

# ***STUDENT HANDBOOK***

## ***INTRODUCTION***

Welcome to Dickinson High School. This handbook is provided to help you understand your responsibilities as a member of the student body. Read it carefully and refer to it from time to time. Share it with your parents. It is our hope that you will make the most of the fine educational opportunities offered at Dickinson High School. The administration and faculty extend best wishes for a successful and enjoyable school year.

**Jeffrey Brandt, Principal**  
**Randy Cranston, Assistant Principal**  
**Holly Schild, Assistant Principal**  
**Guy Fridley, Activities Director**

## ***Vision Statement*** ***“Success for All”***

### **Dickinson High School – PEP SONG**

Cheer, cheer for Dickinson High.  
Raise up your voices, raise them up high.  
Watch those Midgets go down the floor  
We’ve got it all team, now raise the score!  
\_\_\_\_\_ High School, you bow to us!  
This is your swan song – now watch the dust!  
The orange and black of Dickinson High  
Will rise up to victory, Rah, Rah, Rah!  
**D-I-C-K-I-N-S-O-N M-I-D-G-E-T-S**

### **School Colors**

Orange and Black

### **School Mascot**

Midget



# TABLE OF CONTENTS

## **Attendance Procedures/Policies**

|                |    |
|----------------|----|
| Credit Loss    | 6  |
| Withdrawal     | 6  |
| Homebound      | 9  |
| Absences       | 11 |
| Absence Types  | 11 |
| Make-up work   | 11 |
| Tardies        | 12 |
| Test Exemption | 12 |

## **General Information**

|                             |    |
|-----------------------------|----|
| Daily Block Schedule        | 4  |
| Grading Periods             | 4  |
| P/T Conference Dates        | 4  |
| Student Records             | 4  |
| Grading                     | 6  |
| Honor Roll                  | 7  |
| Graduation                  | 7  |
| Transfer RRVA/SWCHS         | 7  |
| Academic Learning Center    | 8  |
| FLEX TIME                   | 8  |
| Response to Intervention    | 8  |
| Accidents                   | 10 |
| Work-Based Learning         | 10 |
| Southwest CTE Academy       | 10 |
| Cell Phones                 | 13 |
| Dress Code                  | 14 |
| Lunch Period                | 14 |
| Visitors                    | 13 |
| Food Deliveries             | 14 |
| Parking                     | 14 |
| Dance Policy                | 15 |
| Detention                   | 16 |
| School Resource Officer     | 17 |
| Citations                   | 17 |
| Library Use/Policies        | 18 |
| Internet/Computer Policy    | 18 |
| Computer Device             | 19 |
| Administering Medicine      | 21 |
| Immunization                | 21 |
| Title IX Policy             | 22 |
| School Social Work Services | 22 |
| Student Council Members     | 24 |
| Personnel Directory         | 25 |
| Support Staff               | 26 |

## **Activities**

|                          |    |
|--------------------------|----|
| Director's Message       | 27 |
| Eligibility              | 27 |
| Physicals                | 27 |
| Participation Fees       | 28 |
| Code of Conduct          | 28 |
| Scholastic Eligibility   | 28 |
| School Attendance        | 29 |
| Sportsmanship            | 29 |
| Practice/Game Attendance | 29 |
| Suspensions              | 29 |
| Injuries                 | 29 |
| Social Media             | 29 |
| Special Note             | 30 |
| Athletics/Coaches        | 32 |
| Activities/Organizations | 32 |

## **School Board Policies**

|                              |    |
|------------------------------|----|
| Philosophy                   | 32 |
| District Goals/Objectives    | 33 |
| Nondiscrimination            | 33 |
| Anti-Harassment              | 33 |
| Harassment                   | 36 |
| Tobacco                      | 40 |
| Copyrighted Material         | 42 |
| Sportsmanship                | 43 |
| Emergency Closing Procedure  | 44 |
| Threatening Behavior         | 45 |
| Bullying                     | 46 |
| Suicide Prevention           | 51 |
| Conduct and Discipline       | 53 |
| Student Rights               | 54 |
| Alcohol/Drug Use             | 55 |
| Attendance and Absences      | 58 |
| Weapons                      | 59 |
| Extracurricular Requirements | 60 |
| Suspension and Expulsion     | 62 |
| Student Records              | 64 |
| Searches of Lockers          | 72 |
| Search Personal Possessions  | 73 |
| Grade Promotion/Retention    | 75 |
| Graduation Requirements      | 75 |



2023-2024

# Dickinson High School School Calendar

| July 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    |    |

| August 2023 = 6 Days |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
|                      |    | 1  | 2  | 3  | 4  | 5  |
| 6                    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                   | 28 | 29 | 30 | 31 |    |    |

| September 2023 = 19 days |    |    |    |    |    |    |
|--------------------------|----|----|----|----|----|----|
|                          |    |    |    |    | 1  | 2  |
| 3                        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                       | 25 | 26 | 27 | 28 | 29 | 30 |

September 4 - Labor Day Observed

| October 2023 = 20 days |    |    |    |    |    |    |
|------------------------|----|----|----|----|----|----|
| 1                      | 2  | 3  | 4  | 5  | 6  | 7  |
| 8                      | 9  | 10 | 11 | 12 | 13 | 14 |
| 15                     | 16 | 17 | 18 | 19 | 20 | 21 |
| 22                     | 23 | 24 | 25 | 26 | 27 | 28 |
| 29                     | 30 | 31 |    |    |    |    |

October 19 and 20th - Administrator Conference Dates

| November 2023 = 18 days |    |    |    |    |    |    |
|-------------------------|----|----|----|----|----|----|
|                         |    | 1  | 2  | 3  | 4  |    |
| 5                       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                      | 27 | 28 | 29 | 30 |    |    |

November 10 - Veterans Day Observed

November 23 - Thanksgiving Day

| December 2023 = 15 days |    |    |    |    |    |    |
|-------------------------|----|----|----|----|----|----|
|                         |    |    |    |    | 1  | 2  |
| 3                       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                      | 25 | 26 | 27 | 28 | 29 | 30 |

\*Flexible Teacher Work Day.....Aug. 23 and May 24  
Inservice (No School).....Aug. 21 and 22nd  
**First Day of School.....Aug. 24**  
Labor Day (No School).....Sept. 4  
Inservice Day (No School).....Sept. 25  
Administrator Conference (No School).... Oct. 19 & 20  
Early Release Day (School Dismisses at 1:00)....Oct. 27  
Veterans Day Holiday (No School).....Nov. 10  
Parent/Teacher Conf Comp Day (No School)....Nov. 22  
Thanksgiving Holiday (No School).....Nov. 23  
Thanksgiving Break (No School).....Nov. 24  
Early Release Day (School Dismisses at 1:00)....Dec. 8  
Holiday Break.....Dec. 22-Jan. 1  
School Resumes.....Jan. 2  
Inservice/Martin Luther King Day (No School)Jan. 15  
Presidents' Day Observed (No School).....Feb. 19  
Inservice Day (No School).....Feb. 20  
Early Release Day (School Dismisses at 1:00)....March 22  
No School.....March 28  
Good Friday Holiday (No School).....March 29  
Easter Monday (No School).....April 1  
Early Release Day (School Dismisses at 1:00)....April 26  
Parent/Teacher Conf Comp Day (No School)....April 29  
**Last Day of School.....May 23**  
Early Release Day (School Dismisses at 1:00)....May 23  
\*Flexible Teacher Work Day.....May 24  
Graduation.....May 26

Early Release Dates for Students (1:00 p.m. release)

\*These Dates:

October 27, 2023; December 8, 2023; March 22, 2024;  
April 26, 2024; and May 23, 2024.

Student/Teacher Contact Days.....174 days  
Inservice Days..... 5 days  
Parent/Teacher Conference Compensatory days...  
(November 22 and April 29).....2 days  
Holidays - Veterans Day (Nov. 10), Thanksgiving  
(Nov. 23) & Good Friday (March 29)..... 3 days  
Teacher Half Work Days (August 14 & May 24).....1 day  
**Total Days..... 185 days**

See Individual Student Handbook for Parent/Teacher  
Conference Schedules and Grading Periods

- Student Contact Days
- DHS Late Start Wednesday, DHS Classes Begin at 9:20 a.m. on Wednesdays.
- Parent/Teacher Conference Comp. Days
- Professional Development Days
- \*Flexible Teacher Work Day Aug 23 & May 24
- Holidays

| January 2024 = 21 days |    |    |    |    |    |    |
|------------------------|----|----|----|----|----|----|
|                        | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                      | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                     | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                     | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                     | 29 | 30 | 31 |    |    |    |

January 1 - New Year's Holiday

January 15 - Martin Luther King Day observed

| February 2024 = 19 days |    |    |    |    |    |    |
|-------------------------|----|----|----|----|----|----|
|                         |    |    |    | 1  | 2  | 3  |
| 4                       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                      | 26 | 27 | 28 | 29 |    |    |

February 20 - Presidents' Day Observed

| March 2024 = 19 days |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
|                      |    |    |    | 1  | 2  |    |
| 3                    | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                   | 25 | 26 | 27 | 28 | 29 | 30 |

March 29 - Good Friday Observed

| April 2024 = 20 days |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
|                      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                   | 29 | 30 |    |    |    |    |

| May 2024 = 17 days |    |    |    |    |    |    |
|--------------------|----|----|----|----|----|----|
|                    |    | 1  | 2  | 3  | 4  |    |
| 5                  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                 | 27 | 28 | 29 | 30 | 31 |    |

May 27 - Memorial Day Observed

| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |

Approved by the Dickinson Public School Board February 14, 2023

| Class Schedule 2023-2024 |               |                 |                        |                                                   |             |
|--------------------------|---------------|-----------------|------------------------|---------------------------------------------------|-------------|
| Teacher Collaboration    | A-Days (M/TH) | B-Days (Tu/Fri) | Wednesday<br>8:00-9:15 | Early Release                                     |             |
|                          |               |                 |                        |                                                   |             |
| Block 1                  | 8:15 - 9:40   | 8:15 - 9:40     | 1A: 9:20-9:55          | Block 1<br>Block 2<br>Block 3<br>Block 4<br>Lunch | 8:15-9:15   |
| Block 2                  | 9:45 - 11:10  | 9:45 - 11:10    | 1B: 10:00-10:35        |                                                   | 9:20-10:20  |
| Block 3A                 | 11:15 - 12:40 | 11:15 - 12:40   | 2A: 10:40-11:15        |                                                   | 10:25-11:25 |
| LUNCH A                  | 11:15 - 12:00 | 11:15 - 12:00   | 2B: 11:20-11:55        |                                                   | 11:30-12:30 |
| Block 3B                 | 12:05 - 1:30  | 12:05 - 1:30    | Lunch: 12:00-12:55     |                                                   |             |
| LUNCH B                  | 12:45 - 1:30  | 12:45 - 1:30    | 3A: 1:00-1:35          |                                                   | 12:30       |
| FLEX TIME                | 1:35 - 2:05   | 1:35 - 2:05     | 3B: 1:40-2:15          |                                                   |             |
| Block 4                  | 2:10 - 3:35   | 2:10 - 3:35     | 4A: 2:20-2:55          |                                                   |             |
|                          |               |                 | 4B: 3:00-3:35          |                                                   |             |

| Grading Periods 2023-2024 |                        | Parent/Teacher Conferences<br>4:00–7:00 pm | Early Release                                              |
|---------------------------|------------------------|--------------------------------------------|------------------------------------------------------------|
| Semester 1                | August 24 – January 12 | September 27<br>November 29                | October 27<br>December 8<br>March 22<br>April 26<br>May 23 |
| Semester 2                | January 16--May 23     | February 14<br>April 24                    |                                                            |

### Parents' Right to Know

Through federal education law, parent(s) or guardian(s) have the right to request information on the professional qualifications of the teachers and paraprofessionals educating their children. If you are interested in receiving this information, please contact the Central Administration Office at 701-456-0002. Upon request, you will receive a detailed explanation of the licensing of educational qualifications of each of your children's teachers. You will also receive the names and qualifications of the paraprofessionals working with your student.

### 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 Dickinson Public School District #1 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 Dickinson Public School District #1 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 Dickinson Public School District #1 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.

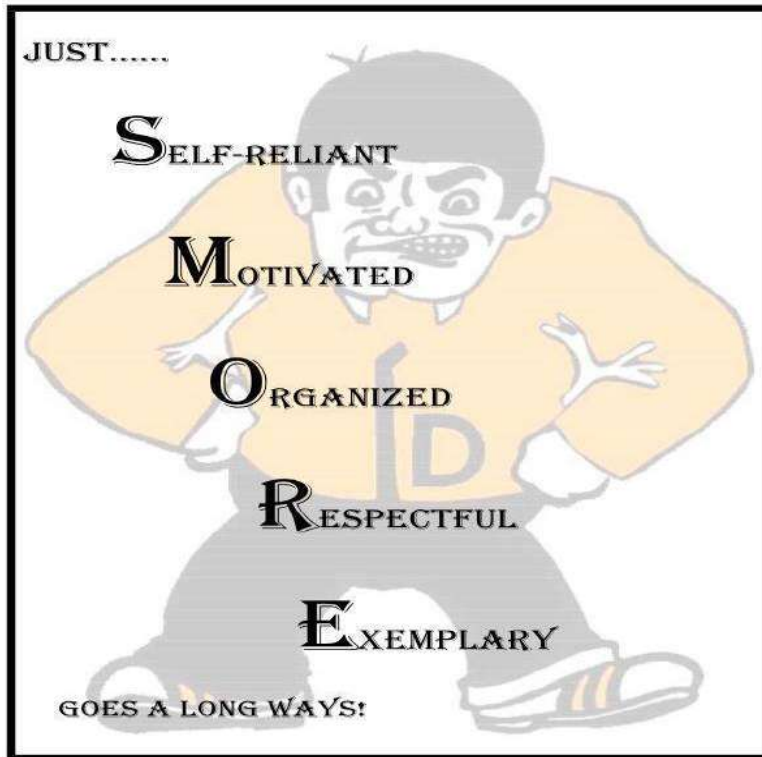
### **Asbestos Notice**

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 Dickinson Public School District has a very 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 Central Administration Office.

### **Pandemics**

The Dickinson Public School District will monitor any current health cases in the County, receive guidance from the State and County Health Officials, and follow guidelines specified by the Centers for Disease Control (CDC) for safe schools during a pandemic and develop protocols consistent with the guidelines of the CDC and health officials.



**Positive Behavioral Support at Dickinson High School SMORE** is our Positive Behavioral Interventions and Supports (PBIS) program. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. The SMORE program at Dickinson High School applies a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and

supports to improve the school climate for all students.

### **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. In order to make adequate progress toward graduation students should earn at least 6.5 credits each school year.

### **Grading**

The grading system at Dickinson High School uses the letters A, B, C, D, F, and I. F indicates a failing grade and I is incomplete. In general, the other four grades are interpreted as follows:

DHS has implemented the following grading scale

|            |                           |
|------------|---------------------------|
| 90% – 100% | A – Superior              |
| 80 % – 89% | B – Good/Above Average    |
| 70% – 79%  | C – Average               |
| 60% – 69%  | D – Passing/Below Average |

### **Incomplete Grades**

Incompletes must be made up within two weeks from the end of the semester or the missing assignments may be recorded as a zero (0).

### **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. Students will not be able to drop AP or Dual Credit courses. Students who do not carry a minimum of six classes in a 18 week period will be withdrawn from enrollment and asked to enroll at the start of the next 18 week period.

## Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each quarter. Advanced Placement classes are ranked on a 5.0 scale. One must be a full-time student, six of eight classes, to qualify for the honor roll.

|                                  |               |
|----------------------------------|---------------|
| Straight "A" Honor Roll – All As | 4.000 average |
| Special Honor Roll               | 3.500 average |
| Regular Honor Roll               | 3.000 average |

The Honor Roll will be computed using the following values for letter grades:

|                                                 |              |
|-------------------------------------------------|--------------|
| A = 4 points                                    | B = 3 points |
| C = 2 points                                    | D = 1 point  |
| * = +1 honor point (Advanced Placement Classes) |              |

**An "F" or "I" will automatically eliminate any student from the Honor Roll.**

\* Honor Roll students will be given one honor point for Advanced Placement classes.

**\*Graduation honor status will be based on GPA at the end of seven semesters.**

## 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 scheduling secretary. **Schedule changes are not allowed after the first four days of each semester-period. Students will not be able to drop AP or Dual Credit courses.**

## Correspondence Courses

Students who take an independent study, correspondence through the Division of Independent Study in Fargo or any DHS approved online format need to be aware of the following:

1. Dickinson High School guidance counselors are available to administer tests and hand out the course material;
2. The course requirements and getting the lessons completed are the student's responsibility;
3. Seniors who expect to graduate must complete their independent study coursework by May 15 to participate in the graduation ceremony;
4. As per the North Dakota High School Activities Association (NDHSAA) regulations, correspondence courses do not count towards academic eligibility.

## Independent Study

Students wishing to take a course(s) through an arranged independent study with Dickinson High School staff must meet the following criteria:

1. Students may enroll in an independent course of study within a curriculum area only after they have completed all courses offered by the department;
2. Courses with more than 25 students cannot have independent study students;
3. Students must use free hours before dropping courses to add independent study;
4. Must have principal approval.

## Transfer to RRVA / SWCHS

DHS students interested in transferring over to the Rough Rider Virtual Academy (RRVA) or Southwest Community High School will need to set up a meeting with DHS administration. A meeting will then occur with the RRVA and SWCHS. Each school may have a waiting list to enter along with a deadline for transferring.

## Graduation Ceremony

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

## Early Graduation

Any student interested in early graduation should have the application to the counselor's office or principal's office by the first day of school of the students senior year.

## Academic Learning Center

The ALC provides assistance to all students and includes the opportunities to make up work, complete tests, or receive assistance on class assignments. The Academic Learning Center provides assistance to all students at Dickinson High School daily from 7:45 a.m. to 4:15 p.m.

## FLEX TIME

As a part of a school-wide effort to further our focus on learning and **success for every student**, a mandatory block of intervention and extension is built into our school day. This period, known as "**FLEX TIME**," is designed to provide timely and specific support to students who are working towards mastery of essential learning or are ready to be challenged with learning beyond grade-level expectations. During the "FLEX TIME" period, students attend a class, referred to as "**sessions**," based on a need identified by a teacher, or a session that meets the student's self-identified need. Students that are not scheduled into a session will stay with their designated FLEX Block Advisor. FLEX TIME sessions typically fall into one of three categories: intervention, extra help or extension. Intervention sessions are designed to support students in mastering a specific learning target or skill. Extra help sessions may be more general to a content area or need, but not always skill-specific. Extension sessions are designed to extend or enrich student learning in areas for which they have already shown proficiency. Session offerings for each department may change weekly depending on the identified needs of students. Students will receive  $\frac{1}{4}$  of a credit each semester for FLEX TIME.

## Academic Honesty

Academic honesty is of the highest importance at Dickinson High School. Students who engage in any type of cheating are subject to disciplinary action, including but not limited to, failure of the assignment to loss of credit in the course.

## Response To Intervention (RTI)

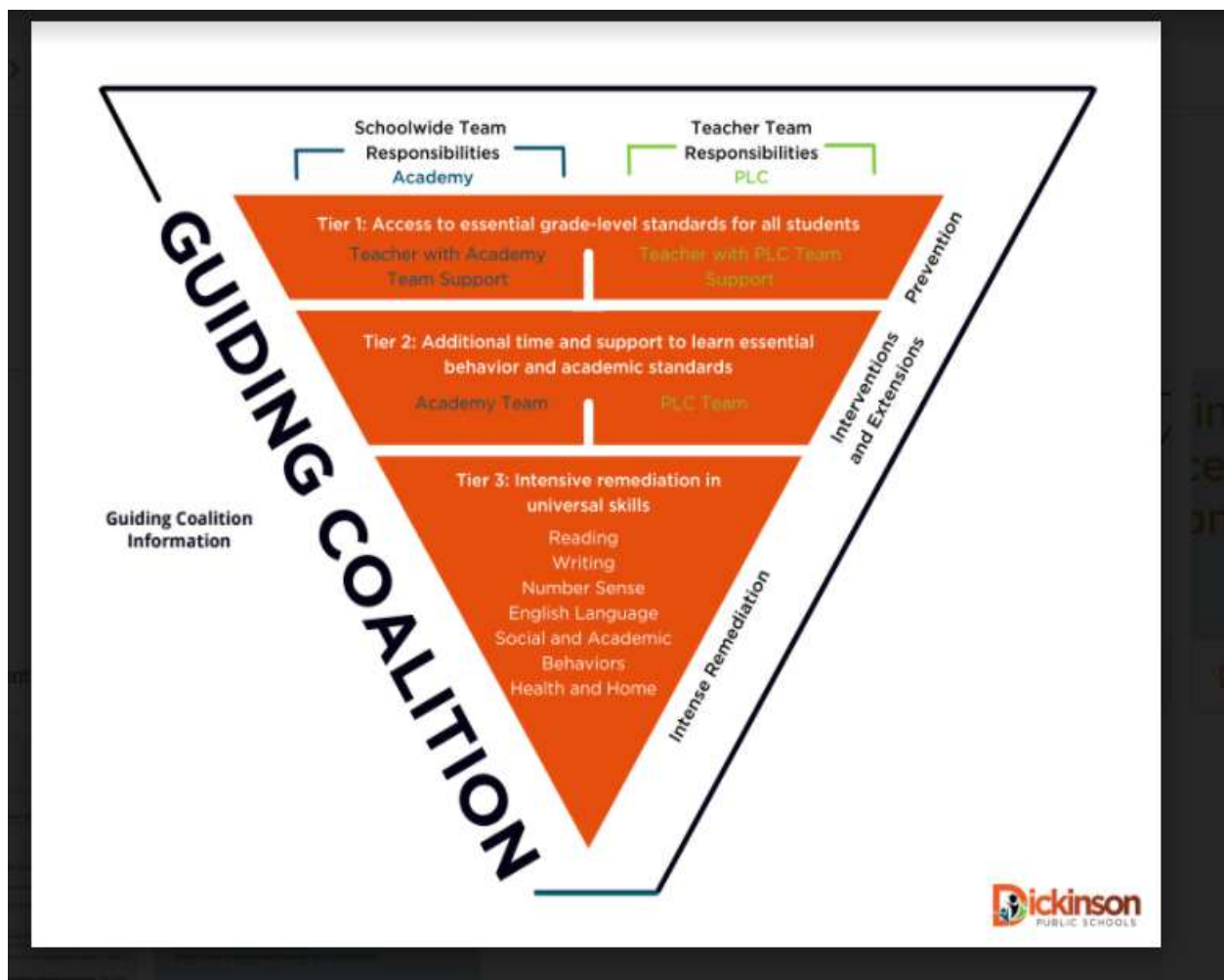
At Dickinson High School, Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. DHS students and teachers will utilize FLEX TIME to receive the identified interventions and extensions. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

For the Dickinson High School RTI implementation to work well, the following essential components must be implemented with fidelity and in a rigorous manner:

- *High-quality, scientifically based classroom instruction.* All students receive high-quality, research-based instruction in the general education classroom.
- *Ongoing student assessment.* Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RTI process, student progress is monitored frequently to examine student

achievement and gauge the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time.

- *Tiered instruction.* A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based interventions matched to student needs.
- *Parent involvement.* Schools implementing RTI provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child. (RTI Action Network, 2022)



### Homebound/Hospital Instruction

The Dickinson Public School District will provide one hour per day of homebound or hospital instruction if a student is out of school for a week or longer. It is required that parent(s) or guardian(s), or other adult arranged for by the parent(s) or guardian(s), be present in the home while homebound instruction is being provided. Homebound or hospital instruction will be considered in the following situations:

1. A child has an operation or condition, which requires homebound instruction for longer than a week;
2. A student's condition relapses requiring periodic excused absences from school. Arrangements will be made to match home instruction to the need of the student; and
3. If a student is hospitalized in another North Dakota city or out of state, arrangements will be made with the school district where the hospital is located to provide hospital instruction. This instruction will be paid for by the Dickinson Public School District.

In order to receive homebound or hospital instruction, a statement from a physician must accompany the request. The statement from the physician must indicate the medical condition that warrants homebound hospital instruction and the length of time that the student will need to be homebound/hospitalized due to the medical condition. If the medical condition is long-term, an updated statement from the physician must be submitted to the Director of Student Services each school quarter in order for the homebound/hospital instruction to continue. This updated statement must indicate the continuation of the medical condition and continued need for homebound/hospital instruction.

A parent(s) or guardian(s) should contact the building principal or counselor to give needed information regarding the student's condition. The principal will contact the Director of Student Services who will make the arrangements for the homebound or hospital instructional program. The final approval of this service will be made by the Director. Contact the Director of Student Services at the Central Administration Office if you have questions at 701-456-0002.

### **First Aid/Accidents**

In the event an accident occurs within the schools or a student or other individual becomes suddenly ill, the responsibility of the school is to provide emergency care, notify parent or guardian, and in serious instances, summon necessary medical care.

The Superintendent will develop uniform procedures for giving first aid, arranging for necessary medical care, notifying parents, and officially reporting accidents.

The Board encourages its faculty and staff to become trained in first aid. First aid will not include treating infections or administering medicine except when special authorization for a particular student has been granted. Minor cuts and bruises may be treated.

In the event a child becomes acutely ill or is seriously injured during school hours, the school will inform the parents/guardian, who will make the decision whether to pick up the child at the school or meet the child at the hospital. If the school is unable to reach the parents or if they choose to meet the child at the hospital, the child may be transported by school personnel or by ambulance at the discretion of the principal or his/her designee. If the school is unable to reach the parents, an attempt will be made to contact the child's personal physician as designated on the student's record. The district's policy and regulations on concussion management shall supersede any district emergency response policies/regulations when the concussion management policy/regulations are applicable.

### **Work-Based Learning**

Students who wish to participate in Work-Based Learning (WBL) must fill out the online application (deadline specific to semester). To be considered for the Work-Based Learning program, students must:

- be a minimum of 16 years old
- be a junior or senior (can apply sophomore year)
- have 1 credit within related CTE pathway
- have parent/guardian approval
- have positive recommendations from two teachers (minimum)
- be in good standing at DHS (behavior, attendance, etc.)

For questions regarding the Work-Based Learning program, please contact the Community Outreach Coordinator, Jaci Kolm, at [jkolm@dpsnd.org](mailto:jkolm@dpsnd.org) or 701.456.3271

### **Southwest Area Career and Technical Education Academy (SWACTEA)**

Students having classes at SWCTEA will sign a contract of expectations and guidelines. Students not meeting the expectations are subject to disciplinary actions, not limited to detentions, suspensions, loss of privileges, and/or loss of credit.

## **Dickinson High School – Attendance/Tardy Policy**

### **Absences**

1. Students are allowed a maximum of five absences per class, per semester in every other day classes, and 10 absences in everyday classes. (18-week grading period).
  1. All absences count with the exception of medically documented, Principal approved, funerals, activities/field trips sponsored by Dickinson Public Schools, in-school suspension and out-of-school suspension.
  2. Medical documentation is defined as a note from an appropriate licensed healthcare provider indicating that the student could not attend school due to illness, injury, etc. or was at a medically-related appointment.
  3. Weddings, extreme weather conditions, legal/court requirements are examples of absences that may require administrative approval.
  4. **Pre-approval required**: Requests for family vacations or other personal/family reasons must be Administrative approval is determined on a case-by-case basis.

### **2.- Absence Types=Qualifications of an *excused* or *unexcused* absence:**

#### **Excused Absences**

1. Students are allowed a maximum of five absences per class, per semester in every other day classes, and 10 absences in everyday classes. (18-week grading period).
  - a. Parental notification (excused and/or unexcused) absences count in the attendance policy toward the maximum allowed. All other **documented** absences, including medical, dental, funeral, or documented administrative approval absences **will not** count towards the maximum five allowed. Repeated call-ins by parent(s) or guardian(s) solely for the purposes of early release that are not medically or emergency related are unacceptable and will not be granted. Administrative approval will be judged on a case-by-case basis.
  - b. Other absences that do not count towards the attendance policy include(s): school activities/field trips sponsored by Dickinson Public Schools, in-school suspension and out-of-school suspension.
  - c. Parent(s) or guardian(s) or other adults may not call in and excuse students early for work or late coming back from lunch.

***Students must be present more than half the class period to be marked present.***

#### **Unexcused absences**

1. Unexcused absences, with or without parental notification, will result in further disciplinary actions or supports.
  - a. An absence from school without parental/guardian knowledge or approval.
  - b. An absence from school that has not been excused by the parent(s) or guardian(s) within two school days.
  - c. An absence from school deemed as being truant by the administration.
  - d. Leaving the school or missing class for any reason during the school day without checking out at Student Affairs. Exceptions are lunch and off periods.
  - e. Any student that receives an unexcused absence shall serve two detentions and will no longer be eligible for the test exemption policy in that class/classes.
  - f. Three unexcused absences in the same class/classes in the same semester may result in other disciplinary actions, not limited to detentions, suspensions, loss of privileges, loss of credit or support services.
2. Referrals to law enforcement and other outside agencies may occur if a student is habitually absent from school.

**Making-up work when absent**: Students are given an amount of time equal to the length of the absence to make up all work missed. Absences for school-related activities/field trips may require class work to be completed before the absence occurs. It is the responsibility of the student to make arrangements with the teacher as to when make-up work must be completed.

## **I. Tardies**

1. Students are allowed a maximum of four tardies per semester per class or 18-week grading period-
2. Tardies beyond the maximum shall result in the following consequences:
  - a. 5<sup>th</sup> tardy – loss of exemplary attendance in that class(s) for that semester.
  - b. 6<sup>th</sup>-9<sup>th</sup> tardy – 1 detention per tardy.
  - c. 10 or more tardies – 2 detention, other disciplinary actions, not limited to detentions, suspensions, loss of privileges, loss of credit, or support services.
2. A tardy is defined as not being physically present in the classroom when the bell rings indicating the beginning of the class period. ***Students must be present more than half the class period to be marked present.***
3. Possible referrals to other outside agencies may occur if a student is habitually tardy for class or school.

## **Test Exemption/Attendance/Tardy Policy**

Semester tests are given at the conclusion of each semester (18-week grading period) in all classes. Students may meet the test exemption requirements if:

- a. The student has an A, B– with 4 or fewer absences and/or 4 or fewer tardies, C– with 3 or fewer absences and/or 3 or fewer tardies, and D–with 2 or fewer absences and/or 2 or fewer tardies. Students having an F must take the semester test.
- b. The student has not had an unexcused absence, or been in-school or out-of-school suspended by the administration in ANY class.
- c. All makeup / incomplete work must be completed; if not teachers may request you during the exemption days.

Other:

- a. Medical, extracurricular and funeral absences will not count against the student's ability to earn test exemption.
- b. Students wanting to better their grade in a class may take the semester test whether they are exempt or not. This must occur during the scheduled test time.
- c. Parents/guardians that wish for their child to take semester tests may elect NOT to participate in the semester test exemption policy by contacting DHS.
- d. Students that are exempt from taking semester tests are not required to attend class, if student reports to school they must attend class.
- e. Students that are required to take semester tests must stay in class the entire class period.
- f. The semester test schedule will be presented to students and teachers by the end of September each school year. (Last two days of the semester)

## **II. Notification procedure for absences/tardies**

Students and Parents will be formally notified through an instant alert., It is still the responsibility of students and parent(s) or guardian(s) to use PowerSchool to keep track of absences and tardies prior to being notified.

### **1. Absences**

Per semester per class (18-week grading period)

5<sup>th</sup> absence – Parents and students will be notified of reaching the maximum absences along with information about support services. These notifications will be done electronically. Notification of policy and no longer qualifies for test exemption unless the student has an A.

8th absence –Possible make-up time, social services, and counselor support will begin.

12th absence – Referrals to law enforcement and other outside agencies, other disciplinary actions, not limited to detentions, suspensions, loss of privileges, loss of credit.

### **2. Tardies**

Per semester per class (18 week grading period)

3<sup>rd</sup> tardy –notification

5<sup>th</sup> tardy – no longer qualifies for-semester test exemption unless student has an A.

6<sup>th</sup>-9<sup>th</sup> tardy – 1 detention per tardy

10 or more tardies – 2 detentions, other disciplinary actions, not limited to detentions, suspensions, loss of privileges, loss of credit and/or support services.

### **Building Regulations**

1. Students are required to check out with Student Affairs if they need to leave school for any reason during the school day with the exception of lunch and off periods. **Any student that fails to follow this procedure may be assigned unexcused absences by the administration.**
2. The staff of DHS is expected to maintain a safe and orderly learning atmosphere. Disruptive behavior will not be permitted and will be dealt with appropriately. **STUDENTS ARE ACCOUNTABLE TO ANY TEACHER, STAFF MEMBER OR SCHOOL OFFICIAL FOR THEIR ACTIONS IN SCHOOL OR AT SCHOOL FUNCTIONS.**
3. DHS maintains an open campus for students. This means that students must attend all classes listed on their class schedules when on campus. They have the option of studying in the library or common areas or of leaving the campus during unassigned periods. It is against school rules for students to loiter in the parking lots or in other parts of the campus during unassigned periods. The common areas also serve as a lunch room, study area, and social area; however, the common areas are not a recreational area. **Students who are unable to adapt to the advantages of the open campus environment may have their open campus privileges revoked by either their parents or the school administration.**
4. Unless accompanied by a teacher, a visible artifact or written pass is required to leave the classroom.
5. Students are not permitted in the school building before 7:45 am or after 4:00 p.m. unless they are under the supervision of a teacher, coach or advisor. Students waiting for transportation may do so in the east or west lobby.
6. **Students are reminded that courtesy and respect for others should always be of the highest priority.** Appropriate language and conduct is expected at all times while at school.
7. Pets or other animals are not allowed on school property without administrative approval.
8. Intimate signs of affection that are deemed inappropriate will not be tolerated. Intimate signs of affection are to be limited to handholding.
9. Students are not permitted to loiter in the bathrooms, locker rooms, stairwells, or entryways at any time during the school day.

### **Cell Phones, Electronics, and Recreational Items**

***The use and possession of cell phones, personal electronics, and recreational items is a privilege, not a right.***

1. Cell phones, smartwatches, iPods, earbuds 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 should keep all devices out of sight out of mind unless granted permission.
2. Cell phones, iPods, and other electronic devices are not to be used at any time in private areas such as bathrooms, locker rooms, etc. To ensure this, teachers will have students hand in cell phones when leaving the classroom.
3. Cell phones, iPods, 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.
4. The following recreational items or equipment are not to be used on school campus at any time:
  - Gambling paraphernalia
  - Laser pens
  - Water transmitting devices
  - Skateboards, roller blades, or roller skates (If brought to school, they will be able to use a locker or placed in student affairs)
  - Other items deemed inappropriate for school by administration

**Violation:** School staff has the authority to confiscate cell phones, electronics, and recreational items when a violation of this policy occurs. All staff will follow this procedure:

1. Cell phones and other electronic devices are to be out of sight, out of mind, so teachers/staff should not see the electronic device, cell phone, etc during the class period. If a staff member has a student abusing the classroom policy, he/she will implement the following procedure:
  - a. 1st Offense: Warn the student to put the device away
  - b. 2nd Offense: Collect the device and give it back to the student at the end of the block. Teachers will communicate with guardians if this becomes a habit.

- c. If the student refuses to turn over a device the student will be sent to Student Affairs where the device will be collected for the rest of the day. Students may also receive a detention if the device is brought to Student Affairs.
2. Electronic devices may also be held in the office until parents are able to physically retrieve them.
3. If an electronic device is confiscated, DHS is not responsible if it is damaged, lost, or stolen.
4. Additional disciplinary action may be taken as determined by the administration.
5. Searches of cell phones, electronics, and recreational items may also occur if the administration has reasonable suspicion to believe that the item is being used or contains any content that may be deemed as harassing, bullying, offensive, inappropriate, or harmful to others.

## **Dress Code**

At Dickinson High School, we strive to be the best high school in the state and we expect our students to look and act the part. Good personal appearance and hygiene are conducive to providing a positive learning environment for all involved. Teachers will be asked to view the room for dress code violations. They should address the violation with the student and make a log entry so the administration can address it.

### **HEAD**

Hats, caps, visors, and head coverings (hoods, bandanas) are permitted, however teachers will have discretion in their classroom if they are allowed during class. Earbuds and headsets are only allowed in the classroom per teacher approval and for educational reasons. Head coverings for religious and cultural purposes, documented medical conditions or other special circumstances approved by the Principal, will be allowed.

### **SHIRTS / TOPS**

Shirts / tops must cover areas such as the chest and stomach with no visible gaps. Shirts that advertise inappropriate behavior (alcohol, drugs, tobacco, sexual innuendos, and inappropriate language) are not to be worn.

### **COATS**

Heavy winter coats will not be allowed in classrooms and should be stored in lockers/backpacks. \*Blankets are not allowed in classrooms.

### **PANTS / SHORTS / SKIRTS / DRESSES**

Need to be worn around the waist and secured with a belt if necessary. Undergarments may not be visible. Pants may not drag on the floor as this creates a safety hazard. No skin or undergarments should be seen above mid-thigh. Shorts must be mid-thigh or longer. Skirts / Dresses need to be at least mid-thigh in length. Bedroom attire such as pajamas are not allowed.

### **FOOTWEAR**

Must be worn within the school at all times. All footwear must be secured on the foot and in some areas must be closed toe (Labs, Shop, PE)

### **OTHER**

Written or pictorial messages on clothing/accessories (jewelry, notebooks, backpacks, cell phone cases, etc.) are not permitted if they are vulgar; belittle any race, culture, religion, nationality, or gender. They also may not be gang-related or promote violence, tobacco, alcohol, or other drugs. Sunglasses, tinted glasses or contacts that obscure your eyes are prohibited unless prescribed by a physician. Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others (such as chains), or by being interpreted by school personnel to be offensive in either message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will serve time in in-school suspension. Each violation will be recorded in log entries.

## **Lunch Period**

1. Students will be allowed to leave the school and the school grounds during the lunch period.
2. Students are required to pay for their meals. Meals may not be charged.
3. Students will be given a notice of a low balance on their lunch account.

## **Visitors**

Visitors are required to register in the front office and obtain a visitor's pass and display it before going to other parts of the building.

## **Food Deliveries**

Food deliveries (DoorDash) for students should be picked up by the students outside the building during the students designated lunch hour. Student Affairs personnel has the right to deny any food deliveries for students. Students must order during lunch period. No deliveries during class time.

## **Student Visitors**

Only official school business will be considered as a legitimate reason for issuing a visitor's pass. Visits from friends of our students requesting to see what the school is like are not considered official school business. Students should not bring visitors to school expecting to obtain permission for them to attend classes. Non enrolled students interested in a tour of Dickinson High must arrange an appointment through the Dickinson High School Guidance Department.

## **Parking**

Student parking is allowed in the west parking lot by permit only and on the street. Parking permits are available in the Student Affairs office. Student parking is not allowed in the following areas:

1. The area south and west of the Vocational building – These areas are reserved for faculty/staff and service vehicles and can only be used by students to pick up projects.
2. The lower southeast parking lot – reserved for faculty/staff **only** from 6:00 a.m. to 4:00 p.m.
3. The upper east parking lot – reserved for visitors **only** from 6:00 a.m. to 4:00 p.m.
4. All other areas on school property as marked by signs or communicated to students through school announcements.

Tickets will be issued by school personnel or law enforcement for parking in restricted areas and for illegal parking. Students will be fined as follows:

1. Not displaying a student-parking permit while parked in the student parking lot - \$5 fine.
2. Parking in fire lanes and handicapped areas – \$20 fine and/or referred to law enforcement.
3. All other parking violations - \$20 fine.
4. Careless driving - \$20 fine and/or referred to law enforcement.
5. Students have one week to pay all fines issued by school personnel. Failure to pay fines in a timely manner may result in further disciplinary actions, not limited to detentions, suspensions, loss of privileges.

## **Homecoming**

Homecoming is a special event at Dickinson High School. In addition to promoting school spirit, homecoming is also a time to recognize Dickinson High School Alumni and promote Dickinson High School in a very positive way to the public and the community. Because this event does carry a certain degree of public recognition for students, the following policies apply:

1. Students that are ineligible for academic reasons or ineligible due to Code of Conduct violations are not eligible for selection to the Dickinson High School Homecoming Royal Court.
2. Any student that becomes ineligible after the selection of the Royal Court shall immediately be removed from the Royal Court. In this case, that student shall not be replaced.
3. The administration has the authority to remove any student or students from the Royal Court for any behavioral issues that are not specifically covered in Item 1.

## **Dickinson High School Dance Policy**

### **General Policies:**

1. Unless otherwise noted, policies of Dickinson High school will govern all dances held at Dickinson High School.
2. The administration has the right to refuse admittance to any student or guest.
3. Guest not attending DHS must be pre-approved by the administration. DHS students are limited to one guest. DHS students must complete the DHS Dance Guest Form. Guests need to be at least a Freshman and need to be under 21 years of age.
4. All students may be required to sign in upon entering.
6. All dances must be scheduled and approved by the administration. The time of the dances shall be determined by the administration.
7. Entrance doors will be locked one hour after the start of the dance.
8. Once a student enters the dance, that student will not be re-admitted if he/she leaves at any time.
9. Students are not permitted to loiter in the bathrooms or parking lot.
10. No outside food or drink will be allowed into the dance venue.
11. Parent(s) or guardian(s) are allowed and encouraged to attend dances as chaperones if prior administrative approval is granted. That approval would need to be secured by calling the Student Affairs Office at 701-456-0030.

### **Prom:**

1. Only Dickinson High School juniors and seniors and approved guests, as noted below, are allowed to attend the prom.
2. Guests from other schools must also be juniors or seniors.
3. Guest not attending DHS must be pre-approved by the administration. DHS students are limited to one guest. DHS students must complete the DHS Dance Guest Form. Guests need to be at Juniors/Seniors and under 21 years of age.

### **Expected Student Behavior Regarding Sexually Explicit Dancing**

1. Students and guests will respect and be courteous toward all other students and chaperones.
2. Sexually explicit dancing is expressly forbidden. Examples: Front-to-back dancing.

### **Dance Dress Code**

1. Clothing must remain intact and in its intended, proper place.
2. No attire is to be altered once students are admitted into the dance.
3. Dresses that expose excessive amounts of skin, are not acceptable clothing options. Dresses should be semi-formal in nature in most cases. Dresses should not be excessively short.
4. Gentlemen should be dressed in semi-formal or school-appropriate attire.

### **Consequences:**

1. Students that dance inappropriately according to the school personnel supervising the dance will be given 1 warning, after which time the student(s) will be asked to leave.
2. Students that are not respectful or courteous to other students and chaperones may be asked to leave immediately depending on the severity of the behavior.
3. Students will be observed for alcohol, tobacco, drugs and all other illegal or controlled substances and items. Consequences shall be handled the same as any other violation that may occur during the school day on school campus in accordance to school board policy.
4. If a student is requested to leave before the end of the dance, a refund will not be granted, and the student could possibly be denied attendance at a future Dickinson High School dance. This determination will be taken under consideration of the administration.
5. If a student is requested to leave before the end of the dance, every effort will be made to contact parent(s) or guardian(s) immediately.

### **Detention /Credit Make Up Time**

Detention/credit make up time is held each day school is in session. Detention time can be made up during students off hour, before school 7:45-8:10 (Room 230 or ALC), lunch hour or after school 3:40-4:05 (Room 230). Students are required to attend at least one detention each day they have been issued detention or credit make-up time.

Detention room rules:

1. Students are expected to be academically productive;
2. Students are not permitted to talk, sleep, play cards, eat, drink, play electronic games, use cell phones, use iPods/mp3 players, or use other electronics, etc.
3. Students are required to report to detention as assigned unless **prior** approval has been granted by the administration. Failure to do so shall be treated as insubordination and additional disciplinary consequences shall occur as determined by the administration.

### **Out-of-School Suspension**

Students that are placed on out-of-school suspension are not permitted to be on school property nor are they permitted to attend any school-sponsored activity, both on-campus and off-campus, until the suspension has been completed.

### **School Resource Officer**

Our School Resource Officer is a sworn law enforcement officer assigned to our school on a long-term basis. The officer is specifically trained in and performs three main functions, law enforcement officer; law-related counselor; and law related educator. In addition, the School Resource Officer works in collaboration with the school and the community as a resource.

### **Violations of Law:**

Students and visitors may be cited for violations of law which occur on school property in accordance with the North Dakota Century Code and Dickinson Municipal Code.

### **Tobacco and Nicotine Products:**

Dickinson Municipal Code dictates a graduating scale for tobacco offenses.

1<sup>st</sup> Offense: \$100 fine and a tobacco cessation class.

2<sup>nd</sup> Offense: \$250 fine and a tobacco cessation class.

3<sup>rd</sup> Offense (and subsequent offenses): \$500 fine and a tobacco cessation class.

### **Referrals to Outside Agencies:**

The School Resource Officer (and other school officials) shall make referrals, on an as-needed basis, to partner agencies such as Children in Need of Services, the Roughrider North Human Service Zone, Juvenile Court, Sunrise Youth Bureau, or any other agency deemed necessary.

### **Citation for Truancy**

#### **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 15.1-06-16**.

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.

### **Library – Use of Materials**

1. Books may be checked out for a period of three weeks. Students may request book renewal as needed.
2. Notices of overdue materials will be emailed to students.\* Do not check out materials for other people in your name, and do not give materials checked out in your name to other people as it will only cause you problems.
3. Any book more than 3 months overdue and any books not returned by the end of the school year will be considered lost. Students will be billed for the replacement cost of the book(s) plus an overdue fine of \$5.
4. Loss or destruction of books, magazines, or any library property will result in a charge to the student for the cost of replacing the item destroyed.

### **Library Policies**

1. The purpose of the library is for research, study and reading. Therefore, the atmosphere is to be quiet.
2. Any student entering the library on his/her own and not with a class must check in at the circulation desk.
3. Food and beverage is allowed at library tables as long as students clean up any mess.
4. Electronics: Students are allowed to use e-readers (Kindles, Nooks, etc.) in the library. Students may use other devices (iPods or cell phones) to listen to music. If usage of any electronic device causes a disruption or is deemed inappropriate, the student will be asked to put the device away.
5. Those students who do not display acceptable behavior for the library will be sent out of the library or back to the class they came from. Such action could result in the student being banned from the library up to a maximum of a three-month period.

### **Student Access to Internet and Computer Network Policy**

One of the major purposes of the internet is to support research and education in academic institutions in the United States by providing access to unique resources. The use of the internet in the Dickinson Public School District must be in support of educational goals and consistent with the stated objective of the school district. Use of other networks or computing resources must comply with the rules appropriate for that network. The Dickinson Public School District is bound by the Acceptable User Policy of its current internet service provider.

Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, harassing, or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement is also prohibited. Illegal activities are strictly prohibited.

The use of the internet for any use other than required curriculum activities is a privilege not a right. Inappropriate use may result in cancellation of those privileges. This cancellation of privileges may be up to 12 months and includes all available computers in the Dickinson Public School system. Based upon acceptable use guidelines outlined in this document, faculty and administrators will determine what constitutes inappropriate use and their decision is final.

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not write or send abusive messages to others. Do not post anonymous messages.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal the personal home address or phone numbers of students or colleagues.
4. Note that email is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the internet in such a way that would disrupt the use of the internet or the network by other users (e.g. downloading large files during prime time, sending chain letters or mass email messages, annoying other users).
6. Do not post personal communications without the original author's consent.

Users who identify a security problem on the network must not communicate the problem to other users and must promptly notify the system administrator. Users must not use another individual's account or give their password to others. Logging into the network with another's login will result in a cancellation of user privileges. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of inappropriate use of the network or internet may be denied access.

Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user and/or any workstation or network hardware, software or cabling that is part of the network. This includes, but is not limited to, uploading, downloading, creating computer viruses, damaging computers, computer systems, computer networks, or intentionally wasting resources.

Obscene, abusive, or otherwise offensive language may appear on the internet, as well as sexually explicit, racially biased, or other offensive materials. Dickinson Public Schools, while providing access to the seemingly limitless resources on the internet, will attempt to protect students from the location of questionable materials. This will be accomplished by educating parents and students about the internet and by controlling access when appropriate and feasible. It is the responsibility of all students to access only appropriate servers and sites on the internet. The Dickinson Public School District is in compliance with the Children's Internet Protection Act, which mandates that the internet be filtered in educational institutions.

To gain access to email and the internet, all students under the age of 18 must obtain parental permission. Parent(s) or guardian(s) desiring their children to have access must sign and return the proper form. A new form will be signed when a student is first registered in the school district and upon entering the middle school and high school levels.

## **TAKING CARE OF YOUR DEVICE**

- The device and accessories issued are school property and students are responsible for their general care.

### **General Precautions Laptop**

- Do NOT attempt to remove or change the physical structure of the Chromebook. Examples include removing the keys, interfering with the charging port, careless use of the head phone port, and damage to the cover or plastic casing.
- The Chromebook must remain free of stickers. The case surrounding the Chromebook is yours to decorate. Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.
- Do NOT leave the Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter).
- Turn off and secure your Chromebook after you are done working to protect your work and information.
- Chromebook screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures. Never use cleaning products with acetone or ammonia. Screens are expensive to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the district technology office.
- Do not grab and squeeze the Chromebook screen as this can damage the screen and other components.
- Avoid extreme pressure on the laptop as it can cause permanent damage to the screen and other components.
- Laptops must not be left in unsupervised areas (unlocked locker, unlocked vehicle, hallway, lunchroom, locker room, etc.). Any device left in these areas is in danger of being stolen.
- To avoid leaving laptop in an unsupervised location, devices can be left in a secure classroom or locked in student assigned locker.

#### FEES AND DAMAGE

- If damage to the device or device accessory occurs, *all repair or replacement costs will be the responsibility of the student*. The district will cover only failures not due to negligent use. The district will have the damage repaired or replaced and bill the student for the costs if necessary. Families are welcome to check with their personal insurance company about coverage.
- Examples of damage include but are not limited to: cracked screens, broken or lost cases, broken or lost keyboards, stripped or lost cords.
- Reports of damage must be reported immediately. Students must fill out a damage form that can be found on the website or in the office. Return this form to the Building Tech. If the student carries personal insurance, he/she must complete all insurance claims independently of the school district.
- All repairs for devices will be done by Dickinson Public Schools.
- All repairs or replacements must be completed by the end of the school year prior to device check-in.
- Estimated Cost of Repairs for standard repairs
  - Chromebook Key - \$5
  - Chromebook Keyboard - \$60
  - Chromebook Screen - \$60
  - Full Unit Replacement - \$300

#### DEVICES LEFT AT HOME

- It is imperative that students bring their device to school each day for their learning. If a student leaves their device at home, they are responsible for getting the course work completed.

#### CHARGING YOUR DEVICE'S BATTERY

- Students are responsible for having their devices charged for school each day.
- Ensure your device has air circulation while charging. In cases where use of laptop has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class.

#### STUDENT DISCIPLINE

Any student who violates the rules and expectations relative to this handbook and technology use will be subject to disciplinary action. Consequences may include: a letter or a phone call to parents or guardians, detention, or suspension depending on the violation or degree of misuse. Students who violate the rules may also lose access to the device for a period of time or have their devices restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

#### 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.

The internet safety policy must address:

- access by minors to inappropriate matter
- safety and security with email, chatting on the internet, etc.
- unauthorized access
- unauthorized disclosure
- measures to restrict minors' access to materials that are harmful to minors

This measure is necessary for e-rate funding and Title III of the ESEA and Library Services and Technology Act funds.

Sendit Technology Services (STS), our internet service provider, provides filtering to our school district with 8e6 Technologies Hardware (formerly X-Stop). The URL database is updated daily. This filter prevents students from accessing web sites that are not consistent with K-12 curriculum.

The categories blocked are: alcohol, anarchy, chat, criminal skills, cults, drugs, gambling, hate groups, obscene and tasteless sites, personal ads, pornography and public web proxies. The filtering policy can be found on the STS web site: <http://www.sendit.nodak.edu>.

### **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 the 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.

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.

### **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, varicella (chicken pox), and meningococcal if applicable.

Two doses of chicken pox vaccine is required of children attending grades K-10. One dose of the chicken pox vaccine is required for children attending grades 11-12. A physician signature is required for a history of disease exemption. 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. Medical and Disease Exemptions require a certificate signed by a physician. 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.

For complete details regarding the North Dakota School Immunization Requirements, please visit the North Dakota Department of Health's website.

### **Title IX Policy**

**You are hereby notified** that the Dickinson Public School District #1 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 Dickinson Public School District #1 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 inquires 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 Dickinson Public School District #1, 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.

### **Harassment**

Harassment infringes on an employee and/or student's right to a comfortable environment and is a form of misconduct, which undermines the integrity of the relationship. No employee or student should be subjected to harassment either verbal or physical. This also includes any and all forms of "cyberbullying." Cyberbullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty by using the internet, electronic or digital technologies.

Students who believe they may have been harassed or bullied should:

1. Not ignore it, because harassment tends to get worse.
2. Let the person know you don't like the behavior and that it will be reported if not stopped.
3. Report it to your parent(s) or guardian(s), a teacher, a counselor, or an administrator. Your report will be handled with strict confidentiality and you will be given help to cope with the situation.
4. Request disciplinary action against the person harassing you by filing a written report.

Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement will be contacted in situations that warrant it. Students who make false accusations of harassment or bullying pertaining to students and school personnel will be subject to disciplinary action.

Harassment will not be tolerated and should be reported to the administration. Reports of harassment will be investigated and appropriate consequences enforced. Reports may be made to the Human Resources Director at: 444-4th Street West, Dickinson, ND; (701) 456-0002.

### **SCHOOL SOCIAL WORK SERVICES**

School social workers are strategically placed within the Dickinson Public School District in an effort to assist any child who may be struggling academically, emotionally, and socially. All Dickinson Public School employees,

including school social workers, are legally mandated reporters who may file a report with the local social services agency should an allegation of abuse or neglect occur. Social workers may use assessment, intervention, and evaluation instruments that are evidence-based and consistent with the values of the National Association of Social Workers Code of Ethics when working with children. The social workers encourage parent(s) and/or guardian(s) to play an active role in their child's educational team, which may include a multidisciplinary team of professionals. Appointments may be made during the school day.

### **Peer Mediation**

We encourage students to use peer mediation to resolve conflict peacefully with the assistance of a neutral third party whom is a peer (someone their own age).

### **Student Athletic Passes**

Student Athletic Passes can be purchased through the Athletic Department at Dickinson High School.

## 2023-24 Student Council

### **Class of 2024**

**President:** Allie Goodall

Representatives:

Lindy Birchman

Zoey Duodu

Tracee Freeman

Cristina Reyes

DeAnna Seelye

Jake Skabo

Tierney Yoder

Kendra Zeller

### **Class of 2025**

Co-Pres: Taylor Crone

Co-Pres: Naomi Lefor

Representatives:

Jayden Atkins

Hannah Doll

Suhey Gutierrez

Ariel Hecker

Kadence Heisler

Charity Hughes

Jasmyn Galicia

Grace Kern

Emersyn Lantz

Hannah Meschke

Amarah Olheiser

Arabella Privratsky

Abbygail Sample

Sienna Tormaschy

Averie Wax

### **Class of 2026:**

**President:** Addison Grayson

Representatives:

Ashlyn Eckelberg

Lincoln Goettle

Avery Mann

Isabella Samman

Danielle Serna-Rosas

Radheeka Weeraratne

Hailey Wilson

Rory Yoder

Lauren Zimdars

### **Class of 2027**

President: Olivia Easum

Vice President: Jaret Meek

Representatives:

Lucas Alecander

Reagan Cornelison

Joseph Heinle

Gabby Herman

Tage Jensen

Brooklyn Joe

Olivia Olauf

Gabe Overton

Serena Shilling

Emme Wilkinson

### **Purposes:**

1. To teach and develop citizenship through democratic practices
2. To provide the opportunity for participation in the organization and management of school affairs
3. To further interest in all school activities
4. To provide a forum for student expression
5. To cooperate in promoting the general welfare of Dickinson High School

### **Membership:**

The Student Council will consist of representatives from each class and the student body president.

All students should understand that the final responsibility for operating Dickinson High School lies with the Board of Education who have delegated this responsibility to the school administration. Therefore, Student Council actions are treated as recommendations rather than the establishment of policy.

All students desiring to seek election to the Student Council must complete a form which identifies leadership, service and character qualifications; must be recommended by the faculty; must follow petition procedures; and must maintain a 2.50 grade point average.

## ***PERSONNEL DIRECTORY Dickinson High School***

|                       |                               |                   |                              |
|-----------------------|-------------------------------|-------------------|------------------------------|
| <b>Jeffrey Brandt</b> | <b>Principal</b>              |                   |                              |
| <b>Randy Cranston</b> | <b>Assistant Principal</b>    |                   |                              |
| <b>Holly Schild</b>   | <b>Assistant Principal</b>    |                   |                              |
| <b>Guy Fridley</b>    | <b>Activities Director</b>    |                   |                              |
| Tiffany Aman          | Language Arts                 | Cherie Mack       | Guidance Counselor           |
| Andrew Barrier        | Sanford Power/Power Weights   | Ashly Marshall    | Mathematics                  |
| Rebecca Bautz         | Guidance Counselor            | Kathy Mavity      | Language Arts                |
| Audrey Bergeron       | Mathematics                   | Susan Moberg      | Librarian                    |
| Jamie Blankenship     | Special Service Strategists   | Jonah Nelson      | Diesel Technology            |
| Heather Blum          | Family & Con. Science         | Daniel O'Brien    | Mathematics                  |
| Leslie Booth          | Language Arts                 | Jakob Ohl         | Rec. Vehicle Repair          |
| Lia Bradley           | ELL                           | Kelly Olson       | Business                     |
| Karyn Chiapella       | RTI                           | Sarah Olson       | Vocal Music                  |
| Jill Clemow           | Language Arts                 | Susan Pankowski   | Special Education            |
| JoAnn Coates          | Special Services              | Tina Pavlicek     | Physical Education           |
| Trevor Conrad         | Social Studies                | Dan Pender        | Social Studies               |
| Pete Dobitz           | Science                       | Marilynn Pilalis  | Language Arts                |
| Devan Douglas         | Social Studies                | Kay Poland        | Agriculture                  |
| Matthew Eads          | Mathematics                   | Haley Potter      | Social Studies               |
| Jim Fahy              | Social Studies                | Austyn Reed       | Transition Coordinator       |
| Trista Fisher         | Guidance Counselor            | Sara Rhode        | Health Careers               |
| Cassy Gebhardt        | Art                           | Lauren Roemmich   | Social Worker                |
| Matt Goettle          | Instrumental Music            | TBA               | IEP Process Facilitator      |
| Tom Gray              | Physical Education            | Alyssa Rushton    | Family & Con. Science        |
| Jaclyn Guillaume      | Health Careers                | Courtney Sadowsky | Health Careers               |
| Brian Ham             | Social Studies                | Tammy Sadowsky    | Title I                      |
| Nicole Hanson         | Visually Impaired             | Scott Schmidt     | Construction Tech.           |
| TBA                   | Language Arts                 | Rachael Sisson    | Special Education            |
| Clarence Hauck        | Welding                       | Jon Skaare        | Next Step Program            |
| James Hayden          | Physical Education            | Leanne Smutzler   | Mathematics Interventionist  |
| Jeremiah Hayes        | Science                       | Colbey Steeke     | Agricultural Education       |
| Jerry Hays            | Heavy Equip/CDL               | Melanie Steffan   | Special Education            |
| CaraLee Heiser        | Science                       | Daniel Suazo      | Spanish                      |
| Rene Heredia-Nieves   | Tech Education                | Jilene Susag      | Psychologist                 |
| Sheila Hlibichuk      | Language Arts Interventionist | Rudy Swanson      | Behavioral Health Specialist |
| Colin Hulm            | Sports Medicine               | Laura Tangen      | Family & Con. Science        |
| William Hultberg      | Special Education             | Brittany Thier    | Mathematics                  |
| Bridget Jacob         | Science                       | Naomi Thorson     | Language Arts                |
| Melissa Jensen        | Special Education             | Nichole Tooz      | Language Arts                |
| Adrian Kathrein       | Health Careers                | Dena Venneman     | Science                      |
| Lisa Keith            | Technology Specialist/Coach   | Jeremy Wanner     | Social Studies               |
| Elisa Kensinger       | Science                       | Heather Ware      | Science                      |
| Lance Knudson         | Mathematics                   | Colin Wehner      | Culinary Arts                |
| Jaci Kolm             | Comm. Outreach Coordinator    | LaDawn Weidner    | Special Service Strategists  |
| Jamie Krebs           | IEP Process Facilitator       | Tina Whittington  | Literacy Coach               |
| Quaid Larsen          | Social Studies                | Leslie Wilkie     | FACS/Language Arts           |
| Maggie Lehman         | Drafting                      | Shelly Wolberg    | Mathematics                  |
| Brenda Loney          | Business                      | Brent Wolf        | Mathematics                  |

## ***High School Support Staff***

|                       |                      |                   |                    |
|-----------------------|----------------------|-------------------|--------------------|
| Jenny Anderson        | Paraprofessional     | Chris Reller      | Weekend            |
| Mark Breen            | ISS                  |                   | Maintenance        |
|                       | Maintenance          | Branigan Robinson | Paraprofessional   |
|                       | Maintenance          | Maria Sandoval    | Maintenance        |
|                       | Kitchen              | Michelle Schatz   | Paraprofessional   |
| Kimberley Ehresmann   | Kitchen              | Annette Schroeder | Administrative     |
|                       | Sanford Power        |                   | Assistant-Accounts |
| Angela Jung           | Paraprofessional     | Jonna Seelye      | Kitchen            |
| Kristin Jung          | Paraprofessional     | Jennifer Semerad  | Tech Para          |
| Alicia Kadrmas        | ISS Paraprofessional | Angie Shilman     | Administrative     |
| Connie Keller         | Paraprofessional     |                   | Assistant-Lunch    |
| Shonah Kinzel         | Administrative       | Candace Stanton   | Administrative     |
|                       | Assistant-Attendance |                   | Assistant-AD       |
|                       | Maintenance          | Kayla Richard     | School Resource    |
| Alanta Krebs          | Paraprofessional     |                   | Officer            |
|                       | Maintenance          | Dawn Thiel        | Paraprofessional   |
| Deb Pacht             | Paraprofessional     | Jenifer Waite     | Paraprofessional   |
| Yessica Patino-Millan | Maintenance          | Joy White         | Paraprofessional   |
| Fred Peryer           | Head of Maintenance  | Mike Williams     | Paraprofessional   |
| Haley Lockert         | Administrative       | Deb Wilson        | Paraprofessional   |
|                       | Assistant-Principal  | Tracy Zubke       | Registrar          |

**Dickinson Public Schools Student Activities**  
**([www.westerndakotaassociation.org](http://www.westerndakotaassociation.org))**

**Forward**

The purpose of this section of the handbook is to provide coaches/advisors, students, parent(s) or guardian(s), and the public with the necessary information pertaining to rules, regulations, policies, and guidelines relating to school activities in the Dickinson Public School System. Many important and common questions that arise from time to time are addressed. Dickinson Public Schools is very proud of the variety and number of activities available to our students and Dickinson Public Schools thanks the continued public support of our student activity programs.

**A. Activity Director's Message**

Dickinson Public Schools supports all of its activity programs with great enthusiasm as a positive and valuable part of the total educational experience. Dickinson Public Schools is extremely proud of the multitude and variety of activity programs offered to all students. All student activity programs shall be organized and managed along the following guidelines:

- Participants shall be treated as regular students. No special consideration is given for grades, attendance, assignments, etc. Students involved in school activities should represent the best that the District has to offer in and out of the classroom.
- Full allegiance will be given to all rules and regulations of the North Dakota High School Activities Association as well as other policies set forth by Dickinson Public Schools.
- All activity programs will be conducted for the benefit of the participants, with maximum concern for their safety, health, and well-being.
- Coaches/advisors as regular faculty members, as well as those who are non-faculty, are expected to exhaust all legitimate channels for promoting the highest level of excellence in all programs. Keeping in mind that our students participate in a wide variety of activities, coaches/advisors are expected to promote and support all activity programs and will be evaluated on the basis of their loyalty and contribution to the total educational program.
- All participants involved in school activities must be mindful that participation in school activities is a privilege and therefore carries high levels of expectation. All participants must adhere to all rules and regulations of the NDHSAA, Dickinson Public Schools, and each individual program.

*From the: Activities Director, Dickinson Public Schools, 979 13<sup>th</sup> Ave. W., Dickinson, ND 58601*

**B. Eligibility of Activity Participants**

The North Dakota High Schools Activities Association (NDHSAA) serves as the governing body for many of the activities offered by Dickinson Public Schools. In accordance with the NDHSAA and many other state-sponsored student organizations, Dickinson Public Schools has adopted eligibility requirements for all its activity participants. Participants and parent(s) or guardian(s) should take the time to become familiar with all eligibility requirements. The NDHSAA Constitution and By-Laws Manual contains thorough detailed information in regards to the activities they sponsor. These by-laws may be found at [www.ndhsaa.com](http://www.ndhsaa.com).

The following are selected policies of the NDHSAA and those policies adopted by Dickinson Public Schools pertaining to eligibility requirements of all Dickinson Public Schools student activity participants. Individual activity programs may have additional training rules/regulations that apply to participants. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director and building principal will approve specific individual program rules/regulations in addition to those specified below:

- 1) **PHYSICALS** – All participants are required to have an annual physical signed by a physician and the participant's parent(s) or guardian(s) certifying that the participant has passed an adequate physical examination.

- a. The above named participants are **not allowed to practice or participate in any contest, game, performance, or other interscholastic event** until a current physical is on file with the Activities Office at Dickinson High School.
- b. Physicals must be completed annually on or after April 15 to be valid for the following school year. Physicals completed before April 15 are not valid for participation the following school year.

## 2) **PARTICIPATION FEES**

- a. **Athletics** - all athletic participants or any other sponsored activity are required to register for their sport online at [www.dickinson-arschooltoday.com](http://www.dickinson-arschooltoday.com)
  - 1. Athletic fees are based upon the grade level of the student, not the level at which they participate. For example, an 8th grade student participating on a high school team would pay the middle school fee, not the high school fee.
  - 2. Fees for club funded sports, such as soccer and hockey, are determined by each club.
- b. **Other Extracurricular Activities** such as: FFA, Drama, Student Congress, Speech, Skills USA, FBLA and TSA. All non-athletic activity participants are required to pay a participation fee, this fee can be paid on MySchoolBucks.com This fee is in addition to any state and national dues for each activity group.
- c. **All Activities** -
 

Participation fees are due and payable on the first day of the activity.

Participants are **not allowed to practice or participate in any contest, game, performance, or other interscholastic event** until the required fee is paid at the Activities Office at Dickinson High School.

  - 1. Fees should be paid through the Rschool today registration process.
  - 2. Students who are not able to pay when payment is due or feel they cannot afford to pay the fee should make arrangements with the Activities Director.
  - 3. Student managers, statisticians, and scorekeepers are not required to pay activity fees.
  - 4. Students who voluntarily drop any activity will forfeit the fee.
  - 5. Students suspended from activities for disciplinary reasons or scholastic ineligibility will not receive refunds.
  - 6. Full or partial refunds may be granted due to illness, injury, or being cut from a team/group. No refunds will be granted if more than half of the activity is completed.
  - 7. Paying a participation fee **does not** guarantee any amount of playing time or other participation.

## 3) **CODE OF CONDUCT/MEDICAL RELEASE FORM** - All activity participants along with parent(s) or guardian(s) are required to read and sign a Code of Conduct/Medical Care Release Form.

- a. This form must be completed every year.
- b. Activity participants are **not allowed to practice or participate in any contest, game, performance, or other interscholastic event** until a current Code of Conduct/Medical Care Release Form is on file with the Activities Office at Dickinson High School.
- c. In order to provide for the health and safety of the individual participant and other extracurricular participants participating in a field trip, out-of-town contest or convention, or away game, the District may conduct a random search of all personal property of extracurricular participants before the students depart for the field trip, contest, convention, or game.  
 To participate in any school-sponsored extracurricular field trip, out-of-town contest or convention, or away game, the student and the parent(s) or guardian(s) of the student must sign a consent form by which the student agrees that as a condition of participation in the extracurricular activity, he/she will consent to reasonable search of personal property or clothing including student's backpack, book bag, suitcase, and/or purse.
- d. Coaches will have access to their medical and code of conduct information through an APP that is connected to their online registration. Extra Curricular advisors will carry a copy of the code of conduct with them at all time in the event of a medical emergency.

## 4) **SCHOLASTIC ELIGIBILITY** - In accordance with the North Dakota High School Activities Association, Dickinson Public Schools has adopted the following academic requirements for eligibility in school activities.

- a. Dickinson Middle School Students: To participate, students may not be failing in more than one class. Grades are checked at the midterm of each quarter and at the end of each quarter (eight times per year). If a student has a failing grade in more than one class, the student is declared academically ineligible for one week. The student's grades will then be checked weekly, and the student will remain academically ineligible until the required number of classes is being passed. Also, any Dickinson Middle School student participating on a Dickinson High School team/activity must be passing **all** classes to be academically eligible for that particular activity.
- b. Dickinson High School Students: To participate, students must be passing **at least six** classes. Grades are checked at the midterm of each quarter and at the end of each quarter (eight times per year). If a student is not passing at least six classes, the student is declared academically ineligible for one week. The student's grades will then be checked weekly, and the student will remain academically ineligible until the required number of classes is being passed. Additionally, beginning with the 9th grade, students need to be on pace to graduate to maintain eligibility at the end of a semester is academically ineligible for the first four weeks of the following semester. In this case, grades for the following semester will be checked after four weeks and to be eligible that student must be passing at least three classes. If not, the student will remain academically ineligible for one week and the student's grades and eligibility status will be checked weekly.

**5) SCHOOL ATTENDANCE** - At both the middle school and high school level, a student must be in attendance at school all day on the day of a competition, event, or performance unless prior approval is given by the Activities Director or building principal.

**6) CITIZENSHIP/SPORTSMANSHIP** - School activity participants are expected to exhibit good citizenship while at school and in the community. The conduct and behavior of participants is closely observed in many areas of school life and is a direct reflection of themselves, their parent(s) or guardian(s), the coach/advisor, the school, and the community. Participants will be courteous and show respect for people and property. Poor citizenship and poor sportsmanship will be determined by coaches/advisors and school administration and may result in suspension from school activities.

**7) SPECIFIC TEAM/ACTIVITY RULES** - Individual programs may have additional training rules/regulations that apply to students. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director will approve specific program rules. Ability alone does not guarantee a position in any activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required.

**8) PRACTICE AND GAME/EVENT ATTENDANCE** - Activity participants are expected to attend all practices and games/events while in season. In certain situations, participants will need to be absent for justifiable reasons and are considered **excused absences**. However, excused absences may result in suspension from school activities. Excused and unexcused absences will be determined by coaches/advisors and school administrators and may vary from activity to activity depending on specific circumstances.

**9) SUSPENSIONS AND EXPULSIONS** - Students who receive an out-of-school suspension or expulsion for any part of the school day shall not be allowed to participate in any competition, event, or performance for the entire day. Furthermore, a participant shall not be allowed to practice or attend school-sponsored events until this type of suspension/expulsion is completed. A participant who receives an in-school suspension may be ineligible for participation in school activities. Participation will be decided by the administration and coach/sponsor of the activity affected based upon the severity and circumstances leading to the in-school-suspension.

**10) INJURIES** - Dickinson Public Schools will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor.

**Medical costs for injuries are not the responsibility of Dickinson Public Schools.** Dickinson Public Schools does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of the student and/or their parent(s) or guardian(s).

**11) SOCIAL MEDIA** - Dickinson High School students are representatives of Dickinson High and community. The athletic department requires participants to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

- It is not permissible for students involved in activities to post information, photos, inappropriate behavior or items that could be interpreted as demeaning or inflammatory.
- It is not permissible to comment on injuries, officiating, or team matters that could reasonably be expected to be confidential to team members.

- Students involved in activities are required to follow all respective social media website rules.

#### **Best Practices and Reminders**

- Think twice before posting. If you would not want your coach, parents, guardians, or future employer to see your post, do not post it.
- Be respectful and positive.
- Remember, many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.
- The internet is permanent. Even if you delete something, it is still out there somewhere. Do not post with an emotional state of mind. Coaches and administrators monitor social media and websites. Potential employers use social media and websites to screen candidates. Use the privacy/security settings made available on these sites.

**12) LEADERSHIP ORGANIZATIONS** - Students that are elected to leadership organizations such as Student Council, National Honor Society, etc. are publicly recognized for outstanding scholastic achievement and the highest levels of student behavior, moral character, leadership, commitment, and respect for self and others both in school and in the community. Students that fail to meet these expectations as determined by advisors and school administrators are subject to disciplinary action, including removal from the organization.

**13) OUT SEASON CLUBS/ORGANIZATIONS** - Dickinson Public Schools encourages students to be involved in all available activities, including those not directly available through Dickinson High School. Clubs/organizations offering activities not directly available through Dickinson High School may be considered for activity leave upon request to the Activities Director from the coach/head of the club or organization.

**Note:** *Dickinson High School will not approve activity leave for activities in which Dickinson High School currently makes available for our students to participate in.*

#### **14) SPECIAL NOTES:**

The Code of Conduct is in effect for the entire school year for all students whether or not they are currently in an activity. The Code of Conduct extends beyond the school year for those participants who are in an activity that either begins before school starts in the fall or ends after school ends in the spring. Each year, all activity participants are required to sign the Code of Conduct prior to participation. However, all students and parent(s) or guardian(s) are reminded that once the school year begins, all students are subject to the Code of Conduct whether they have signed a Code of Conduct or not for the current school year as these policies are a part of the student handbook. Students from other schools participating in activities sponsored by Dickinson Public Schools are required to follow all the same policies and procedures as set by this Code of Conduct and Dickinson Public Schools student handbooks.

#### **C. Dickinson Public Schools Alcohol, Tobacco, and Controlled Substance Use Policy and Code of Conduct.**

The purpose of this policy is to define the position and disciplinary procedures of Dickinson Public Schools and the North Dakota High School Activities Association regarding the use or possession of tobacco, alcohol, narcotics, drug paraphernalia, or other controlled substances by participants in activity groups sponsored by Dickinson Public Schools. All student activities sponsored by Dickinson Public Schools are affected by this policy. They shall include, but not be limited to all athletic teams and athletic-related teams, performance groups, interscholastic groups, school-sponsored organizations, state-sponsored activity groups, and other school clubs/activities offered by Dickinson Public Schools.

Use or possession of tobacco, electronic smoking device, alcohol, narcotics, drug paraphernalia, or other controlled substances defined by North Dakota law is prohibited. Any activity group participant who uses or possesses any of these substances will be suspended from all competitions or public appearances from the notification date. Participants in activities which are an extension of the classroom and are grade related such as concert band and concert choir will be allowed to participate in public performances but will not be allowed to participate in any interscholastic competition event.

Penalties will be prescribed as shown below:

1. First offense starting August 1 of the new school year – six weeks
2. Second and subsequent offenses in the same school year – additional 18 weeks for each offense

Notes:

- a. In addition to the suspensions listed above, Dickinson Public Schools also requires that participants must complete a substance abuse evaluation from a licensed addiction facility at the participant's expense beginning with the second offense and any subsequent offenses. This policy is in effect starting in the 6<sup>th</sup> grade and cumulative through 12<sup>th</sup> grade. This evaluation must be completed before ever participating in activities sponsored by Dickinson Public Schools again.
- b. Keep in mind that students get a "fresh start" every year the school year begins when dealing with suspensions only, not evaluations. The first offense in a single school year is six weeks and subsequent offenses in the same school year are 18 weeks. These suspensions start over every year. However, suspensions are cumulative from year-to-year when dealing with evaluation requirements. For example: A student is suspended for six weeks during his/her 8<sup>th</sup> grade year for tobacco. This same student is then again suspended during his/her junior year for alcohol. Because it is a different school year, the suspension would be six weeks. However, because this is the second offense by this same student since 7<sup>th</sup> grade, an evaluation would be required and would have to be completed before ever participating in activities sponsored by Dickinson Public Schools again.

A student will be determined to have used one of the aforementioned substances when a witness has observed him/her ingesting the substance or under the influence of the substance and signs a statement to the effect. After the statement has been signed, school officials will make a determination of guilt or innocence.

A student will be determined to be in possession when he/she is found to have the substance on his/her person, such as in a pocket or in hand, or within an area which the participant controls, i.e. his/her vehicle, home, or person. Full or partial ownership shall also be evidence of possession.

School administrators shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance policy that is made known to the administration. If the administration finds probable cause to believe that this policy has been violated, the parent(s) or guardian(s) will be immediately notified of the violation and penalty.

Dickinson High School and Dickinson Middle School offer a multitude of activities for students. Because of the number of activities and limited days to hold events, scheduling conflicts are inevitable. Students/parents/guardians are to notify coaches/advisors immediately when they become aware that a conflict exists. The Activities Director is responsible for scheduling and will make every attempt to avoid scheduling conflicts. When conflicts exist, curricular events such as musical performances and singular qualifying events will have precedence over all sub-varsity events and may have preference over varsity events. When a conflict arises between two qualifying events, the Activities Director will meet with the advisor/coach to decide which event the student should attend. Parental input will be considered. If the conflict remains unresolved, the building principal will conduct a meeting with the parties involved and render a final decision.

#### **D. Church Night**

As a courtesy to church organizations, no student activities, including practice, will be scheduled on Wednesday nights after 6:00 p.m. Exceptions can only be made by the Activities Director.

#### **E. Sundays/Holidays**

The NDHSAA allows contests to be scheduled on Sundays. However, it is the policy of Dickinson Public Schools that athletic contests will not be scheduled on Sundays unless there is no other option. Such athletic contests must be approved by the Activities Director.

Practices are allowed on Sundays for varsity level athletes and other activity groups provided that these practices do not conflict with church activities. Sunday practices for sub-varsity athletes are not permitted at any time. Practices are to never be held before 12:00 noon on Sundays. Additionally, coaches/advisors should provide leniency for those students who may have family obligations that conflict with Sunday practices. Furthermore, practices on holidays are to be approved by the Activities Director and/or building principal.

## **Dickinson High School – Athletics**

|                          |                               |
|--------------------------|-------------------------------|
| Baseball.....            | Pete Dobitz                   |
| Basketball - Boys'.....  | Dan Glasser                   |
| Basketball - Girls'..... | Devan Douglas                 |
| Cross Country.....       | Lisa Keith                    |
| Football.....            | John Tuchscherer              |
| Golf - Boys'.....        | John Spry                     |
| Golf - Girls'.....       | John Spry                     |
| Gymnastics.....          | Casey Berry                   |
| Hockey - Boys'.....      | Kass Dvorak                   |
| Hockey - Girls'.....     | Lance Knudson                 |
| Soccer – Boys'.....      | Angie Shilman                 |
| Soccer – Girls'.....     | Celeste Hughes                |
| Softball.....            | Amanda Mickey                 |
| Swimming - Girls'.....   | Jenna Wolf                    |
| Swimming - Boys'.....    | Sami Bohl                     |
| Tennis - Girls'.....     | Lia Bradley                   |
| Track - Boys'.....       | Dakota Hayes/John Tuchscherer |
| Track - Girls'.....      | Dakota Hayes/John Tuchscherer |
| Volleyball.....          | Taylor Hafner                 |
| Wrestling.....           | Trevor Conrad/Jeremiah Hayes  |

## **Dickinson High School – Activities and Organizations**

|                             |                                |                               |                                                                               |
|-----------------------------|--------------------------------|-------------------------------|-------------------------------------------------------------------------------|
| Acalympics.....             | TBD                            | Dic Dak.....                  | Susan Moberg                                                                  |
| Music Instrumental.....     | Matt Goettle                   | Skills USA/VIC.....           | M. Lehman, C. Hauck, S. Schmidt, J. Ohl, J. Nelson, C. Sadowsky, J. Guillaume |
| Art Club.....               | Cassy Gebhardt                 | Drama.....                    | Rachel Waldo                                                                  |
| Music Vocal.....            | Sarah Olson                    | FBLA.....                     | Kelly Olson                                                                   |
| Cheerleading.....           | Audrey Lenz/Cebe Schneider     | Speech Team.....              | TBD                                                                           |
| National Honor Society..... | Jim Fahy                       | FFA.....                      | Kay Poland/Colbey Steeke                                                      |
| Close Up.....               | Brian Ham                      | Student Congress.....         | TBD                                                                           |
| Prom/Senior Banquet         | A. Bergeron/L. Roemmich        | Math Club.....                | TBD                                                                           |
| DHS Concessions.....        | Candace Stanton                | Student Council.....          | Jim Fahy/Audrey Bergeron                                                      |
| Science Club                | Jacob/Kensinger                | Technology Student Assoc..... | Rene Heredia                                                                  |
| Dance Team.....             | Kylie Lantz                    |                               |                                                                               |
| Seniors.....                | Trista Fisher, Candace Stanton |                               |                                                                               |
| Esports.....                | Matthew Eads                   |                               |                                                                               |

## **School Board Policy AAA**

### **Philosophy of the Dickinson Public Schools**

We, the Dickinson 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. Parent(s) or guardian(s) 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.

### **School Board Policy AAB**

#### **District Goals and Objectives**

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.

### **School Board Policy AAC**

#### **Nondiscrimination and Anti-Harassment**

##### **General Prohibitions**

The Dickinson Public Schools 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, sexual orientation, national origin, ancestry, disability, age, marital status, or other status protected by law. The District also provides equal access to the Boy Scouts of America, AKA: Scouts BSA, and other designated youth groups, and required by federal law.

It is a violation of this policy for any District student, parent, guardian, employee, or third party to discriminate or harass against 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* shall include the statuses identified above, along with any other status protected by applicable state 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 persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
  - b. For students, when the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment
- *Section 504* (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *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 regards 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.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
  - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
  - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment examples* 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; or
  - k. sexual violence including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
  - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
  - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
  - *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.
  - Other or different definitions may be set forth in Board regulations AAC-BR1 or AAC-BR2.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in Board regulation 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, or Title II) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the District's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Complaint Recipients**

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

### **Grievance Coordinator**

Districts shall 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 Human Resources Director as the Title IX coordinator. They may be contacted at: 444 4<sup>th</sup> Street West, Dickinson, ND 58601 or 701-456-0002. 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 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 Director of Student Services as the 504 Coordinator, and the Director of Instruction as the Title II Coordinator. They may be contacted at: 444-4<sup>th</sup> Street West, Dickinson, ND 58601 or 701-456-0002.

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 Human Resource Manager as the Nondiscrimination Coordinator. They may be contacted at: 444 4<sup>th</sup> Street West, Dickinson, ND 58601 or 701-456-0002.

All other complaints, other than Title IX, 504, or Title II, shall be referred to the Human Resources Director.

### **Policy Dissemination**

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.

### **Training**

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. Employee training requirements are delineated in Board exhibit AAC-E3, Discrimination and/or Harassment Training Requirements for Employees.

The Title IX coordinator, 504/Title II coordinator, Nondiscrimination Coordinator, 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-BR1);  
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.

### **Discrimination, Harassment, and Retaliation Grievance Procedure (AAC-BR1)**

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in Board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in these regulations supersedes the District's policies regarding complaints about personnel and bullying. For Title IX sexual harassment complaints, the procedure set forth in Board regulation AAC-BR2, Title IX Sexual Harassment Grievance Procedure, will control and supersede this procedure.

### **Retaliation Prohibited**

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in Board policy AAC, Nondiscrimination and Anti-Harassment Board Policy.

### **Complaint Filing Format and Deadlines**

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

#### **With Whom Complaints May be Filed**

A complaint may be filed with any District employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504, or Title II) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a District employee to report under this regulation may result in disciplinary action.

#### **Initiating Complaint Resolution Procedure**

After receiving a discrimination, harassment, and/or retaliation complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

#### **Prohibition on Meeting with the Accused**

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

#### **Third-Party Assistance**

A school official responsible for conducting or overseeing discrimination, harassment, and/or retaliation investigations is authorized to receive assistance from the District's legal counsel throughout the process.

#### **Investigation Timeframes**

The informal resolution procedure must be completed within 30 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

#### **Interim Measures**

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a District-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

#### **Informal Resolution Procedure**

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination, harassment, and/or retaliation may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination, harassment, and/or retaliation, requiring all students and employees to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy, coded AAC,

and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination, harassment, and/or retaliation persists. Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

### **Formal Resolution Procedure**

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination, harassment, or retaliation may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others except proper authorities.

The fact-gathering portion of the investigation must be completed as soon as practical

### **Investigation Report:**

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy (AAC) was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination, harassment, and/or retaliation “more likely than not” occurred based on the following criteria:

- 1) Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination, harassment, and/or retaliation;
- 2) Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in Board policy AAC;
- 3) Ages of the parties involved;
- 4) Relationship between the parties involved;
- 5) Severity of the conduct;
- 6) How often the conduct occurred, if applicable, and;
- 7) How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

### **Disciplinary Action**

Any disciplinary action must be carried out in accordance with Board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the District Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with District policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent(s) or guardian(s) (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

#### Notice of Outcome

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

#### **Records Retention**

Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and Board regulation AAC-BR2.

#### **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 publish this policy in all student handbooks and employee policy and procedures manual.

#### **Grievance Coordinator**

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 Human Resources Director as the Title IX Coordinator. They may be contacted at: 444 4<sup>th</sup> Street West, Dickinson, ND 58601 or 701-456-0002.

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 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 Director of Student Services as the 504/Title II Coordinator. They may be contacted at: 444 4<sup>th</sup> Street West, Dickinson, ND 58601 or 701-456-0002.

All other complaints other than Title IX, 504, or Title II shall be referred to the Human Resources Director.

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

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

### **School Board Policy ABBA**

#### **Dickinson Public School District's Policy for Tobacco Use**

##### **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 from 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 is 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 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. This excludes any FDA-approved nicotine replacement therapy.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product 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, absorbed, 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 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 employee. 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 and 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, the Dickinson Public School District School Board establishes the following tobacco-free policy.

### **Prohibitions**

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.

District employees 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.

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 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 a 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 lighters to be included in an instructional or work-related activity on school property if the activity is conducted by an employee 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, Employees, and 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 Dickinson Public School District is tobacco free. This policy shall be printed in employee and student handbooks. 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 follows 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.

## **School Board Policy ABCA**

### **Copyrighted Material and Intellectual Property**

#### **Copyright Prohibitions**

The District shall abide by the provisions of copyright law, including Fair Use Standards. The District prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium or a performance shall not be duplicated or performed unless such use is permitted under law; or unless appropriate written permission from the copyright holder has been received and, if applicable, royalties paid.

#### **Compliance**

Each librarian should maintain copies of federal Fair Use copying guidelines and federal Fair Use Standards for off-air taping of copyrighted audio and audiovisual works. Legal counsel shall review any proposed usage beyond the guidelines.

The Superintendent will issue memorandums regarding this policy and federal Fair Use Guidelines to employees as needed; post notices of copyright law and this policy in appropriate locations; install filtering software on District networks to prevent illegal downloading and file sharing; and notify students of this policy through the use of student handbooks.

### Intellectual Property

Any copyrightable work produced by a District employee within the scope of his/her duties is considered “work made for hire.” The District owns all copyrightable rights to these items. Employees have no right to use such work outside the scope of their District duties without the board’s permission. Work made for hire must remain with the District upon separation.

The Board authorizes the Superintendent to sell “work made for hire” products to other school systems, organizations, or commercial firms in accordance with the District’s sale of school property policy.

### Violations

Administration shall investigate all complaints of alleged copyright violations.

Students and employees who willfully disregard the District’s copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with applicable policies and law. In addition, employees who willfully disregard this policy do so at their own risk and assume all liability. The District may also deem employees who willfully violate copyright laws to be acting outside the scope of employment.

## **School Board Policy ABCB**

### **Sportsmanship**

Dickinson Public Schools believes school-sponsored activity programs serve educational purposes in the lives of the District’s students. One of these purposes is the development of good sportsmanship. The primary focus of the challenge of achieving good sportsmanship is on the student, but others are involved.

The School Board believes administrators must insist that good sportsmanship is the goal; athletic directors and other administrators must realize the value of sportsmanship and set the tone for the implementation of its good practice.

Coaches/activity sponsors must accept the responsibility of making each activity event a showcase for education. They are expected to be models of self-control and dignity for participants and spectators.

Participants must be taught to handle themselves in a sportsmanlike way; they are also expected to project good sportsmanship in the activities in which they participate.

Student fans must be reminded that their conduct reflects on their school, and that poor sportsmanship will not be tolerated.

Adult spectators must realize that they also must exhibit good sportsmanship at athletic/activity events. Spectators serve as a model for their own children and for other young people in the community. Spectators also need to demonstrate self-control and dignity while participating in various activities.

Administrators and activity sponsors shall practice good sportsmanship. Students will be taught good sportsmanship and be held accountable for their actions. Spectators will be reminded and encouraged to be appropriate role models for young people. The School Board will support staff and administrators who enforce sportsmanship rules at school-sponsored activity events, including evicting students or adults who violate the District policy.

Additional administrative rules will be developed providing enforcement of these expectations and also include positive incentives.

### Rules of Conduct

The Superintendent shall develop rules of conduct for athletic events. These rules shall be published in student and employee handbooks and disseminated to District patrons using the method deemed most appropriate, effective, and cost efficient by the Superintendent.

The Superintendent, school District administrators, principals, District security personnel, and law enforcement may evict violators of these rules from the athletic event and the Superintendent may prohibit and/or restrict attendance at future events. In addition, District students and employees violating these rules may be subject to disciplinary consequences in accordance with District policy and law.

### **Descriptor Code ABCB-BR**

#### **Sportsmanship Regulations**

Good sportsmanship is a primary goal of athletic programs in the Dickinson Public School District. Both adults and students are expected to exhibit good sportsmanship during athletic events.

Students and their parent(s) or guardian(s) shall be informed of the District's expectations and parental cooperation will be sought in maintaining good sportsmanship. Coaches and other adult supervisors shall use appropriate disciplinary measures, such as loss of playing time and possible removal from the team, as a deterrent to poor sportsmanship. Student fans will be held to the same standard as players. In addition to the possibility of being barred from attendance at further events, misconduct at an extracurricular event will bear the same consequences as misconduct during school.

Coaches and adult leaders may also use suitable rewards and other positive incentives to encourage good sportsmanship among students.

Coaches and other adult leaders are also expected to exhibit good sportsmanship. Instances of failure to do so will result in disciplinary action such as oral and written reprimands; failure to correct negative behavior could result in possible suspension from extra-duty activities.

Fans and spectators are expected to show good sportsmanship. Failure to do so is cause for security personnel and administrators to suggest that they are not serving as a good role model for young people and if negative behavior persists or is particularly offensive, they will be asked to leave.

### **School Board Policy ACAA-AR**

#### **Emergency Closing Procedure**

The District Swift-12 message (telephone, text, email message system) will be activated should weather conditions warrant the closing of schools or early dismissal. Residents are requested not to telephone the school office or Central Administration Office when weather is bad. Too many calls tie up vital phone lines, making it difficult to keep everything running smoothly.

In the event of other emergencies not related to weather that might require the schools to close or be evacuated during the school day, all District staff will follow the steps outlined in the District Emergency Procedures Manual to ensure the safety and well-being of all children in the schools.

## **School Board Policy ACE**

### **Violent and Threatening Behavior**

#### **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 promptly contact the Superintendent. The Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 or guardians. The Superintendent 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 Superintendent, 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 to 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, possession of a weapon or dangerous instrument, physical assault, vandalism of District property, stalking, gang affiliation and/or activity, 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 to subject to the filing of criminal charges and/or referred to counseling services for treatment.

### **School Board Policy ACEA**

#### **Bullying Prevention**

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

#### **Definitions**

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
  - 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, 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* shall include all employees of the Dickinson Public School District, school volunteers, and sponsors of school-sanctioned activities.

- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

## **Prohibitions**

A student or school staff member may not:

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

## **Reporting Procedures for Alleged Policy Violations**

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

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

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

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

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

## **Documentation and Retention**

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

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

The form should be completed by an administrator when they:

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six (6) years after a student turns 18 years of age or graduates from high school, whichever is later.

### **Investigation Procedures**

School administrators (i.e., a principal, assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as described 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 Nondiscrimination and Anti-harassment policy (AAC), 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; whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

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

Investigations shall be completed within no more than 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

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

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

### **Disciplinary and Corrective Measures**

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

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

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

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

### **Victim Protection Strategies**

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.

2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of District staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Dissemination and Education**

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

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

## **School Board Policy FCAE SUICIDE PREVENTION**

### **Definitions**

This policy defines the following:

- *At risk* means a student who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain.
- *Mental health* means a state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.
- *Postvention* means a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- *Risk assessment* means an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- *Risk factors for suicide* means characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

- *Suicide Death* means death caused by self-directed injurious behavior with any intent to die as a result of the behavior. [Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.]
- *Suicide attempt* means a self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
- *Suicidal behavior* means suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- *Suicide contagion* means the process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.
- *School property* is defined in NDCC 15.1-19-10(6)(b) is 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.

#### Purpose

The purpose of this policy is to protect the health and well-being of all District students while on school property by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The District:

1. Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes;
2. Further recognizes that suicide is a leading cause of death among young people;
3. Has an ethical responsibility to take a proactive approach in preventing deaths by suicide; and
4. Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide, and one which helps to foster positive youth development.

#### Prevention

##### District Policy Implementation

A District Suicide Prevention Coordinator shall be designated by the Superintendent. The Dickinson Public School District Superintendent designates the Director of Student Services as its Suicide Prevention Coordinator. The District Suicide Prevention Coordinator shall be responsible for planning and coordinating implementation of this policy for the school district. Each school principal shall designate a school Suicide Prevention Coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing staff person. All staff members must report students they believe to be at elevated risk for suicide to the school Suicide Prevention Coordinator.

##### Staff Professional Development

All staff shall receive a minimum of eight hours professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention every two years.

The professional development may include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/ or substance use disorders, those who engage in self harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention may be provided to school-employee mental health professionals and school nurses.

#### Youth Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials shall be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials may include:

1. the importance of safe and healthy choices and coping strategies;
2. how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others;
3. help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

#### Publication and Distribution

This policy must be distributed annually and included in all student and employee handbooks, and on the school website.

### **School Board Policy FF** **Student Conduct and Discipline**

#### Conduct Standards

Students will conduct themselves in a manner fitting their age level and maturity and students will not impede on the orderly conduct of District schools. Additionally, students will 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 consistent in content for all District elementary schools;
2. Be consistent in content for all District middle schools;
3. Be consistent in content for all District high schools.

### Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities 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 Dickinson Public Schools 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 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.

## **School Board Policy FG**

### **Student Rights and Responsibilities**

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression

may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of District policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

## **School Board Policy FFA**

### **Student Alcohol and Other Drug Use/Abuse**

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA.)

#### **Philosophy**

The Dickinson Public Schools 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 should 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, 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.

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

### **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 which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. 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.

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

### **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. 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.

### **Policy Implementation**

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

The Dickinson Public Schools 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.

## **School Board Policy FFB**

### **Attendance and Absences**

The Dickinson Public School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy:

#### **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/guardian, teacher, or school administrator.

Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the building principal or Superintendent.

- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.

Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car maintenance and repair, and any undeclared absences.

#### **Documentation Requirements**

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

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

#### **Compulsory Attendance Violations**

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law.

When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

### **Absences**

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

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

### **Disciplinary Sanctions**

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students shall be afforded appropriate due process rights based on the severity of disciplinary penalty that the District is considering imposing. Students shall be required to complete assigned work.

### **Dissemination**

This policy shall be published in all student handbooks.

## **School Board Policy FFD**

### **Carrying Weapons**

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.

#### **School Board Policy FFE**

#### **Extracurricular Participation Requirements**

##### Philosophy

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

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on and off campus behavior. In addition, the Board has established additional extracurricular participation requirements via a Dickinson Public Schools Code of Conduct policy found in the Dickinson Middle School and Dickinson High School student handbooks.

#### Activities Affected by this Policy

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

#### Academics

NDHSAA requires that local Districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a letter grade of F in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

#### Suspension Procedure

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

#### Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of time determined by coaches/advisors and administration. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

When the administration deems suspension from extracurricular participation necessary, he/she shall follow the procedure for suspension from extracurricular participation required by NDHSAA bylaws and Dickinson Public Schools Code of Conduct policy

### **School Board Policy FFK**

### **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 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 or is not available 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 Dickinson 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;
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 insightful to violence and disruptive of the educational process;
10. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.
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.

## **School Board Policy FGA**

### **Student Education Records And Privacy**

The District believes that while collection and use of student information is necessary to provide education 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**

1. 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. Degrees, honors, and awards received;
    - d. Electronic personal identifier;
    - e. Dates of attendance;
    - f. Grade level;
    - g. Institutional email address;
    - h. Major field of study;
    - i. Most recent educational agency or institution attended;
    - j. Participation in officially recognized activities and sports;
    - k. Photograph;
    - l. A student's name;
    - m. Telephone listing;
    - n. 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, [Viewpoint], and District alert systems.

#### **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(s) or guardian(s) 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 or 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-shall be available upon request.

### **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, he/she 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 a parent/eligible student's 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 10 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.

**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 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 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:

- a. 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
- b. 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
- c. 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.

If you do not want Dickinson School District to disclose directory information from your child's education records without your prior written consent, you must notify the school/District in writing **within two weeks of the first day child is enrolled**.

#### **FGA-E2 –**

#### **MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to have the District notify you annually of your rights (this document).
2. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the building principal or designee a written request that identifies the records they wish to inspect. ~~The school~~ The building principal or designee shall make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected in accordance with board regulation FGA-BR1.

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the ~~school~~ District to amend their child's or their education records should write the building principal, clearly identify the part of the record they want changed and specify why it should be changed. If the ~~school~~ building principal or designee decides not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (See complete list within this document).

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; or a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing ~~his or her~~ their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Disclosure of PII without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, as defined in #4 above, that the District has determined to have legitimate educational interests. This may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1));
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2));
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an 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. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35);
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4));
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5));
6. To organizations conducting studies for, or on behalf of, the District, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6));
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8));

9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9));
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10));
11. Information the District has designated as “directory information” under §99.37. (§99.31(a)(11));
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)); or
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K)).

## **School Board Policy FGCA**

### **Searches of Lockers**

#### **Definitions**

This policy defines the following:

- *Personal possessions* include, but are not limited to, a student’s vehicle, purse, backpack, bookbag, package(s), and clothing.
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of District policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of District students or employees. Reasonable suspicion may be based on a school administrator’s personal observation, a report from a student, parent or employee, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

#### **Philosophy**

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

#### **Search Procedure**

When a locker is subject to a search, the building principal or Superintendent should be accompanied by at least one other school employee.

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

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

#### **Use of Trained Dogs and Involvement of Law Enforcement**

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

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

#### **Violation**

Personal possessions in violation of school district policy, rules, the law, and/or that may be detrimental to the health, safety, or welfare of District students will be confiscated until further direction by the Superintendent or law enforcement. Illegal substances found during a search of a student's personal possessions will be turned over to law enforcement authorities.

Students in violation of this policy, or any federal/state law, may be subject to disciplinary action in accordance with the District's student conduct and discipline policy (FF) as determined by the Superintendent or designee, and when appropriate, be referred to law enforcement.

---

### **Board Policy FGCB**

#### **SEARCHES OF STUDENTS AND STUDENTS' PERSONAL POSSESSIONS**

##### **Definitions**

This policy defines the following:

- *Personal possessions* include, but are not limited to, a student's vehicle, purse, backpack, bookbag, package(s), and clothing
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of District policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of District students. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent or employee, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

### **Philosophy**

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

### **Search Procedure**

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

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness. Students may be asked to empty their pockets; however, strip searches shall not be conducted.

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

### **Searches of Vehicles**

The building principal or designee, with a witness present, shall conduct searches of a student's vehicle[s] if the vehicle is parked on school property and if reasonable suspicion exists with a witness present. The building principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure they are present during the inspection unless an emergency situation warrants an immediate search. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the building principal shall contact law enforcement.

### **Involvement of Law Enforcement**

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

### **Violation**

Personal possessions in violation of District policy, rules, the law, and/or that may be detrimental to the health, safety, or welfare of District students will be confiscated until further directed by the Superintendent or designee or law enforcement. Illegal substances found during a search of a student's personal possessions will be turned over to law enforcement authorities.

Students in violation of this policy, or any federal/state law, shall be subject to disciplinary action in accordance with the District's student conduct and discipline policy (FF) as determined by the Superintendent or designee, and when appropriate, be referred to law enforcement.

### **Reporting Requirements**

The administrator who authorized the search 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.

### **School Board Policy GCAA**

#### **Grade Promotion, Retention and Acceleration**

The Dickinson Public School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

#### **Criteria for Determining Promotion and Retention**

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade;
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the District's athletic program.

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

#### **Acceleration**

The Superintendent shall develop grade acceleration criteria and approval/denial procedures, which shall be delineated in administrative regulations.

### **School Board Policy GDA**

#### **Graduation Requirements**

Graduation from Dickinson High School implies that students have satisfactorily completed the prescribed courses of study for the grade levels in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the School Board, faculty, and administration.

The requirements for graduation shall meet or exceed North Dakota law and the appropriate accreditation policies. Students must have attended eight semesters of high school and must be regularly enrolled at Dickinson High School during their last semester. An exception to the semester rule is early graduation. Applications for early graduation must be submitted according to Policy GDAA--Early Graduation.

Students must have successfully completed at least twenty-six (26) credits of high school coursework before they will be issued a high school diploma. Students must demonstrate successful completion of the following courses to graduate:

- a. Four credits of English language arts.
- b. Three credits of mathematics.
- c. Three credits of science.
- d. Three credits of social studies.
- e. One credit of physical education
- f. Twelve electives.

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

The Superintendent will prepare an administrative regulation to implement the Graduation Requirements policy such as specific course requirements needed to graduate.