

Strasburg Public School



2021-2022
Elementary/Secondary Student Handbook

Table of Contents

- VISION STATEMENT 1
- MISSION STATEMENT 1
- GOALS AND OBJECTIVES (AAB)..... 1
- FAMILY COMPACT 1
- PARENTS’ RIGHT TO KNOW 1
- PARENTS’ RIGHTS UNDER PUBLIC LAW 94-142..... 2
 - Student Records 2
- NONDISCRIMINATION POLICY 2
- PHILOSOPHY OF PUBLIC SCHOOLS - AAA 3
- ASBESTOS NOTICE 3
- ACCEPTABLE USE - ACDA..... 4
- CHILDREN’S INTERNET PROTECTION ACT (CIPA)..... 4
- ATTENDANCE & ABSENCES-FFB..... 5
 - School Day 6
 - 8:30 a.m. – 3:17 p.m. (Elementary)..... 6
- ATTENDANCE PROCEDURES 6
 - TYPES OF ABSENCES 6
 - CONSEQUENCES FOR UNEXCUSED ABSENCES AND TARDINESS 7
 - UNEXCUSED ABSENCE POLICY..... 7
 - MAKE-UP WORK 8
 - LEAVING THE BUILDING 8
 - STUDENT CHECKOUT PROCEDURE 8
 - COLLEGE VISIT 9
 - COLLEGE REPRESENTATIVE VISITING SHS 9
 - SCHOOL-SPONSORED ABSENCES 9
 - ATTENDANCE INCENTIVE POLICY 9
 - STUDENT ERRANDS 10
 - MEDICAL APPOINTMENT POLICY 10
- BULLYING POLICY-(ACEA) – Adopted 05/2021 10
- Definitions**..... 10
- Prohibitions**..... 11
- Reporting Procedures for Alleged Policy Violations** 11
- Documentation & Retention** 12
- Investigation Procedures**..... 12

Reporting to Law Enforcement & Others Forms of Redress 13

Disciplinary & Corrective Measures 13

Victim Protection Strategies..... 14

Dissemination & Education 14

BUILDING LEVEL SUPPORT TEAM (BLST) 14

BLST Objectives..... 15

BUS TRANSPORTATION 15

CELL PHONES/PAGERS/LASER POINTERS 15

CHURCH NIGHT/SUNDAYS/HOLIDAYS..... 16

CONCUSSION MANAGEMENT-FCAF-AR 16

CONTAGIOUS DISEASES..... 18

DAILY BULLETIN/ANNOUNCEMENTS..... 18

DETENTION/SUSPENSION..... 18

CITATION FOR TRUENCY 19

CITATION FOR UNRULY BEHAVIOR..... 20

CITATION FOR WILLFUL DISTRUBANCE 20

CITATION FOR DISORDERLY CONDUCT 20

DISTANCE EDUCATION ITV, ON-LINE COURSES, AP CLASSES 20

 DUAL CREDIT CLASSES..... 21

DRESS CODE..... 21

EXTRACURRICULAR ACTIVITIES 21

 NDHSAA Regulations: You are NOT ELIGIBLE:..... 22

FOOD/BEVERAGE..... 23

GRADING 23

 Academic Honesty..... 23

 Grade Level Assignment/Placement 23

 Grading (Elementary and High School) 23

 Incomplete Grades 24

 Withdrawal, Drop/Fail and No Credit..... 24

HONOR ROLL 24

 Schedule Changes..... 25

GRADUATION REQUIREMENTS 25

GRADUATION 25

HEAD LICE MANAGEMENT 26

HONOR STUDENT 26

IMMUNIZATION..... 26

Library:..... 27

Lunch: 27

Administering Prescriptive Medicines..... 27

MEDICATION ADMINISTRATION..... 28

NORTH DAKOTA ASSOCIATION OF HONOR SOCIETY 28

-HARASSMENT POLICY (AAC)..... 28

REVIEW OF HIGH SCHOOL EDUCATION PLAN 32

PLAYGROUND RULES: (Elementary) 32

 Playground Referrals: 32

PLEDGE OF ALLEGIANCE: 32

PROM..... 33

PROMOTION POLICY (Secondary) 33

RETENSION: (Elementary) 33

SEARCHES OF LOCKERS-FGCA..... 33

LOCKER SEARCH..... 34

SEARCHES OF STUDENTS & STUDENTS’ PERSONAL PROPERTY-FGCB..... 35

SENIOR PRIVILEGES 36

SOCIAL EVENTS..... 36

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE-FFA 36

STUDENT CONDUCT & DISCIPLINE-FF 38

SUSPENSION OR EXPULSION FROM ACTIVITIES 39

SUSPENSION AND EXPULSION..... 39

TOBACCO, E-CIGARETTES, ALCOHOL, OR CONTROLLED SUBSTANCES VIOLATIONS:..... 41

GUILT BY ASSOCIATION 41

NORTH DAKOTA’S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE - ABBA 41

EDUCATION RECORDS (FGA) 44

STUDY HALLS 48

VIOLENT & THREATENING BEHAVIOR – (ACE)..... 48

CARRYING WEAPONS-(FFD)..... 50

WEATHER RELATED CLOSING/OFFICIAL ANNOUNCEMENTS 51

WITHDRAWAL/TRANSFER 51

 ACKNOWLEDGMENT OF STRASBURG PUBLIC SCHOOL STUDENT HANDBOOK POLICIES 52

VISION STATEMENT

“Success and Respect are Achieved Together”

MISSION STATEMENT

The mission of the Strasburg Public School is to provide opportunities for its students to achieve academic success, develop active and creative minds, establish a sense of understanding and compassion for others, and communicate effectively.

GOALS AND OBJECTIVES (AAB)

The District shall comply with approval requirements in state law and shall strive to provide schools that meet the criteria for accreditation from Department of Public Instruction and that show adequate yearly progress as defined in federal law.

In addition to meeting these approval and accreditation requirements/standards, the Board has established goals and objectives, which are contained in the District’s strategic plan.

FAMILY COMPACT

As a student, I agree to accept responsibility for my learning by:

- listening to and following instructions
- completing my assignments to the best of my ability
- staying on task until my work is finished
- showing compassion and respect for others
- attend school regularly

As a parent, I agree to become involved in my child’s learning by:

- providing quiet time for homework and reading
 - communicating with my child’s school through conferences, phone calls, notes, or visits
 - monitor homework assignments
 - see that my child is punctual and attends school regularly
 - encourage positive attitudes about school and staff
-
- providing learning experiences appropriate to the level of the student
 - providing a safe environment for learning
 - coordinating and communicating with classroom teacher and parents use special activities in the classroom to make learning enjoyable

PARENTS’ RIGHT TO KNOW

Through federal education law, parent(s) or guardian(s) have the right to request information on the professional qualification of the teachers and paraprofessionals educating their children. If you are interested in receiving this information, please contact the Office at 701-336-2667. Upon request, you will receive a detailed explanation of the licensing of educational qualification of each of your children’s teachers. You will also receive the names and qualifications of the paraprofessionals working with your student.

PARENTS' RIGHTS UNDER PUBLIC LAW 94-142

Before evaluation and IEP meetings, parents are notified of rights:

- 1) To inspect and review education records of their child.
- 2) To refuse permission for evaluation or placement of their child.
- 3) To request explanations and interpretations.
- 4) To request copies of records.
- 5) To appoint a representative to inspect and review records.
- 6) To request removal or change in information in a child's record which they believe to be inaccurate, misleading, or in violation of the child's right to privacy.
- 7) The parents are advised of their right to request a hearing if the public agency refuses their request for removal or change of information in the child's records.
- 8) There is a listing of types of information about the child and location of the information.
- 9) There is no cost for search or retrieval of information.
- 10) Changes made for copies of records are limited to actual cost.
- 11) Parent consent is obtained before disclosure of information to any other agency.
- 12) Parent consent is obtained before information is used for any other purpose than meeting and EHA Part B requirement.
- 13) Local Education Agency states policies and procedures which are to be used in the event that a parent refuses to provide consent for use of information about the child to meet a VI-B requirement.

Student Records

A permanent cumulative record is kept on file for every student. These records contain information dealing with grades, attendance and standardized test scores. Until you are 18 years of age, your parent(s) or guardian(s) legally have access to your school records. At age 18 or older you have access to them.

A student's record cannot be sent to any agency or organization without the written consent of the student or the parent(s) or guardian(s), with the exception of another school which the student plans to attend. We will send a transcript to other schools either at the request of the student, if 18 or older, or the parent(s) or guardian(s) if under 18, or at the request of the school which the student plans to attend. This request may be verbal. The above procedures are in compliance with the provisions of Public Law 93-380 passed by Congress in 1974.

NONDISCRIMINATION POLICY

You are hereby notified that the Strasburg Public School District #15 does not discriminate on a basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, marital status, and other status protected by law in its educational programs/activities and employment practices. It is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This notice includes Title VI Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

You are further notified that the Strasburg Public School District #15 does not discriminate in services or employment practices on a basis of handicap, in accordance with North Dakota Century Code 15-59-04, 48-02, 19, or PL94-142, Section 504 of the Vocational Rehabilitation Act of 1973, and as amended.

You are further notified that inquiries concerning the application of Title IX, Title VI, ADA, and Part 86 or other issues of equal opportunity may be referred to the Human Resources Director, who has been designated as the person responsible for coordinating the efforts of Strasburg Public School District #15 to comply with and carry out these responsibilities, including any investigation of complaints alleging noncompliance of practices, and violation of law, or school board policy.

PHILOSOPHY OF PUBLIC SCHOOLS - AAA

We, the Strasburg Public School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

We Believe:

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Strasburg Public School District has a limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours in the Administration Office.

ACCEPTABLE USE - ACDA

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

Education

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

Monitoring Use

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

Prohibitions

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

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

Violations

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

Consent

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

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

Schools applying for e-rate funds must have a technology protection measure in place that blocks or filters internet access. This filter may be disabled for bona fide research for adults. The policy must include monitoring the online activities of minors.

Internet Filtering:

EduTech provides Internet filtering services to K-12 schools and educational organizations connected to STAGEnet, the North Dakota statewide computer network.

By doing so, we help bring entities on the state network into compliance with the Children's Internet Protection Act (CIPA). CIPA is a federal law which requires schools to implement Internet filtering to remain eligible for E-Rate funding.

How Filtering Works:

EduTech's filters maintain a comprehensive list of websites, organized in like groups called categories. When a machine on STAGEnet makes a request to view a website, the filter looks at that machine's IP address and determines which school district

the IP address belongs to. The filter then checks which categories the school district is “subscribed” to. If the requested website belongs to any of the categories to which a district is subscribed, the request is blocked. In addition, a district’s profile can be fine-tuned using an exception list to block or allow specific URLs. The exception list takes precedence over the categories a profile is subscribed to.

ATTENDANCE & ABSENCES-FFB

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Section I: Definitions

- A. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):
- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student’s parent, teacher, or school administrator.
 - *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence.
- B. For the purposes of imposing academic sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):
- *Approved absence* is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
 - *Unapproved absence* is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

Section II: Documentation Requirements

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

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

Section III: Accumulated Unapproved Absence

Academic sanctions: The Board believes there is an intangible benefit associated with being present in the classroom. Attendance shall be a factor used in computing students’ grades.

Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other

intervention strategies for unapproved absences. These sanctions could include, but not limited to, point deductions or grade reduction. These regulations shall contain provisions that allow students to remedy some or all of the adverse academic consequences associated with unapproved absences.

Compulsory Attendance Violations

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

Dissemination

This policy shall be published in all student handbooks and distributed to parents annually.

School Day

The doors of the building will be opened at 8:00 a.m. and will be locked at 4:00 p.m. each day.

8:30 a.m. – 3:17 p.m. (Elementary)

- 8:30 a.m. — 2:00 p.m. Credit for a full day
- 8:30 a.m. — 11:00 a.m. Credit for a half day

8:30 a.m. – 3:20 p.m. (High School)

ATTENDANCE PROCEDURES

The North Dakota Century Code requires compulsory school attendance for all children between the ages of 7 and 16. This means that students are required to be in school every day school is in session with exceptions for illness and certain other incapacities. Violators of compulsory school attendance may be guilty of an infraction as provided by the following laws.

NDCC 15.1-20-01

NDCC 15.1-20-03

NDCC 27-20-02 (9)(a)

The law also provides local school boards with the authority to establish standards for attendance. The Strasburg School Board recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions and participation with other students. This School District, therefore, considers encouragement of consistent and timely attendance a major responsibility.

TYPES OF ABSENCES

All absences from school fall into one of two categories: excused or unexcused.

A **Category 1 Excused Absence** is one for which prior notification is not needed and will be given for:

- Personal illness or injury.
- Death in the immediate family.
- Emergency medical or dental care.
- Family Emergencies

A **Category 2 Excused Absence** is one for which prior notification is required and will be given for:

1. Funerals of family, friends, or relatives

2. Religious observances of all faiths
3. Personal or family situations for which the student’s presence is deemed essential—i.e. weddings, etc.
4. Sponsored school activities
5. Appointments (Medical/Dental, etc.) which are not emergencies.
6. Two college visits for seniors each year.

REPORTING PROCEDURE

To ensure that an absence is excused, the parent/guardian must make a verification call to the office at 336-2667. In the case of Excused Absences which fall under category one, this call must be made no later than three days after the absence has occurred. In the case of Excused Absences which fall under category two, this call is to be made prior to the absence. It is recognized that mistakes are made. If a category two absence occurs without prior notification, notification must occur within one day of the absence. Failure to have parent verification will lead to an unexcused absence. **The principal will make the final determination whether the absence is “excused or unexcused.”**

An **unexcused** absence is an absence that cannot be classified in any of the above categories. This includes but is not limited to:

1. Truancy
 - a. being absent from one or more classes without the consent of parents, guardians and/or school officials.
 - b. leaving class without the permission of the teacher
2. Oversleeping
3. Non-academic parent/guardian request (haircuts, tanning, tuxedo/dress pickup, vehicle issues)
4. Any suspension or forced removal from a class
5. Any undeclared absences such as “personal”.

Students are asked to obtain a “cut slip” from the office as soon as they become aware of an event that will cause an absence from a class or have been absent from class. The student is responsible for obtaining teacher signatures and returning the slip to the Office prior to the absence. Students are responsible for all work assigned during their absence.

Absences that are approved in advance will not affect extracurricular participation even if the absence is for the full day. Such absences include but is not limited to medical appointments, 4-H, church activities, approved college visits, funerals or weddings.

CONSEQUENCES FOR UNEXCUSED ABSENCES AND TARDINESS

(1) **Unexcused absences-**

Many unexcused absences may be the result of carelessness.

(2) **Tardiness -**

Students are expected to report to classes on time. A student is considered tardy if he/she is not in the classroom when the final bell rings. If tardy, the student should report directly to the classroom. An exception to this is when a student comes to school after having missed one or more previous classes that day. Under those circumstances, the student should first check in at the Office before reporting to the classroom. Individual teachers will handle tardiness, excessive tardiness is defined as 3 tardies per class. Each teacher will determine when a student with an excessive tardiness record will be referred to the principal for disciplinary action. Consequences from excessive tardiness may include after-school detention, in-school suspension. Tardiness that reaches this extreme could eventually lead to credit loss in the affected classes.

UNEXCUSED ABSENCE POLICY

When a student reaches three (3) unexcused absences, a letter may be mailed home. At five (5) unexcused absences, a meeting with parents/guardian and the School Administration may be scheduled. At ten (10) unexcused absences, the Emmons County Social Services will be notified.

The School Administration and/or officer, along with the Emmons County State's Attorney's Office, may review the case for possible prosecution of the parents/guardian.

If a student is absent, parents must notify the school each day the student is absent. Illness is coded as parental request. When a student is ill, after three (3) consecutive parental requests, the student will need a note from a doctor to return to school. If a doctor's note is not turned in, the absences will be unexcused. Excessive absences with unverified sick days may result in the school referring the student to administration and the Emmons County Sheriff's Dept.

A student who is absent for any reason ten (10) days in one quarter may result in a letter sent home and the student referred to Emmons County Social Services, Child Protective Services (CPS).

After twenty (20) absences a student may be retained in his/her current grade. Police may contact families at any time for unexcused absences. The principal has the right to utilize discretion on a case by case situation.

MAKE-UP WORK

Schoolwork missed by the student during an absence is expected to be made up regardless of the reason for the absence. Work from both excused and unexcused absences should be made up; however, students **may not** receive full credit for make-up work due to unexcused absences. Generally, students will be allowed two days to accomplish make-up assignments for each day missed. If a student is absent a day of a scheduled test, the student will be required to take that test the first day back to school unless other arrangements have been made with that teacher. Also, homework due the day of absence will be due the first day back to school.

Family vacations should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return.

LEAVING THE BUILDING

No one is to leave the school grounds without permission from the administration. The noon hour is closed except for Seniors. Students must check out at the office when they leave the school building for an appointment or for illness. Failure to do so will result in an unexcused absence. Students arriving at school after the beginning of their school day, or upon return from an appointment, must check in at the office. **A STUDENT WHO IS UNABLE TO CHECK OUT DUE TO ILLNESS OR ANY OTHER EMERGENCY SHOULD HAVE A PARENT/GUARDIAN CONTACT THE SCHOOL OFFICE WITHIN 1 HOUR OF LEAVING THE BUILDING.** Except in the direst of circumstances as determined by the Principal, failure to do so will result in an unexcused absence.

STUDENT CHECKOUT PROCEDURE

SPS is a closed campus with the exception of senior privileges (see Senior Privileges pg. 35). Students may be checked out from school with the verbal consent of their parent/guardian **only**. No student may leave the school grounds without their parent/guardian verbal consent during the checkout procedure. **The student is no longer permitted to leave the school for family farming, hair appointments, and/or medical appointments during the regular school day without their**

parent/guardian verbal consent before getting checked out. This includes any study hall, online class periods, or special school activity. If the phone number is not recognized, the student will not be checked out.

COLLEGE VISIT

Seniors will be granted 2 college visit day during the year, which will not affect credit loss or test status. The student must bring documentation of this visit from the college for verification purposes.

COLLEGE REPRESENTATIVE VISITING SHS

Juniors and Seniors are encouraged to visit college representatives visiting Strasburg High School. Students are encouraged to take these opportunities seriously. If, in the view of the Principal, a student or students are visiting these representatives without a true intention of going to the college or university being represented, the Principal will not allow those students the privilege of visiting with the representatives.

SCHOOL-SPONSORED ABSENCES

Any absence due to illness requires that the student be in attendance for at least the last three periods of the day in order to participate in extracurricular activities that evening. If an activity requires a student to miss part of a day, the student must be in attendance for at least three periods before leaving school for the activity. If the day is shortened for early dismissal or storms, the student must still be in attendance the last three periods that meet that day. Principal determination.

Although absences for school sponsored activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school-sponsored absence.

ATTENDANCE INCENTIVE POLICY

The Strasburg School District recognizes the importance of students gaining the knowledge and experience of preparing for semester examinations. As a result, semester tests will be given in all classes that count toward honor points. All students will be required to take first semester tests; however, as an incentive to encourage attendance and academic achievements, a student in grades 7-12 may be exempt from taking all second semester tests provided he or she meet the following criteria:

- (1) Student must have maintained a "B-" average or higher in that class during second semester.
- (2) Student may not have missed that class more than 6 times in the second semester (excused or unexcused).
- (3) Student will not have been tardy more than 5 times in any of their classes during second semester.
- (4) Attending a funeral of any kind will not count as an absence for this policy.
- (5) Documented Medical Absences (Med. Appt. pg. 9) won't count as an absence for this policy.
- (6) If a student is required to quarantine or isolate as required by public health those days will not count towards an absence.

Students exempt from the test are not to be in the classroom without teacher permission. All teachers will employ this policy. Record keeping procedures for test exemption purposes will be determined by the principal.

Although students are encouraged to participate in extra-curricular and co-curricular activities as enrichment experiences, a proper balance between the academic area and the activities program must be maintained. If students choose to be involved in several activities and as a result accumulate more than 10 absences in any one class per semester, they must take the semester test in that class. School sponsored absences are **restricted to activities that are directly sponsored by the school and supervised by a paid staff member**. The Office will evaluate any exceptions to the above policy.

STUDENT ERRANDS

Students will not be excused during their class periods unless it is deemed an emergency and a parent or guardian has been contacted and has granted permission to so do. The school assumes no liability for the student on such an errand (See Student Checkout Procedures pg. 9).

MEDICAL APPOINTMENT POLICY

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is impossible, students must sign out at the office and, upon returning to school, present a signed medical/dental excuse from the doctor's office. The medical excuse must be filled out by the doctor's office and returned to the Office **within 1 week** of the absence in order for the absence to be medically excused and/or may be faxed by the medical provider. **The appointment slip must specify the times and dates of the appointments and include specific information regarding the length of time the student will be medically excused from school (examples: "ALL DAY due to illness"; "3-5 days due to illness") Note: Forging a physician's signature on a medical excuse or altering a medical excuse is a class C felony; doing so could result in prosecution by the physician or clinic involved.**

BULLYING POLICY-(ACEA) – Adopted 05/2021

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

Definitions

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
 - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:

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

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

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Strasburg 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

A student or school staff member may not:

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

Reporting Procedures for Alleged Policy Violations

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

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

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - j. Completing a written complaint form (ACEA-E4). The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. A complainant will have the option of including their name on this form or filing it anonymously. 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.
 - k. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
 - l. File an oral report with any school staff member.

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

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

Documentation & Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

3. Initiate a report of an alleged violation of this policy; or
4. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

5. Initiate a report of an alleged violation of this policy; or
6. Receive an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy involving a student shall be retained by the District for six years after the student turns 18 years old or graduates from high school, whichever is later.

Investigation Procedures

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

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

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

7. 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*).
8. 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.
9. Interviews with any identified witnesses.
10. A review of any mitigating or extenuating circumstances.
11. Final analysis and issuance of findings in writing to the victim and perpetrator and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Disciplinary & Corrective Measures

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

12. Require the student to attend detention.
13. 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.
14. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. Alternative placement of special education students will be handled in accordance with applicable policy.
15. Create a behavioral adjustment plan.
16. Refer the student to a school counselor.
17. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
18. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
19. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

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

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

Victim Protection Strategies

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

20. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
21. 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.
22. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
23. Referral to counseling services for the victim and perpetrator.
24. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Dissemination & Education

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

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

[05/21]

BUILDING LEVEL SUPPORT TEAM (BLST)

Strasburg High School will provide assistance for students who are experiencing behavior, academic, health and attendance problems that are producing or may produce a negative effect on the student's performance in school. The purpose of the BLST is to assist students in obtaining help to resolve such problems in an effective and confidential manner. This BLST recognizes that the primary obligation to seek assistance and to resolve the problem rests with the student and his/her parent(s) or guardian(s).

We, at Strasburg High School, recognize that a wide range of problems that are not directly associated with the school may have an effect on the student's performance in school. The problems may involve physical illness, mental or emotional illness, alcohol abuse, alcoholism, drug abuse or dependency, or family problems such as divorce, separation, financial difficulties, job loss, and illness or death of a family member or close friend. The BLST assures students that, if such personal problems are the cause of unsatisfactory behavior or performance, the student will receive careful consideration and an offer of assistance in an effective and confidential manner. This service will provide information of academic assistance, referral counseling on chemical dependency, physical or emotional problems, or other personal problems. Student confidentiality will be maintained unless state or federal law requires disclosure. Providing information for referral or treatment, when needed, should be constructive and not a punitive action. BLST Goal

1. To assist students who have problems that may affect their school performance by providing confidential, prompt, and diversified assistance to help resolve individual and/or family problems.
2. To restore productivity through early identification of problems and intervention so that a school atmosphere conducive to learning is maintained.

BLST Objectives

1. To provide a confidential, flexible, competent, and sensitive program of assistance to meet the needs of students on an individual basis.
2. To provide students, parent(s) or guardian(s) with accurate information regarding known referral resources.
3. To provide in-service training to educators that will focus on their role in relation to students in high-risk situations.

The BLST members will implement this policy in such a manner that no student will have his/her high school career adversely affected by the use of the BLST. This policy, and any related procedures, will not alter or supersede the normal application of disciplinary or due process procedures.

District expenditures, in addition to the personnel costs associated with operating the program, will be limited to the cost of the initial screening for any referral of a student. The District will not hire any additional personnel to operate this program but will use existing counselors and administrators.

BUS TRANSPORTATION

The bus driver has complete authority over all students riding the bus. The rules are made to insure the safety of the students. **Riding the bus is a privilege, not a right.**

Failure to follow rules may result in losing the privilege to ride the bus. Parents will be notified and warned of student misbehavior before any student is expelled from the bus, unless the misbehavior is so severe that a warning is not in order. Damages to the bus, such as seats, will be paid for by the offender, or riding privileges will be lost.

Students are to notify the driver in advance if they know they will not be riding the bus so the driver can adjust his/her starting time accordingly.

Students in extracurricular activities must ride the bus unless arrangements have been made with the coach or advisor.

CELL PHONES/PAGERS/LASER POINTERS

Cell phones and electronic devices are not to be used during class time, unless directed by the teacher. Cell phones may be kept in the student's lockers or turned into the designated area upon entry to classroom. Cell phones turned in may be retrieved when the exit bell rings. The first offense means the student will give up the device for the remainder of the day. The student will pick up the device from the teacher at the end of the school day. The second offense will result in the student giving up the device for 24 hours and a conference is held with the student, parent(s) and principal. The third offense will result in the student not being allowed to possess any electronic devices on school property. The use and possession of cell phones, personal electronics, and recreational items is a privilege, not a right.

1. Cell phones, iPads and other electronic devices are not allowed to be used in any way while class is in session unless permission has been granted by the classroom teacher. Students in possession of these items are expected to completely **power off** all electronic devices during these times and keep these items out of sight.
2. Cell phones, iPads, and other electronic devices are not to be used at any time in private areas such as bathrooms, locker rooms, etc.
3. Cell phones, iPads, and other electronic devices used or containing content in any way deemed as harassing, bullying, offensive, inappropriate, or harmful to others are not allowed at any time.

The use of personal electronic devices during the academic day which disrupts and interferes with the educational process will not be tolerated. Students will be subject to disciplinary procedures and possible confiscation. Confiscated devices may be returned to the student and/or parent/guardian depending on the severity and/or frequencies of the disruption(s).

Students will not be called out of class to answer the phone unless it is an emergency. Please help us protect our learning time by not calling the school during class time and asking to speak to your child.

CHURCH NIGHT/SUNDAYS/HOLIDAYS

Because Wednesday evenings have traditionally been considered church nights in the Strasburg community, scheduling school activities after 6 p.m. on Wednesday is prohibited.

No activities are to be scheduled on Sundays without permission from the Superintendent.

CONCUSSION MANAGEMENT-FCAF-AR

Concussion Signs & Symptoms

The signs and symptoms of a concussion include, but are not limited to, the following:

Signs	Symptoms
Seems confused	Headache
Forgets an instruction or is unsure of the game, position, score, or opponent	Nausea or vomiting
Move clumsily	Dizziness or balance problems
Answers questions slowly or repeats questions	Bothered by light or noise
Can't remember events before or after the hit, bump, or fall	Feeling foggy or groggy
Loses consciousness (even for a moment)	Trouble concentrating or problems with short- or long-term memory
Has behavior or personality changes	Does not "feel right"

Requirements when Signs & Symptoms are Observed/Reported

1. Removal

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

safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

2. When to Call for Emergency Assistance*

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

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

3. Transportation when Emergency Assistance is NOT Activated

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

4. Examination

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

5. Return-to-Play Requirements

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

Training

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

The District shall develop information on concussions incurred by students participating in athletic activities and disseminate this information to student athletes and their parents. The student athlete and their parent must submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school district prior to participating in any athletic activity.

End of Strasburg Public School District Administrative Regulation FCAF-AR

[05/21]

CONTAGIOUS DISEASES

Any child, who in the opinion of the teacher shows symptoms of sickness, will be sent home. The Principal will be notified. The student may not be readmitted until he/she has a clearance from a doctor.

Infectious Disease Policy:

Any student who may show signs and symptoms of illness will be evaluated and Strasburg Public School will follow the recommendations per the North Dakota Child Care and School Infectious Disease Exclusion Guide. The handbook can be found at the following link and on the school's webpage.

https://www.health.nd.gov/sites/www/files/documents/Files/MSS/Immunizations/School_Childcare/ChildCareandSchoolExclusionGuide.pdf

SPS in conjunction with Public Health, while following the North Dakota Child Care and School Infectious Disease, may call for a meeting to determine whether a student should attend school or an employee should continue working. At the time of such meeting, the committee may exercise one of the following alternatives:

- a. Utilize existing information to make a decision regarding whether the person should attend school or continue employment.
- b. Request further information with which to make a decision; such information may include a physical examination.
- c. Make a decision regarding temporary leave of the student or employee until such time as information can be gathered and a decision reached.

* If an infected student in any grade is not permitted to attend school, the school district shall make a reasonable effort to provide the student with an alternative program.

* The identity of an infected student or employee shall not be publicly revealed.

Asthma/Anaphylaxis Policy or Special Medical needs:

a. This policy of the Strasburg Public School Board is when the student has a life threatening/special medical needs health care the parents shall notify the school and the school and parent will develop an action plan for that student. The plan must be documented in the student's medical record and updated annually.

Documentation from the parent must include permission for the student's medical condition to be disclosed to teachers, bus drivers, and other necessary personnel.

DAILY BULLETIN/ANNOUNCEMENTS

The daily bulletin contains all official announcements. The daily bulletin can be located on the schools' web site www.strasburg.k12.nd.us under Resources. In addition, morning announcements are shared with students K-12 over the intercom system.

DETENTION/SUSPENSION

Detention will be scheduled at teacher discretion, unless otherwise scheduled by the administration. Students/parents will be given at least one day's notice if they are detained for disciplinary action. Detention assigned by school personnel shall take precedence over all other after school activities. Further, students will not be allowed to participate in any school activity until the detention is made up. Missing detention is insubordination and will lead to in school suspension, or out school suspension. Students must report to the detention room with work to do.

Detention/Suspension will be invoked for the following reasons:

1. **Use or possession of tobacco and/or electronic cigarettes** on school premises, at school-sponsored activities, and on school trips. Tobacco products carried on the student's person can be confiscated or discarded and may result in after-school detention, attending smoking cessation classes at his/her expense, out-of-school suspension or a citation by Law Enforcement Officials.
2. **Illegal possession or illegal use of drugs, alcohol, or being under the influence of such substances while in school, on school premises, during school-sponsored activities or trips** - up to five days out of school suspension and citation by police.

NOTE: According to ND Century Code (19-03.1-23.3), possession or delivery (by a person at least 18 years old) of any controlled substance, including marijuana, on/in school property or within 1,000 feet of a school is a felony offense and will be prosecuted as such. School property includes all public and private elementary, middle, and senior high schools as well as vocational schools.

3. **Forged excuse (written, medical or by telephone) or an altered admit slip, cut slip, or medical excuse** - up to three days' suspension. (Note: Forging a Dr.'s signature on a medical excuse is a class C Felony; the student could face prosecution as a result)
4. **Fighting another student on campus** - up to five days out-of-school suspension.
5. **Theft** - Students who steal the property of the school district or of others within the school jurisdiction - up to five days' suspension, restitution, and possible police citation.
6. **Vandalism** – Students who destroy or deface school property or the property of others within the school jurisdiction - up to five days and restitution.
7. **Student Checkout Procedure Violation**- any student who leaves the campus without parental/guardian checkout receives an immediate 1-Day In-School Suspension.
8. **Insubordination and Insolence** – Refusal to follow a reasonable directive from school personnel will be considered insubordination and may result in an immediate suspension. This includes swearing or using obscene language relative to the situation - up to five days.
9. **Vulgar, obscene, or otherwise uncalled for language or actions** while attending a school activity (this includes athletic contests, club meetings, dances, or any school approved activity) - up to five days.
10. **Harassing another student on campus** – up to five days. Students may also be referred to Law Enforcement Officials for a citation for willful disturbance of schools under North Dakota Century Code 15.1-06-16 which states:

It is a class B misdemeanor for any person to:

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

CITATION FOR TRUENCY

15.1-20-03. Compulsory attendance law - Enforcement - Penalty.

1. Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a class B misdemeanor for a second or subsequent offense.
2. In a prosecution for an offense under this section, it is an affirmative defense if the person responsible for ensuring that the child is in attendance has made substantial and reasonable efforts to comply with the requirements of this section, but is unable to compel the child to attend school. If the court determines that the affirmative defense is valid, the court shall dismiss the complaint against the person.

CITATION FOR UNRULY BEHAVIOR

Building principals may cite students for “Unruly Behavior” in school under **North Dakota Century Code 27. 20-02** “Unruly Child” means a child who:

- a. Is habitually and without justification truant from school;
- b. Is habitually disobedient of the reasonable and lawful commands of the child’s parent, guardian, or other custodian and is ungovernable; or who is willfully in a situation dangerous or injurious to the health, safety, or morals of the child or others;
- c. Has committed an offense applicable only to a child, except for an offense committed by a minor fourteen years of age or older under subsection 2 of section 12.1-31-03 or an equivalent local ordinance or resolution;
- d. Has committed a noncriminal traffic offense without ever having been issued an operator’s license or permit if one was required;
- e. Has committed an offense in violation of section 39-08-18 or 5-01-08; or
- f. Is under the age of fourteen years and has purchased, possessed; smoked; or used tobacco or tobacco related products in violation of subsection 2 of section 12.1-31-03; and
- g. In any of the foregoing instances is in need of treatment or rehabilitation.

CITATION FOR WILLFUL DISTURBANCE

Building principals may cite students for willful disturbance of schools under **North Dakota Century Code 15.106-16**.

Any person, whether pupil or not, who willfully molests or disturbs a public school when in session, or who willfully interferes with or interrupts the proper order or management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, or who, in the presence of the schoolchildren, upbraids, insults, or threatens the teacher, shall be guilty of a Class B misdemeanor which makes them subject to a potential fine up to \$1,000 or 30 days in jail.

CITATION FOR DISORDERLY CONDUCT

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

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

DISTANCE EDUCATION ITV, ON-LINE COURSES, AP CLASSES

Students taking courses through the ITV system or one of our on-line or off-campus systems must sign a form consenting to the rules of off-campus classes. High School, non-elective course, tuition * is paid by the school. Discipline and pacing are strictly enforced for these classes. Students who are expelled from these courses due to discipline, withdrawal, or if they fail

due to lack of effort, will have to reimburse the school the cost of that class and maybe denied of further off-campus learning opportunities. *Dual-Credit, CRACTC, elective NDCDE course tuition is the student's responsibility.

DUAL CREDIT CLASSES

- Any student who is in the 11th grade and has a cumulative GPA of 3.5 or higher can enroll into dual credit courses their **1st semester** if they meet these additional criteria:
 - Earned 14 high school credits by the end of their sophomore year
 - Completed 1 of 2 of their CTE credits within a Business Plan of Study
 - Students must have a signed permission form by parent/guardian that they are financially responsible for all dual credit courses and giving them permission to enroll.
 - The Dual Credit course must be a 16-week course
 - Received Proficiency or above scores on NDSA ELA and Math tests
- Any student who is in the 11th grade and has a cumulative GPA of 3.2 or higher, that wishes to take dual credit courses the **2nd semester** of their junior year, must notify the school principal and/or counselor to enroll for spring semester dual credit courses by December 1st of that current school year. The Dual Credit course must be a 16-week course. Students must have a signed permission form by parent/guardian that they are financially responsible for all dual credit courses and giving them permission to enroll.
- Any student entering their senior year must register through their college of choice before August 7th in order to be enrolled with that college for dual credit class. Students can collaborate with principal and/or school counselor for more information.

*Any student with outstanding bills will not be allowed to enroll in Dual Credit courses until those bills are paid in full. This includes but not limited to: Lunch bill, CRACTC courses, NDCDE courses, Technology bills, Shop bills, etc. Students must be enrolled in a minimum of 6 courses.

DRESS CODE

Students should dress **MODESTLY AND APPROPRIATELY** and should not reveal one's undergarments, excessive midriff (shirts should not be worn whose intention is to reveal one's midriff), or other private anatomy.

Examples of clothing that may be inappropriate include, but are not limited to, fishnet material, sheer or see through material, halter tops, tank tops, tube tops, open back shirts, and revealing tops. Shorts and skirts should not be shorter than the reach of a student's fingertips at arm's length when walking naturally or approximately mid-thigh.

Clothing shall not display or advertise drugs, tobacco, alcohol, obscene language, or items of a sexual nature. No caps or headgear (including bandanas and sweatbands) are allowed and should be put in lockers during the day. Students should remove their headgear at all times when they are in the school. Shoes should be worn at all times and flip-flops are not recommended. Shorts/Trunks are not to be worn to/from school between October 31st and April 1st.

Students whose clothing is disruptive to the learning environment and/or too revealing will be addressed by the building principal.

EXTRACURRICULAR ACTIVITIES

Students in extracurricular activities represent the school and are expected to show good manners and sportsmanship at all times.

NDHSAA Regulations: You are NOT ELIGIBLE:

- If you have not been in classes as many days as you have missed from the opening of the semester.
- If you entered school later than 10 days after the opening of the semester.
- If you have competed for four years as a high school student.
- If you compete in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension.
- If you have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to three high school subjects.
- If you have graduated from a 4-year high school or equivalent.
- If you have accepted awards other than those having symbolic value and costing more than seventy-five dollars.
- If you are twenty years of age or older.
- If you are not an amateur or if you have competed under an assumed name. If you have transferred from another school without corresponding change of residence by your parents.
- If you are in your ninth semester of attendance and have reached your eighteenth birthday.
- If you are in your eighth semester and your seventh and eighth semesters are not consecutive.
- If you do not have a doctor or nurse practitioner's certificate of physical fitness issued since June 15 of the current school year.
- If you use or have in your possession tobacco, e-cigarettes, alcohol, or illegal drugs.
- If you abuse legal substances, i.e. inhalants and over-the-counter and/or prescription drugs.

At the beginning of each semester, all students are eligible unless they have not met the requirements according to guidelines of the NDHSAA. During the school year students in grades 7-12 must be passing at least four classes, excluding Physical Education/Health and Band/Choir, to remain eligible. Additionally, students with an F and 2 D's are ineligible. If Junior High students are on a high school team they must be passing all classes. Eligibility will be determined every week after the initial four-week period of each semester.

Violation(s) and awards:

Recognition – Awards

Any student who has a violation that occurs during any extracurricular season will not be awarded any recognition/awards for that activity. Lettering will be left to the decision of the individual coach or activity director. Students will not lose letters or awards for seasons that they have completed or for seasons that begin after the violation has occurred.

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

The following outlines responsibilities of school officials to ensure that these policies are being followed:

Suspensions - Students who are suspended from an activity due to NDHSAA violations will be notified by the principal. A letter will be sent to the parents and the coach or advisor informing them of the student's suspension. The suspension time will be outlined in the letter.

*Please see Guilt by Association for further information.

FOOD/BEVERAGE

Students are not to bring food of any kind to class. Beverages such as bottled water, fruit juice, and sports drinks are allowed based on the discretion of the teacher. Beverages which are prohibited in Strasburg Public High School include all types of pop, energy drinks and anything else deemed “unhealthy.” Under no circumstances will students have containers of liquid which cannot be resealed in their lockers! Teachers may make exceptions to this rule for special occasions, however it should not be the “norm” to allow pop and food in the classroom.

Since the lunch period is closed for all students except seniors, students must eat school lunch, bring their own lunch, or students make other arrangements to have lunch delivered to them at school. In any case, **IN ALL FOOD WILL BE EATEN IN THE LUNCH ROOM**, unless there are special circumstances which require food to be eaten in a classroom. These circumstances could be noon meetings, or disciplinary action.

Under no circumstances will seniors at SPS buy and bring food back for underclassmen. This practice results in a disruption of the normal school routine as students then struggle to eat their food before the end of lunch period. Any senior who buys food for other students will have their noon lunch period privileges suspended for one week.

Outside food which is brought into the school as part of a school sponsored celebration or reward requires the approval of the Elementary Principal (K-6) or High School Principal (7-8) prior to the event. These events cause disruption to the normal school day and thus will be limited in occurrences.

Any food which is not allowed will be confiscated and disposed of in the nearest garbage facility and or washroom for beverages.

GRADING

Academic Honesty

Academic honesty is of the highest important at Strasburg Public School. Students who engage in any type of cheating are subject to disciplinary action.

Grade Level Assignment/Placement

Students are typically assigned grade level by the number of years they have attended high school and/or by the number of credits they have earned.

Freshman/grade 9 - regularly enrolled first-year student

Sophomore/grade 10 - attended one full year and earned 6.5 or more credits

Juniors/grade 11 - attended two full years and earned 13 or more credits

Seniors/grade 12 - attended three full years and earned 18 or more credits

Grading (Elementary and High School)

The following grading scale is as follows:

- 100 = A+
- 95-99 = A
- 94 = A-
- 93 = B+
- 88-92 = B

87 = B-
86 = C+
81-85 = C
80 = C-
79 = D+
75 = D-
76-78 = D
Grade of 74 and below = F

Incomplete Grades

Incompletes must be made up within two weeks from the end of the nine-week period or a **failing** grade may be recorded.

Withdrawal, Drop/Fail and No Credit

Students removed from classes for violations of the attendance policies or for disciplinary reasons will receive a drop/fail and an "F" will be recorded on their transcript. A grade of no credit "NC" may be recorded under certain circumstances and only with administrative approval.

HONOR ROLL

The honor roll will be calculated at the end of each nine-week period. The calculation will be based on a 4.0 grading scale where:

A+ = 4.00
A = 4.00
A- = 3.66
B+ = 3.33
B = 3.00
B- = 2.66
C+ = 2.33
C = 2.00
C- = 1.66
D+ = 1.33
D = 1.00
D- = 0.66
F=0.00

"A" Honor Roll

1. Have a GPA for the nine weeks of 3.51 or higher and have no more than two "B's" for the nine weeks. Have no grade of "C," "D," or "F"
2. Must maintain satisfactory conduct (no detention/disciplinary actions during that time)
3. All courses except band, choir, and physical education will be averaged. Classes less than a full credit will be averaged on a prorated basis. An example is a class that meets only three days a week is one-half unit of credit.

"B" Honor Roll

1. Have a GPA of 3.0 and/or less than a 3.50 and no more than one "C" for the nine weeks. Have no grades of "D" or "F".

2. Must maintain satisfactory conduct (no detention/disciplinary actions during that time)
3. All courses except band, choir, and physical education will be averaged. Classes less than a full credit will be averaged on a prorated basis. An example is a class that meets only three days a week is one-half unit of credit.

****Graduation honor status will be based on GPA at the end of third nine-week period of a student's senior year.***

Schedule Changes

The class choices that you made at pre-registration and final registration times are final. Teachers have been hired, supplies and textbooks have been purchased, and sections have been balanced according to those choices. Therefore, no schedule changes will be permitted except in the most critical circumstances. All schedule change requests should be taken to the secondary school principal. **Schedule changes are not allowed after the first three days of each semester.**

GRADUATION REQUIREMENTS

In order to graduate from Strasburg Public School, a student must successfully complete the following units of credit:*

Required Courses

English I
 English II
 English III or equivalent
 English IV or a Dual Credit English Course

3 units of Social Studies: U.S. History, POD, Geography, World History or ND Law, and ND Civics Test

3 Units of: Foreign Languages, Fine Arts (Music) or Career and Tech. Ed.

3 Sciences, two of which must be Physical Science and Biology

5 electives: (of the elective, not more than 2 additional PE ½ credits can be used) **1 unit must be of Fine Arts (band, choir)**

3 Math Units

1 Physical Education Unit or ½ P.E. and ½ Health

** If legislation affecting NDCC 15.1-21-02.1 (North Dakota Graduation Requirements) is changed, the requirements for graduation of Strasburg High School will be changed accordingly.*

GRADUATION

All graduation requirements need to be met by the day of graduation. If students have not met the requirements, they may not go through the graduation ceremony. To receive a diploma from Strasburg Public School, all requirements must be met by the end of the calendar year in which the student has graduated. **In the cases of special needs students or students who have transferred to Strasburg HS and would have met graduation requirements in their old district, the Principal will make a final determination as to graduation status.**

The graduation ceremony is an important and symbolic event. Unlike a student's right to a diploma upon completion of graduation requirement, participating in the ceremony is a *privilege*. **A student may be excluded from graduation exercises for violating school policy.**

No blue jeans, shorts, flip-flops, or tennis shoes are to be worn at graduation. Any student who is judged to be in a mental state which, in the judgment of the administration would cause the student to disrupt the graduation ceremony will not be allowed to participate in graduation. Due to the importance of this event, this policy would only be implemented under the gravest of circumstances and would require the agreement of two administrators and a school board member.

HEAD LICE MANAGEMENT

The objectives of this Administrative Rule are to avoid misdiagnosis and unneeded school absences, to assure fair treatment for all students affected by head lice, to assist parents in the process of monitoring and resolving the problem, and to avoid evidence-based and consistent head lice information to parents and students.

Remember: our attitudes about lice can make a student feel unaccepted or discriminated against. Head lice can affect anyone, do not carry disease, do not fly or jump, are transmitted more often in out-of-school activities than in school, and are transmitted through close contact. Getting rid of head lice is a process of checking and removing nits for a number of weeks

We shall use the following protocol for instances of head lice:

1. Public Health will be contacted to check any students reported to have or been in close contact with head lice.
*Any student may be checked to help prevent the spread of head lice.
2. Parents will be notified if lice are found on their child
3. Parents are encouraged to inform other parents of their child's close playmates about the head lice incident.
4. Letters to parents of classmates will NOT be sent and names of affected students shall not be shared with classmates' parents.
5. Cleaning the school environment: Vacuum upholstered furniture and carpet in the affected classroom and wipe non-upholstered furniture with a damp cloth. Do not use aerosol sprays. It is harmful to those with respiratory conditions and it does not remove or kill lice or eggs.

HONOR STUDENT

Graduating students with a cumulative GPA of 3.4 or higher will be listed as an honor student. Honor students will be calculated on May 1st unless it falls on a weekend, it will then be calculated the Friday prior, of the senior year, this will also determine valedictorian and salutatorian. A final list will be presented before the last day of school based on cumulative grades from all semesters in grades 9-12.

IMMUNIZATION

The 1979 North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, middle school, or high school unless he/she has a Certificate of Immunization on file at the school or submits one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local public health department representative and be presented to the school officials by the parent(s) or guardian(s) of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, hepatitis B, and varicella (chicken pox), and meningococcal if applicable.

Two doses of chicken pox vaccine is required of children attending grades K-8. One dose of the chicken pox vaccine is required for children attending grades 9-12. A reliable history of chicken pox disease is an exemption to the vaccine requirement. As in previous years, a student must receive meningococcal, tetanus, diphtheria, and pertussis (Tdap) vaccine before being admitted into any middle school.

The law does allow exemptions for medical, philosophical, moral, or religious beliefs. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, will be excluded from school until the danger of the epidemic is over.

Library:

Students are encouraged to use the library for reference work and reading enjoyment. All students are to observe the rules set by the librarian.

All library materials must be checked out through the librarian. Books may be checked out for a two-week period. **Any lost books will have to be paid for if it is not found or returned by the end of the school year.**

Lunch:

The school lunch program is an important part of the health program of the school.

Students are asked to abide by the following rules:

- 1) Courteous conduct is expected.
- 2) Leave table and floor clean.
- 3) Return trays and discard lunch litter in the correct wastebaskets.

Lunch Prices:

Grades K - 3rd -----\$2.50

Grades 4 - 12th-----\$2.75

Reduced Prices -----\$.40

Adults-----\$3.50

Milk-----\$.30 (additional milks at lunch and milk and snack time)

Holiday Meals (Easter, Thanksgiving Christmas, Veterans Day): \$5.25

Everyone is encouraged to apply for Free and Reduced Meals. Application are available in the School office.

Administering Prescriptive Medicines

1. No prescription or nonprescription medication will be administered by school personnel unless authorized by parent(s) or guardian(s) or prescribed by a licensed prescriber and an authorization form is signed by a parent(s) or guardian(s) (Form C FCAB-E).
2. Prescription medication must be in a container with a label prepared by a pharmacist. Nonprescription medication must be in the **original container** labeled with the student's name and dosage.
3. Medications are to be properly labeled with student's name, name of medication, dosage amount, frequency of administering, name and telephone number of pharmacy, prescription number and doctor's name. Prescription and nonprescription medications must be hand-delivered to the school personnel by the parent(s) or guardian(s).
4. School personnel will keep a separate record of administering medication, noting date, time and initials of person administering the medication.
5. The parent(s) or guardian(s) is to make the school personnel aware of any side effects and whom to notify in case of emergency.

6. Any change in type or amount of medication must be approved by parent(s) or guardian(s) and a new approval form must be signed and completed.
- 7.

By law, a student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent or guardian files with the school a document that is signed by the student's physician and which:

1. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
2. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis; and
3. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis. Neither a school district nor any employee of the district is liable for civil damages incurred by a student who administers emergency medication to themselves or an individual because a student was permitted to possess emergency medication.

MEDICATION ADMINISTRATION

Under most circumstances, prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent or guardian must first contact the school secretary either through writing or by phone to give permission for the medication to be taken. As part of this permission, parents or guardians decide whether they want their children to self-administer, or have a staff member administer the medication. District staff shall monitor all situations involving students' medications. All prescription and non-prescription medications shall be kept in the office of the school secretary. Any medications found in the possession of a student shall be confiscated and placed with the school secretary. The only exception to this policy is the possession of an emergency inhaler or EpiPen.

NORTH DAKOTA ASSOCIATION OF HONOR SOCIETY

Membership in this organization is based upon the following qualities: Leadership, Character, Service, and Scholarship. Along with these qualities' students must have and maintain a 3.4 GPA and at a minimum of ten (10) hours of community service. Students in grades 10-12 who have met the criteria will be given a student application form to be filled out and returned to determine membership. Selection of each member shall be determined by a simple majority vote by the faculty council.

After a student becomes a member, they must maintain their good standing. A student can be removed from membership for failing to maintain their grades, any violation with NDHSAA laws, along with any violation of the Strasburg School student handbook. Any infractions under NDAHS will be reviewed by the faculty council and all rules of the NDAHS will be followed.

-HARASSMENT POLICY (AAC)

General Prohibitions

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

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

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

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual, equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
 - b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act* (NDCC ch. 14-02.4) provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504* (Section 504 of the Rehabilitation Action of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:

- Constitutes quid pro quo harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;
 - *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
 - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
 - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
 - *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

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

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

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

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality

analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

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

Policy Training and Dissemination

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

Grievance Coordinators

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

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates the superintendent as the Title IX Coordinator. They may be contacted at 301 N 1st St, Strasburg ND 58573 701-336-2667, or gloria.oddend@k12.nd.us. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the principal as the 504/Title II Coordinator. They may be contacted at 301 N 1st St, Strasburg ND 58573 701-336-2667, or dayna.bartlette@k12.nd.us.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Board designates the superintendent, as the Nondiscrimination Coordinator. They may be contacted at 301 N 1st St, Strasburg ND 58573 701-336-2667, or gloria.oddend@k12.nd.us.

Training

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

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

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

[8/20]

REVIEW OF HIGH SCHOOL EDUCATION PLAN

Under NDCC 15.1-21-18.3, Strasburg Public School District shall notify its high school students that, upon request, a student is entitled to receive a consultative review of the student’s individual high school education plan at least once during each high school grade. Upon the request of a student, the school district shall provide the consultative review.

PLAYGROUND RULES: (Elementary)

The playground is supervised by an adult from 10:15-10:25 and 11:55 a.m. until 12:25 p.m.

Students are to adhere to the following:

- 1) No contact activities on the playground, such as, “tackle football,” etc.
- 2) Only one person is permitted on a swing at any time.
- 3) Throwing of any object meant to harm anyone is prohibited. (Objects, such as: rocks, gravel, or snowballs).
- 4) The use of baseballs will not be allowed.
- 5) Students are not allowed to go off the playground at any time without permission.
- 6) The playground area is to be shared among all grades.
- 7) All students are to obey the playground supervisor. Failure to obey will result in immediate referral.
- 8) No one is allowed to crawl on the roof of the building to get lost playground materials. The janitor will collect the materials periodically and return it to the office. Failure to obey will result in immediate referral.
- 9) Students are expected to line up immediately after the bell rings/whistle.
- 10) Foul language use is strictly forbidden. No teasing or name calling of others.
- 11) Fighting will not be permitted. Failure to obey will result in immediate referral.

Playground Referrals:

	<u>1st Referral</u>	<u>2nd Referral</u>	<u>3rd Referral</u>
Grades K-4	1 day of recess	2 days of recess	1 week of recess
Grades 5-6	1 day of recess	1 week of recess	Parent Meeting

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance may begin all students’ day.

PROM

All freshmen, sophomores, juniors and seniors may attend Prom. No students in grades K-8 may attend the prom. No one over the age of 20 is permitted to attend this event. Appropriate formal attire is required for this event.

Non-SHS students are required to produce a PHOTO ID that includes a birth date for admittance to the prom.

NOTE: The Grand March is considered a public performance and is subject to the same eligibility requirements of all co-curricular activities.

PROMOTION POLICY (Secondary)

Promotion from the seventh or eighth grade will be based on the overall accomplishments of the student's work. Students will need to pass 75% of their classes, excluding music and physical education courses to be promoted. Exceptions will be determined through a meeting with the superintendent, principal school counselor and parent/guardian.

Promotion in grades 9-12 is based on credits. In order to be "promoted", one must attain the required amount of credits. All courses are by semester. If you fail one semester and pass one semester, you will receive one-half of that course's credit.

- Students must have earned 5 credits to be classified as a sophomore.
- Students must have earned 10 credits to be classified as a Junior.
- Students must have earned 15 credits to be classified as Senior.

RETENSION: (Elementary)

Retention will be considered only when the educational staff feels it is to the benefit of the child.

Students being considered for retention will have the following steps taken:

- 1) The teacher will inform the parents of their child's possible retention as soon as the difficulties are recognized and no later than February 28th of the present school year.
- 2) The teacher will submit the student's name and proper form to the child Study Team, immediately following parental notification.
- 3) The teacher, principal, and special service personnel will evaluate all information collected along with the parents and make decisions based upon consensus.
- 4) A follow-up conference will be scheduled with the parents to reach a final decision whether or not to retain a student no later than May 15th of the present school year.

SEARCHES OF LOCKERS-FGCA

The District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicion less searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

Search Procedure

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

Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. Administrators shall make a reasonable attempt to have students present during searches of personal items contained in lockers except when an immediate search is necessary in the event of an emergency.

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

Use of Trained Dogs & Involvement of Law Enforcement

Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff.

Illegal substances found in lockers will be turned over to proper authorities.

LOCKER SEARCH

Lockers Are School Property:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of lockers. The public-school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public-school principal or his/her designee.

Legitimate Use of School Locker:

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use lockers for any other purpose, unless specifically authorized by school board policy or the public-school principal or his/her designee, in advance of pupils bringing the item to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public-school principal or his/her designee. Students are expected to keep their lockers in an orderly fashion. All lockers have built-in locks and students should memorize their combinations.

Search of Locker Contents:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public-school principal or his/her designee to search lockers or locker contents at any time, without notice, without parental/guardianship or pupil consent.

The public-school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public-school principal or his/her designee shall supervise the

search. In the course of a locker search, the public-school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Seizure:

When conducting locker searches, the public-school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public-school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosion, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or any other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of dangerous items, or seizures of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public-school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to the law enforcement officials. The parent/guardian of a minor pupil, or a pupil (18) years of age or older, shall be notified by the public-school principal or his/her designee of items removed from the locker.

SEARCHES OF STUDENTS & STUDENTS' PERSONAL PROPERTY-FGCB

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or Superintendent must authorize all searches.

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

Search Procedure

For the purposes of this policy, personal property includes, but is not limited to: a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted. Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

Searches of Vehicles

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

Involvement of Law Enforcement

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

Illegal substances found during searches of students/students' personal property will be turned over to proper authorities.

Reporting Requirements

The administrator who authorized the search shall notify the Superintendent whenever a search has been conducted and shall complete a search and seizure report form to be retained in the suspected student's educational record.

SENIOR PRIVILEGES

Senior Privileges at Strasburg consist of the following privileges. **These privileges apply only to those students who have successfully completed six semesters of High School and meet the definition of Senior by Strasburg policy.**

- 1) Seniors are allowed "Open Campus" during lunch for the entire year.
- 2) Seniors are allowed to leave campus during 7th hour if they have written approval from parent/guardian and have a C- or higher in all courses

"Open Campus" is defined as being able to leave the Campus of Strasburg High School. To be eligible for "open campus," the student must bring a signed permission slip from their parent or guardian before "open campus" is allowed. This includes leaving campus for lunch.

Any senior who is in danger of failing a class and thus in danger of not graduating will have his or her senior privileges revoked. Any unpaid bills shall also revoke senior privileges.

SOCIAL EVENTS

Strasburg Public School dances are not open to the public. Student Council may invite other schools to attend. Any persons' age 21 or older may not attend SHS dances.

Note: No student will be admitted to a school dance 1 1/2 hour after the start of the dance. Once students have been admitted to the dance they are expected to stay until the dance is over; upon leaving the building, the students forfeit their right to return to the dance.

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE-FFA

Philosophy

The Strasburg Public School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Definitions

This policy defines the following:

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

Prohibited Substances

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities

It shall be against school policy for any student to:

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

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

Reporting Violations

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

Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

Such searches shall not include referral for mandatory alcohol/drug testing.

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

Intervention

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

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

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

Confidentiality

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

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Strasburg Pubic School District will review this policy and its implementation periodically 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.

STUDENT CONDUCT & DISCIPLINE-FF

Conduct Standards

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

Disciplinary Standards

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;
3. Be identical in content for all district high schools.

Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities Education Act when responding to violations of student conduct standards by special education students.

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Strasburg Public School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the District shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the Principal or Superintendent on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Any district employee who acts outside the scope of his/her assigned level of disciplinary authority may be subject to disciplinary action, including but not limited to, discharge from/termination of employment in accordance with law and/or the negotiated agreement.

SUSPENSION OR EXPULSION FROM ACTIVITIES

(1) Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion.

(2) Any student at SPS who commits any violation which would result in a suspension from extra-curricular and/or co-curricular activities will be suspended from representing SPS in any public venue. This includes, but is not limited to being recognized at graduation, Prom, being part of homecoming or winter land activities, participating in Drama, Acalympics, and Science Fair (regional, state, and international).

SUSPENSION AND EXPULSION

Definitions

This policy defines the following

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

Suspension/Expulsion Authority

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

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

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

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

Conduct Subject to Suspension/Expulsion

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another individual, except in self-defense;
4. Possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

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

Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

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

TOBACCO, E-CIGARETTES, ALCOHOL, OR CONTROLLED SUBSTANCES VIOLATIONS:

The use or possession of tobacco, electronic cigarettes, alcohol or any controlled substance as defined by the North Dakota Century Code is prohibited. Any co-curricular participant who is in violation of the foregoing, during the school year as defined by the first day of fall sports to the last day of spring sports, shall be suspended from participation in interscholastic contests for activities for a minimum period of **six** consecutive weeks for the first offense and a period of **eighteen** consecutive school weeks for any subsequent offense. The period of suspension shall begin from the date and time notification is given to the student by the school administration (NDHSAA Constitution and By Laws).

Investigations into violations and suspensions related to violations will take place once the school has been notified of a violation from law enforcement. Pictures without a date stamp, rumors and/or gossip will not initiate an investigation.

GUILT BY ASSOCIATION

Presence at a gathering where alcohol or a controlled substance is being illegally used during the school year will be regarded as possession. The administration will take into consideration whether the student was at a gathering where the student had knowledge that alcohol or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him or herself from the said location. Guilt by association will result in a 2-week suspension from activities.

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE - ABBA

Definitions

For purposes of this policy:

- Electronic smoking device means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor for the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed. Or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.
- Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- Lighter means a mechanical or electrical device typically used for lighting tobacco products.
- 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 or 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 electronic smoking device.
- School property is defined 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 containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, adsorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.
- Tobacco use means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- Visitor means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

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 and ensure a safe learning and working environment, Strasburg Public School District School Board establishes the following tobacco-free policy.

Prohibitions

1. **Students** are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.
2. **District Staff and Visitors** are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity.

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

3. The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school

publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

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

Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration.

It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighter to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing or otherwise ingesting the tobacco product, and has been approved by administration.

It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Communicating to Students, Staff, & Public

The District shall comply with all smoking prohibition posting requirements in law. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on school property, such as, but not limited to, school buildings, district vehicles, vehicular entrances to school grounds, school playgrounds, and all indoor and outdoor athletic facilities. Signage shall indicate that the Strasburg Public School District is tobacco free. This policy will be printed in employee and student handbooks. Parents and/or guardians shall be notified of this policy, and the local media may 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 (ABBA-AR).

Prevention Education

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follow the guidance from the Centers for Disease Control and Prevention.

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.

Evaluation

The Board shall review this policy at regular intervals, at least once a year, to determine whether policies and practices are properly implemented and effective.

EDUCATION RECORDS (FGA)

The Strasburg Public School Board believes that while collection and use of student information is necessary to provide educational and student support services, the District must implement safeguards to ensure information is appropriately protected and used to serve the best interests of students. The purpose of this policy is to establish such safeguards.

Definitions

- *Directory information* is defined as personally identifiable information contained in a student education record that is generally considered not harmful or an invasion of privacy if disclosed and includes:
 - a. Address;
 - b. Date and place of birth;
 - c. Dates of attendance;
 - d. Degrees, honors, and awards received;
 - e. Grade level;
 - f. Most recent school attended;
 - g. A student's name;
 - h. Participation in officially recognized activities and sports;
 - i. Photograph;
 - j. Telephone listing;
 - k. Weight and height of members of athletic teams.

- *Education record* is defined as any record that directly relates to a student and is maintained by the District or by a party acting for the District. This definition excludes law enforcement records and records in the sole possession of the maker used only as a memory aid.

- *Eligible student* means a student who has reached the age of 18.

- *FERPA* stands for the Family Educational Rights and Privacy Act.

- *Legitimate educational interest* is defined as access that is needed in order for a school official to fulfill his/her professional responsibility.

- *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- *Permanent record* is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.

- *Personally Identifiable Information* (PII) includes information maintained in the student's education record that could be used alone or in combination to trace a student's identity directly or indirectly and would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

- *Record* means any information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

- *School official* is defined as an individual who has a legitimate educational interest in accessing student educational records and is affiliated with the District in one of the following capacities:
 - a. An individual employed by the District in an administrative, instructional, or support staff position
 - b. School board members
 - c. Contractors, consultants, volunteers, service providers, or other party with whom the school or District has outsourced institutional services or functions for which the school or District would otherwise use employees; records provided to these third parties must remain directly under the district's control for purposes of maintenance and use and the third party must agree to comply with 34 C.F.R. 99.33(a). Examples include, but are not limited to, school resource officers, interns, student teachers, the district's

attorney, PowerSchool, SLDS, learning management software, hot lunch tracking software, and district alert systems.

d. Designation and Responsibilities of Privacy Officers

The Superintendent or designee shall serve as Chief Privacy Officer. In this role, the Superintendent is responsible for submitting to the Board for approval student information sharing requests from third-party individuals/entities other than parties to which the District reports student information under law. The Superintendent shall also maintain a master list of all individuals and entities having access to student information, including school district personnel listed by title. To ensure this list remains current and is manageable to maintain, it shall not contain names of individuals who have access to data.

The Superintendent may designate privacy officers at the district and building level. These privacy officers are responsible for:

1. Maintaining a list of school personnel by title who have access to student information; this list shall be provided to the Superintendent each time it is updated.
2. Submitting to the Superintendent for board approval new requests to share student information with third-party individuals and entities other than parties to which the District reports student information under law.
3. Ensuring that access to student information is granted only to the extent there is a legitimate educational interest and in accordance with this policy and any applicable agreements.
4. Enforcing this and other applicable district confidentiality and data protection policies.
5. Providing a list of students who have opted-out of directory information to classroom teachers and other district staff who have a need to know.

Information Release Safeguards

1. Access by Parents and Eligible Students

To ensure compliance with parental and eligible student access requirements under FERPA:

- a. The District shall comply with a request by a parent or eligible student to access education records within a reasonable period of time, not to exceed 45 days after receipt of a request.
- b. The Board shall develop procedures for a parent/guardian/student to review and amend educational records. These procedures shall include procedures to verify the identity of a requesting parent/eligible student. The regulations shall be delineated in board approved regulations and disseminated annually in accordance with law.

2. Classroom Use of Instructional Tools Requiring Release of Student Information

Teachers are encouraged to use instructional technological tools that allow for use of an alias or that do not require submission of directory information (other than or in addition to name) or PII. Whenever a teacher wishes to use an instructional tool that requires release of directory information, other than or in addition to name, or PII such as, but not limited to, software or an app, the teacher shall submit a request to the building-level privacy officer. The privacy officer shall check the district's master list of individuals and entities approved to receive student information. If the entity is not on this list or the teacher's request is beyond the scope of information sharing permission previously granted, the privacy officer shall either deny the teacher's request or submit an information-sharing request to the Superintendent for board approval. If the teacher is authorized to use the instructional tool, the building-level privacy officer shall ensure the teacher complies with any parental consent requirements and directory information opt-out requests before using the tool.

3. Data Breaches

District employees are responsible for informing a privacy officer of any known or suspected breach of PII. When a privacy officer becomes aware of a breach of student PII, s/he shall contact the Chief Privacy Officer. The Chief Privacy Officer shall determine if enactment of data breach response procedures contained in policy IDC and NDCC Ch. 51-30 is appropriate.

4. Information Storage and Destruction

Student education records shall be reviewed annually and any records unnecessary for progression to the next grade level, not needed for college entrance purposes, not needed for extracurricular participation, not needed for disciplinary purposes, and records that are not part of the permanent record will be shredded or destroyed. Exceptions apply for any content that may reasonably be related to litigation or anticipated litigation (retain for six years after a student turns eighteen), bullying reports (retain in accordance with policy ACEA), concussion documentation (retain in accordance with policy FCAF), executive session tapes (retain for at least six months), PowerSchool records, and special education records (retain in accordance with the Individuals with Disabilities Education Act).

5. Directory Information

The District may disclose directory information without parental/eligible student consent if it has given parents/eligible students a reasonable amount of time to opt-out of directory information release. Opt-out notices should be provided at the beginning of the school year and when a student otherwise enrolls in the District. These notices shall contain a reasonable deadline of at least ten days for parents/eligible students to opt out.

The Board approves release of directory information as follows:

- a. Publication on the district's website
- b. To board-approved vendors for purposes of sale of school-related items such as, but not limited to, yearbooks, school pictures, graduation items, district apparel, and book orders
- c. To military and college recruiters in accordance with applicable laws (NDCC 15.1-07-25.1 and 20 U.S.C. 7908)
- d. To official district newspaper for purposes of recognizing student accomplishments and coverage of extracurricular events
- e. To school-affiliated groups for purposes of communicating and fundraising
- f. To school-sponsored student publications including, but not limited to, newspapers and yearbooks
- g. When the Board receives and approves a directory information release request; directory information shall only be released and used for purposes specified in the release request and the Superintendent shall add approved requestors to the district's master list of individuals and entities having access to student information. The Board shall develop criteria in regulations for approving and denying these requests.

Any district employee who wishes to disseminate student directory information to a third party shall contact his/her privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval, the Superintendent shall instruct the privacy officer to ensure compliance with any opt-out requests made by parents.

6. Personally Identifiable Information (PII)

Any third party requesting or receiving access to student PII must receive board approval unless the third party is required to receive PII under state or federal law. Any school employee who wishes to share PII with a third party shall contact his/her privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval of any PII release request, the applicable privacy officer shall inform the requestor of any parental consent requirements (see #7) and ensure the requestor complies with such requirements.

Parental/eligible student consent is not required to release PII under the following circumstances:

- a. The District receives information under 42 U.S.C. 14071 and applicable federal guidelines about a student who is a registered sex offender under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071), and the District has a need to disclose the student's status as a sex offender for safety purposes.
- b. In connection with a health or safety emergency under the conditions described in 34 C.F.R. 99.36.
- c. If records have been de-identified by the District; third party individuals and entities that receive de-identified information shall be included on the district's master list of individuals and entities having access to student information.

- d. To a school official who has a legitimate educational interest in the education records if the following conditions are satisfied:
 - i. Access shall be limited to only information the school official has a legitimate need to know
 - ii. School officials shall use the information only for the purposes for which the disclosure was made and shall not re-disclose the information to any other party without proper consent or legal authority
 - iii. Titles of individuals and entities considered school officials shall be included on the district's master list of individuals and entities having access to student information.
- e. To a court without a court order or subpoena when the District initiates legal action against a parent/student or a parent/student initiates legal action against the District.
- f. To accrediting bodies for purposes of accreditation.
- g. To an organization conducting a study for the District to develop, validate, or administer a predictive test; administer student aid programs; or improve instruction so long as the organization has entered into a written agreement with the Board in accordance with law; if the organization is conducting a survey of students, the District shall ensure parents are notified in compliance with policy GCC and shall obtain parental consent, if applicable (see #7).
- h. To another school in which the student seeks, intends to, or is already enrolled.
- i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs.
- j. To comply with a judicial order or lawfully issued subpoena; the District must make reasonable attempt to contact the parent/eligible student before disclosure unless the court order instructs otherwise.
- k. To the parents of an eligible student who is also a "dependent student" as defined in IRS Section 152.

The District will take measures necessary to ensure that individuals and entities to which PII is released shall only have access to information necessary to fulfill their responsibilities under law and to the District. Measures may include, but not be limited to, controlling access to computer data through password restrictions, controlled access to paper records, and ensuring that any information access agreements required by law are properly executed by the Board.

7. When Parental Consent is Required

The District must obtain parental/eligible student consent to release student information under the following circumstances:

The Board has approved release of PII to an individual or entity not meeting the definition of school official under law and/or not meeting an exception to the parental consent requirement under FERPA.

- a. The Board has approved release of directory information, other than or in addition to name, or PII to an online service provider for commercial purposes and the impacted students are under 13.
- b. When administering a survey funded in whole or in part by the U.S. Department of Education and concerning any of the following areas:
 - i. Political affiliations or beliefs of the student or the student's parent;
 - ii. Mental or psychological problems of the student or the student's family;
 - iii. Sex behavior or attitudes;
 - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. Critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. Religious practices, affiliations, or beliefs of the student or student's parent;
 - viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

If the District is unable to obtain this consent, it shall not release the impacted student's information.

504 Plans and Individual Educational Programs (IEPs)

Sharing of student information necessary for developing, amending, or implementing an IEP or 504 Plan and sharing student information needed to determine eligibility for special education or disability services are not subject to board approval requirements in NDCC Ch. 15.1-07-25.3 because the District provides these services in fulfillment of requirements under state and federal law.

Policy Violations

Failure by a district employee or volunteer to comply with this policy, other district confidentiality requirements, or any improper disclosure of student information by a school employee or volunteer shall result in disciplinary action up to and including dismissal in accordance with applicable law. Failure by a third party to comply with this policy, any information-sharing agreements between the District and third party, or any improper disclosure of student information by the third party may result in termination of the third-party's access to student information and termination of the district's agreement with the third party if permitted under the terms of such agreement.

Training

School officials employed or volunteering for the District shall receive information and/or training on confidentiality requirements pertaining to student education records and consequences for breaching confidentiality. The District shall also provide training to applicable school personnel on the procedures for requesting to release student information contained in this policy.

STUDY HALLS

A student chooses to register for a study hall. Study Halls are not forced upon students. Consequently, it is the duty of all study hall teachers to ensure that the study hall is a quiet and constructive place to work.

Study halls are provided for students as a place for completion of assigned homework, study of current work, and /or review of completed work. **There is no such thing as being all done with studying. Review! Review! Review!**

Guidelines for students in study halls:

1. Students will bring adequate materials with which to work, study, or review for the duration of the study hall.
2. One student at a time for bathroom, locker, or office.
3. Any student receiving a "D+" or lower in any class will not be allowed to use the computers, except for educational purposes. Nor will any student receiving a "D+" or lower in any class be allowed to engage in any type of behavior or activity which takes the student away from academic pursuits.

VIOLENT & THREATENING BEHAVIOR – (ACE)

Threatening Behavior

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

Reporting

Any student or employee who has knowledge of a threat shall promptly report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

Threat Assessment

Upon receipt of a threat report, the building principal shall contact the Superintendent. The Superintendent shall contact the threat assessment team. The team shall determine if the report constitutes a true threat as defined above and if, given the nature of the threat, it should be handled internally or turned over to law enforcement. The team shall make these determinations based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat;
2. The amount of disruption the threat has caused or may cause to the educational environment;
3. Whether or not the team can identify the source of the threat; anonymous threats may be turned over to law enforcement;
4. When the source of the threat can be identified, the team shall consider, to the extent possible, the individual's:
 - a. State of mind;
 - b. Relationship with peers;
 - c. Age;
 - d. Domestic life;
 - e. Ability to carry out the threat (e.g., access to weapons);
 - f. Past behavior.
5. If any laws have been violated;
6. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. The team may, in accordance with the Family Educational Rights and Privacy Act and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.

When law enforcement and/or the threat assessment team, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the District shall take necessary and timely measures to safeguard students, staff, and district property.

Disciplinary Consequences for Threatening Behavior

1. **Regular Education Students:** A student who is found to have made a true threat will be subject to disciplinary measures, including, but not limited to suspension and/or expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.
2. **Special Education Students:** Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
3. **Staff:** Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Violent Behavior

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

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for

CARRYING WEAPONS-(FFD)

Definitions

This policy defines the following:

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

Prohibitions

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

Disciplinary Consequences

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

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

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

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

Special Education Students

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

Nonapplicable Provisions

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

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

WEATHER RELATED CLOSING/OFFICIAL ANNOUNCEMENTS

School cancellations or early dismissals will be announced over KFYZ. This will also be done through an "ALL CALL." The use of the Alert Now phone messaging system will send a voice message, text, and/or email message to those with valid phone numbers and/or email addresses.

WITHDRAWAL/TRANSFER

If you are withdrawing your child from the Strasburg Public School District, we request you complete an Entry/Withdrawal & Transfer Form at your child's school. Please complete one form per child. By assisting the district in this way, we can better assist you in forwarding school records to your child's new school in the hopes of helping with a smooth transition. If you have any questions about withdrawing your child, please feel free to contact the Strasburg Public School Administrative Office.

ACKNOWLEDGMENT OF STRASBURG PUBLIC SCHOOL STUDENT HANDBOOK POLICIES

The Student Handbook contains important information about Strasburg Public School, and I understand that I should consult school administration regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Strasburg School Administration, along Strasburg School Board has the ability to adopt any revisions to the policies in this handbook.

I have had an opportunity to read the handbook, and I understand that I may ask the school administration any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain a Student at Strasburg Public School following any modifications to the handbook, I thereby accept and agree to such changes.

I understand the Strasburg Public School Handbook is available on the school webpage or upon request. I understand that I am expected to understand the guidelines stated in entire handbook and must review them annually at the beginning of each school year. Additionally, I will sign this Acknowledgment of Receipt and return this copy to the Strasburg Public School Main Office. I understand that this form will be retained in my personnel file.

Signature of Student

Date

Student's Name - Printed

Signature of Student

Date

Student's Name - Printed

Signature of Student

Date

Student's Name - Printed

Signature of Student

Date

Student's Name - Printed

Signature of Parent

Date

Parent's Name - Printed