If a student is suspended (ISS or OSS) or expelled from school, that student is ineligible for both practicing and participating until the suspension or expulsion has ended.
4. Detention takes priority over participation or practice.
5. In order to participate in practice or play in an interscholastic or extra-curricular event, a student must have been in school that day for at least a half day. At the discretion of the principal, some exceptions may be given but only if the student has given prior notification of his or her necessary absence. If a student misses school on Friday, he/she may practice/play on Saturday.