

Williston Public School District #1  
2020-2021 Parent/Student Handbook

Bakken Elementary

502 W Highland Dr

701-713-7300



***Vision***

The vision of Williston Public School District #1 is to welcome and celebrate the individuality of students, staff, parents and community.

We educate with passion in a safe and respectful environment.

We strive to educate with the highest level of technology.

We pledge to prepare children to graduate and achieve personal success.

***Mission***

The mission of Williston Public School District #1 is to prepare students to be successful at the next level of education, work, and life.



## **HANDBOOK INTRODUCTION**

The policies and procedures contained in this handbook are the result of effort by the school board, administrators, and faculty. This information is intended to help students and their families know and understand the general procedures followed on a day-to-day basis.

Many of the policies in this handbook are a condensed version of the school policy, which can be obtained from the school upon request. Policies are also available at [www.willistonschools.org](http://www.willistonschools.org). The administration reserves the flexibility to deviate from outlined procedures to meet extenuating circumstances.

## **ACADEMIC FREEDOM**

Teachers shall abide by the curriculum standards adopted by the Board. They shall only select issues for study that contribute to the attainment of course objectives, are consistent with state standards and the district's mission, and are appropriate for classroom presentation. Teachers shall determine the appropriateness of a topic based on the following criteria:

1. There are adequate and age-appropriate materials available that will allow students to learn about all sides of an issue.
2. The topic is age-appropriate, considering the emotional, intellectual, and social capacities of the class as a whole.
3. Teachers are equipped personally and academically to present the topic objectively, allowing students to formulate their own opinions.

### **Controversial Topics**

Controversial topics are issues that are often a matter of opinion and are subjects of public dispute, debate, or contention. When a topic is of a controversial nature, teachers shall receive administrative approval prior to presenting it in the classroom.

Teachers may offer an opinion on issues discussed in the classroom provided that the teacher clarifies that the opinion should not be construed as an authoritative answer, that the teacher is speaking on his/her own—not the district's—behalf, and encourages students to form their own opinions, stressing that students are free to express their own views without fear of academic reprisal.

Teachers that violate this policy or whose speech compromises the district's ability to provide a safe and non-disruptive educational environment may be subject to disciplinary action up to and including discharge.

## **ACCIDENTS**

1. In the event a child is injured in school, first aid will be administered by school personnel.
2. If the accident is of a serious nature, the parents will be called. The person responsible for supervision at the time of the accident will complete an accident report form. If the school is unable to contact the parents, the ambulance may be called to transport the student to a medical facility.

## **ACCOMMODATION PLANS – SECTION 504**

Williston Public School District #1 has a duty to locate, evaluate, and identify any child attending the public schools who may require Section 504 accommodation or services. Children eligible for Section 504 accommodation or service include those children who have a physical or mental impairment that substantially limits a major life activity. Disability defined under Section 504 of the Rehabilitation Act of 1973 protects students from discrimination based upon their disability status. A student qualifies as disabled under the definition of Section 504 if he or she:

- Has a mental or physical impairment, a record of impairment, or is regarded as having such an impairment; and
- Is substantially limited in his or her major life activities that include abilities such as (but not limited to) self-care, breathing, walking, seeing, performing schoolwork, speaking, and learning.

The student must also demonstrate a need for special services in school. This is typically determined through formal assessment, review of educational records, formal observations, medical data, adaptive behavior measures, and parent and teacher reports.

If you suspect your child has a disability and my need 504 accommodations, or if you would like additional information, please contact your building principal, or call the District 504 coordinator, Pamela Lambert at 572-1580.

## **ALERT SOLUTIONS**

Alert Solutions is Williston Public School District's rapid notification service. Alert Solutions provides all parents the opportunity to receive school news quickly and effectively via voice calls, email messages or SMS messages. Alert Solutions messages will be sent to notify parents of school closings and parent meetings.

## **ALLERGIES**

Parents are asked to notify the school of the child's allergies prior to the beginning of the school year or as soon as the child is diagnosed by a medical professional. Parents are required to provide written medical documentation of the allergies each school year. A meeting will be held with the school team to write a long term health care plan which will outline the procedures the school will take to keep children as safe as possible in the school setting.

No peanuts, or foods containing peanuts, or fish will be served in K-8 buildings. Students are allowed to bring peanut products into the school building. Some classrooms may be designated as allergy safe classrooms to protect students with life threatening allergies. The school website will have school menus posted to assist parents in selecting safe food for their child to eat.

## **USE OF ANIMALS IN DISTRICT SCHOOLS & IN CURRICULAR PROGRAMS**

### **Use of Service Animals by the Disabled**

Disabled students and staff, as defined by Section 504 of the Rehabilitation Act, may be granted use of a service animal for the purpose of reasonable accommodation. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Whether the presence of the service animal would:

1. Impose an undue financial or administrative burden on the District;
2. Require a fundamental alteration to the educational program;
3. Injure the legitimate and legally protectable rights of others. In such cases, a disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

### **Revocation of Animal Use**

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others;
2. The animal is out of control;
3. The animal's presence has fundamentally altered the educational program.

### **Animal Related Injuries**

The principal and parent/guardian (if a student is involved) shall be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report shall be filed in accordance with district policy and regulations.

## **ASBESTOS**

Records of all environmental and EPA regulated projects (radon, lead in the water, asbestos) are kept on file in the District Office. The last three year re-inspection was April 11, 2018. Any questions can be answered by contacting the Superintendent.

## **ASSEMBLIES**

Generally, school administrators will determine or substantially control the content of what is expressed at student assemblies. In such cases, religious expression will not be permitted as the religious expression may be attributed to the

school or seen as an endorsement of a particular religious belief or expression. However, in the instances where students are selected to speak at assemblies based upon neutral selection criteria and where the student speaker has primary control over the content of the oral presentation, the school will not restrict the student speech because of its religious or anti-religious content. In such cases, school authorities will publicly clarify that the content of the student's speech is the speaker's opinion and not the school's.

For the purposes of this policy, primary control is defined as authority by a student to include any content in a speech so long as it is not profane, sexually explicit, defamatory, disruptive, and/or does not infringe on the rights of others. Students may speak on individual religious views and experiences but prayer and proselytizing shall be prohibited because such speech may infringe on the rights of the audience. Administration shall review student speeches prior to delivery. In the event that a speech contains potential prohibited content, administrators shall contact legal counsel to seek guidance before asking a student to remove such content.

## **ATTENDANCE & ABSENCES**

North Dakota law has established age requirements for compulsory attendance. In order to comply with and enforce these requirements, the Board establishes the following attendance policy:

### **Definitions**

For the purposes of this policy:

- *Excused absence* is defined as absence caused by illness, injury, family emergency, religious observance, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed excusable by the building principal or Superintendent. The Superintendent or designee shall develop criteria for requesting and granting an excused absence and shall establish make-up work requirements.
- *Unexcused absence* is defined as an absence that is not excused and/or has not been approved by the [building] principal or Superintendent. Unexcused absences include but, are not limited to, being absent from class or a scheduled activity during the school day without a parent's/guardian's consent and appropriate school approval. If a student is absent for an unexcused reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence.

### **Accumulated Absence**

The Board believes there is an intangible benefit associated with being present in the classroom. Attendance may be a factor used in computing students' grades. Students who are absent may be subject to academic sanctions (which may include, but not be limited to, a point, percentage, loss of credit, or grade reduction) and/or intervention counseling in accordance with administrative regulations.

Suspected violations of the compulsory attendance law shall be investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with reporting requirements under law.

## **ATTENDANCE**

Regular attendance is necessary to achieve educational progress. Children are required by North Dakota law to be in attendance every day that school is in session. Williams County Social Service Personnel will be contacted after habitual absences have occurred. Illnesses and certain other incapacities are exceptions to the attendance requirements. Children should be encouraged to attend school every day unless they are ill.

Students are expected to be on time and prepared for school. If a student arrives at school after 8:01 AM, the student is considered tardy. The student must report to the office to have his/her name removed from the absentee list. Parents are asked to notify the school if their child is going to be tardy or absent.

If a child is absent and the school office has not been notified by the parents of the absence, our program Safe Arrival will contact parents to verify the location of the child. Safe Arrival will call parents by 10:00 AM.

Parents are encouraged to make personal or medical appointments for their children before or after school hours.

Parents are encouraged to pick up their child's school work on the days the child is absent. If parents know in advance of a child's absence, parents are encouraged to get the child's school work before they leave so the work can be completed prior to the absence.

Upon returning to school after an extended illness (5 consecutive days), students may be required to present a physician's note to the school office, giving the reason for the absence. Such written statements permit survey checks on prevalent community illnesses and also assure school personnel that parents are aware of a child's absence.

Parents will receive letters from the principal when their child has been absent or tardy for eight and sixteen days during the school year. If a child's absences or tardiness become habitual and the principal is not satisfied that the absences are excusable, the principal may file a Report of Suspected Child Abuse or Neglect with Williams County Social Services. Habitual absence is defined as four or more absences per each nine-week period.

## **BULLYING POLICY**

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

### **Definitions**

For the purposes of this policy:

- Bullying is defined in NDCC 15.1-19-17 as:
  - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - ii. Places the student in actual and reasonable fear of harm;
    - iii. Places the student in actual and reasonable fear of damage to property of the student; or
    - iv. Substantially disrupts the orderly operation of the public school; or
  - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - ii. Places the student in actual and reasonable fear of harm;
    - iii. Places the student in actual and reasonable fear of damage to property of the student; or
    - iv. Substantially disrupts the orderly operation of the public school.
  - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
    - i. Places the student in actual and reasonable fear of:
      1. Harm; or
      2. Damage to property of the student; and
    - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school. Conduct includes the use of technology or other electronic media (e.g. cyberbullying).
- Electronic communication is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- Protected status are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

- School-sanctioned activity is defined as an activity that:
  - a. Is not part of the district’s curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the District.
- School staff include all employees of the Williston School District, school volunteers, and sponsors of school-sanctioned activities.
- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

**Prohibitions**

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

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 3 written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

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

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building’s main office, or placed in a designated drop box located in each school.
  - b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member.
  - d. Report through Project Stand Up.

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

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

**Documentation and Retention**

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

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

The form should be completed by an administrator when they:

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

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

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

### **Investigation Procedures**

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

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

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

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

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

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

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

### **Disciplinary and Corrective Measures**

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy,



administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

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

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

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

### **Victim Protection Strategies**

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

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

### **Dissemination and Education**

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

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

### **BUS CONDUCT**

The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events. The transportation supervisor shall determine the level of disciplinary authority that shall be given to school vehicle driver and develop regulations for handling student misconduct on school vehicles.

### **Conduct Requirements**

Students shall be required to abide by all applicable district conduct and safety policies while in district vehicles. The Superintendent or designee may develop additional, specific regulations related to conduct in school vehicles.

### **Violations**

Students who violate any of these policies or rules may be subject to the consequences contained in applicable student discipline policies.

When the conduct of a disabled and/or special education student transported in a school vehicle poses a transportation safety risk or when the conduct otherwise violates policy to the extent that it compels the District to reconsider the student's transportation arrangements, prior to making a removal decision, the District shall determine the following:

1. If transportation is part of the student's 504 Plan and/or Individual Education Program (IEP).
2. If removal would constitute a removal from the education program as determined by the following factors:
  - a. There is a significant distance between the student's home and school.
  - b. There are no alternative means of public or private transportation.
  - c. The school has not made appropriate arrangements to provide for the student's education.

If criteria one or two above is applicable, the 504/IEP Team will develop an alternative means of providing transportation to the disabled and/or special education student in accordance with federal laws and regulations or will treat such student's removal from school transportation as suspension from the educational program and will follow the procedure for suspension contained in the district's suspension/expulsion policy and in federal regulations.

## **CARRYING WEAPONS**

### **Definitions**

- *Firearm* is defined in accordance with 18 U.S.C. 921.
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.
- *Weapon* includes, but is not limited to:
  - Any *dangerous weapon* as defined by NDCC 62.1-01-01;
  - Any device designed to stun through use of voltage whether through direct contact or through a projectile;
  - Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate;
  - Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others;
  - Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual.

### **Prohibitions**

No student will knowingly possess, handle, carry, or transmit any firearm or weapon on school property.

### **Disciplinary Consequences**

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

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion 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 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 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 weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

### **Special Education Students**

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

### **Nonapplicable Provisions**

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

## **CHILD ABUSE/NEGLECT REPORTING LAW**

In order to comply with the Child Abuse/Neglect Law (Section 50-25.1 NDCC), it is the policy of Williston Public School District #1 that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse, neglect and/or sexual molestation, shall report or cause reports to be made in accordance with the District's adopted procedures. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports will be made.

## **CLASSROOM ASSIGNMENTS**

Students will be placed on teams made up of 3 to 4 teachers. Parental requests may be taken into consideration. All requests must be in writing, including the reason for making the request, and turned in to the school office during the month of April. Final classroom assignments will be determined by the building principal through use of PowerSchool and will be released in August. Once the team assignments are announced, no changes will be made.

## **COMPLAINTS**

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the Board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

### **Anonymous Complaints**

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

### **Parental Complaints**

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

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

## **COMPLAINTS ABOUT PERSONNEL**

In order to provide an effective procedure for responding to complaints about school district personnel in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

### **Filing Procedure**

The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

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

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent and/or business manager shall be directed to the Board President, who shall follow the same procedure and shall have authority to take disciplinary action except when dismissal is contemplated. Dismissal recommendations for the Superintendent and/or Business Manager must be referred to the Board for a determination made in accordance with applicable law.

### **Deadlines**

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

### **Prohibition: Retaliation**

The District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he, in good faith, files a complaint against the District (or a district employee, contractor, or agent) under this policy. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he participates in an investigation, hearing, or inquiry related to this policy.

### **Prohibition of False Claims**

The District may take appropriate disciplinary action against a district employee, contractor, student, and/or other district agent and/or may take legal action against anyone who knowingly files a false complaint under this policy or a false claim of reprisal, retaliation, or discrimination under this policy.

## **COMPUTER/ INTERNET USE AND MISUSE**

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

### **Education**

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

### **Monitoring Use**

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

### **Prohibitions**

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. Each class has access to computers. An internet filter is in place which helps prevent student access to undesirable sites. Disciplinary action for serious internet/computer offenses will be denial of computer privileges for the remainder of the school year. Classroom group work and requests made by teachers will be the only exception. Serious offenses include, but are not limited to, inappropriate e-mail communications and accessing inappropriate sites; for example: accessing Facebook or other blocked sites by bypassing the filter. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Using obscene language;
2. Accessing or creating pornographic files or sites and/or other inappropriate material;
3. Harassing, insulting, threatening, alarming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non curricular purposes;
7. Using another's password or representing oneself as another;
8. Trespassing into another's folders, work, or files;
9. Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages;
10. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
11. Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval;
12. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

### **Violations**

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)
  - a. Log entry in PowerSchool as an Incident/Informational Report, depending on severity.
2. Second offense (Level )
  - a. Log entry in PowerSchool as an Incident/Informational Report.
  - b. Possible loss of computer privileges
  - c. Parents contacted

3. Third or More
  - a. Log entry in PowerSchool as an Incident/Informational Report.
  - b. Loss of computer privileges.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

**Consent**

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

**COPYRIGHTED MATERIAL & 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.

**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.

**DAILY SCHEDULE**

The Breakfast Program is available from 7:30 AM - 8:00 AM School is dismissed at 3:03 PM. School personnel will not provide indoor supervision before 7:30 AM and after 3:30 PM.

<b>School Time Schedule:</b>	<b>7:30 – Students May Enter Building-- Students not eating breakfast should report to the commons area</b>
	<b>7:51 – Students may go to their lockers</b>
	<b>8:00 – School Begins – Tardy Bell</b>
	<b>3:03 – End of School Day</b>

**DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE**

The following procedure is designed to resolve harassment and discrimination complaints as defined 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 harassment investigation.

The procedure contained in these regulations supersedes the district’s complaints about personnel and bullying policies.

**Retaliation Prohibited**

The District prohibits retaliation for an individual’s participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in policy.

**Complaint Filing Format and Deadlines**

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

**Informal Complaint Procedure**

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with the Title IX Coordinator.

2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

Both the complainant and the accused have the right to terminate the informal procedure at any time to pursue a remedy under the formal grievance procedure.

### **Formal Grievance Procedure**

#### **1. Filing a Complaint:**

- a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the Title IX Coordinator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.
- b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.
- c. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

#### **2. Investigation Process:**

- a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.
- b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.
- c. The investigation shall 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. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.
- d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.
- e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

#### **3. Investigation Report:**

- a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/ harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis based on, but not limited to, the following criteria:
  - i. Whether evidence suggests a pattern of conduct supporting of disproving the allegations or harassment or discrimination

- ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy
  - iii. Ages of the parties involved
  - iv. Relationship between the parties involved
  - v. Severity of the conduct
  - vi. How often the conduct occurred, if applicable
  - vii. How the District resolved similar complaints, if any, in the past.
- b. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.
  - c. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be final and binding; however, nothing shall prevent the parties from seeking judicial redress through a court of compensate jurisdiction.
  - d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

## **DISPUTE RESOLUTION**

Any individual who believes that the Williston Public School District #1 has violated the regulations or law governing a Title program should submit a complaint to the building principal at PO Box 1407, Williston; 572-1580. The principal shall investigate the complaint and provide the individual with a written response within 30 days.

The complaint must include:

- 1. The date;
- 2. A detailed description of the complaint, including specific facts;
- 3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the District Title Program Director. The District Title Program Director shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

## **DISTRIBUTION & POSTING OF NON-CURRICULAR MATERIAL IN SCHOOL**

The Board allows distribution and posting of non-curricular material and collection of signatures on petitions, which receive the prior approval of the Superintendent or Designee. Approval shall be based upon the time, place, and manner restrictions delineated in regulations.

Groups or individuals that attempt to compel or coerce a student, employee, or other individual on school property into accepting non-curricular materials shall lose all material distribution privileges. A school employee or student who interferes with the distribution of approved material shall be subject to disciplinary measures.

### **Non-applicable Provisions**

This policy does not apply to the pre-approved sale of goods on school property. The Superintendent shall develop separate criteria governing this matter, which shall, at least, limit direct sales to those having a school-related purpose, which is consistent with the district's mission statement.



This policy does not apply to district acceptance of paid advertising and third-party sponsorships. The Superintendent shall develop separate criteria governing this matter, which shall, at least, require advertisers and sponsors to have a purpose and/or mission consistent with the district's mission.

## **DRILLS – Fire and Tornado/Emergency Codes**

Fire and tornado drills will be conducted on a regular basis. Evacuation plans will be presented to all personnel and will be discussed and practiced with the students.

### **In the case of an emergency situation, the following codes will be used:**

#### **Hold: In classrooms, clear the halls.**

- Classes will continue as normal.
- Students will stay in classroom until all clear.
- Hallways will be clear.
- Teachers will lock and close doors.

#### **Shelter: Hazard and safety strategies.**

- This is a safety and hazard strategies.
- Students must follow teacher direction
- Everyone indoors, and classroom doors are locked.

#### **Lockout: All outside doors locked, and no one is allowed into the building.**

- Students stay indoors.
- Teachers lock classroom doors.
- Movement in building may be limited.

#### **Lockdown: All doors locked, lights off, students barricade classroom doors, or attempt to run from danger if possible.**

- Students remain quiet.
- Keep doors and windows locked.
- Students need to stay out of site.
- Follow teacher/office directions. If flite possible, stick with teacher.

#### **Evacuation: Teachers lead students to the Raymond Center.**

## **EDUCATIONAL SERVICES**

Williston Public Schools are members of WilMac Special Education Unit. WilMac provides the following services for eligible students: speech therapy, learning disabilities instruction, occupational therapy, physical therapy, and learning services for children with emotional/behavioral challenges, intellectual disabilities, and severely multiple handicaps.

Title I/tutoring services are also available for students. The purpose of this program is to give identified students additional support above and beyond the primary instruction they receive in the classroom.

Please contact your building principal for more information.

## **ELECTRONICS/CELL PHONE USAGE**

Personal electronic devices (e.g. tablets, cell phones) are only available to students before and after school starts, not during the day. The school/district is not responsible for lost, stolen, or damaged property. The use of these devices is governed by the Acceptable Use Policy for Technology Tools. Access to the school district wireless network will be granted only through use of an individual logon.

The use of cell phones by students during the school day will not be allowed. If a student is caught violating this policy, he/she will face the following consequences:

**1st Offense:** Incident report is filed on the student, phone is required to be put away in students locker.

**2nd Offense:** Incident report, and item is place in the office and student must stop and pick up the device in person after school.

**3rd and all other Offenses:** Incident Report is filed, item is turned into the office, and a parent must pick it up.

Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.

If a student's cell phone or other electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with the district's searches or students policy. If a school official suspects that a student possesses or is disseminating image that potentially violated CDCC 12.1-27.1-03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and /or expulsion may also be taken against any student using an electronic device in a manner that violates another district policy and/or causes substantial disruption to the educational environment.

### **EMPLOYEE/STUDENT OR STUDENT/STUDENT DISCRIMINATION/HARASSMENT**

All school employees are considered responsible employees for purposes of reporting employee-student and student-student discrimination/harassment and shall follow the necessary reporting steps.

### **FEES**

Students may face fees for lost or stolen school items (library books, chrome books, etc.)

The District will vigorously pursue the collection of any outstanding bills, including use of a collections agency and/or filing a claim in small claims court. The Superintendent, in accordance with law, may impose further penalties on students for failure to pay fees/fines.

### **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA) 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 inspect and review the student's education records within 45 days after the day the Williston School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will 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-BR.<sup>2</sup>
2. 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 Williston School District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (See complete list on pp. 3-4 of 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, a person serving on the school board, school resource officers, and threat assessment team. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of 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; 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 tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses 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.

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

Family Policy Compliance 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 school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school 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 #3 above, within the educational agency or institution whom the school 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 school, 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 school has designated as “directory information” under §99.37. (§99.31(a)(11))

## **FIELD AND OTHER SCHOOL SPONSORED TRIPS**

Classes may take educational field trips to enhance the curriculum. Parents may be asked to chaperone field trips. Only children in the classes going on the field trip are allowed to participate. No preschoolers are allowed on school system buses. Students may be excluded from going on a field trip due to inappropriate behavior.

### **Fees**

Students may be required to pay admissions fees associated with a field and/or school-sponsored trips. These fees may be waived in cases of hardship or, when the trip is part of the curriculums, students may be given an alternative assignment. Requests to waive fees shall be made in accordance with the students fees policy.

### **Participation Requirements**

Written parental approval shall be obtained prior to each field and school-sponsored trip. Students shall be subject to all applicable district policies and regulations while on field and/or school-sponsored trips. Parents and students shall be made aware of any applicable field trip rules prior to each trip.

## **GRADING SCALE**

**Williston Public Schools uses the following grade scale:**

- A: 92-100**
- B: 83-91**
- C: 74-82**
- D: 65-73**
- F: 64 and below**

## **HARRASSMENT**

We want all individuals to know they can learn and work in an environment free from insulting, degrading, or exploitive treatment. Administrators and supervisors will make it clear to staff and students that harassment is prohibited and is grounds for disciplinary action.

## **HAZING**

### **Definitions**

- *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a school-sponsored student organization or for any other school-related purpose.

Hazing includes, but is not limited to:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electric shocking, or placing a harmful substance on the body.
- b. Any type of physical activity that adversely affects the mental or physical health or safety of the student such as, but not limited to: sleep deprivation, exposure to extreme weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm.
- c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- d. Any activity that intimidates or threatens the student with ostracism; subjects a student to stress, embarrassment, shame or humiliation; adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
- e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- *Retaliation* includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Prohibitions**

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

The District must receive actual notice of a hazing in order to respond in accordance with the investigation procedure contained in this policy. Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with district policy and law. In addition, the District may refer individuals in violation of this policy to law enforcement.

Apparent permission or consent by a person being hazed does not lessen the prohibitions or consequences contained in this policy.

### **Reporting Requirements**

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief that conduct that may constitute hazing has occurred shall report the alleged acts immediately to a teacher, building principal, or the Superintendent. Teachers who receive a hazing complaint shall immediately report it to the building principal.

Submission of a good faith complaint or report of hazing will not affect the complainant's future employment, grades, or work assignments. Any district student, employee, volunteer, or contractor shall be subject to disciplinary action in accordance with district policy and law if any such individual retaliates against an individual who makes a good faith report of alleged hazing or any person who testifies, assists, or participates in a proceeding or hearing relating to hazing.

The District must receive actual notice of hazing in order to respond in accordance with the investigation procedure contained in this policy. Every report of hazing shall be investigated by the administrator to whom it is reported except when the administrator is the subject of the complaint. In such cases, the administrator's immediate supervisor shall conduct the investigation.

The Board President shall conduct the investigation when the Superintendent is the subject of the complaint.

The investigator may request assistance or designate a third party to conduct the investigation.

The District may take immediate steps, at its discretion, to protect the complainant, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to: warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

School district action taken for violation of this policy will be consistent with applicable statutory authority and school district policies and regulations. A complainant may appeal the findings of a hazing investigation to the Superintendent except when the Superintendent is the subject of the complaint or when the Superintendent conducts the initial complaint investigation. The superintendent's decision shall be final and binding.

## **HEALTH SERVICES**

When a student is not feeling well or has been injured, he/she should report to the Nurses Station. First aid supplies are located at this station, as well as an area for the student to lie down and rest if needed. If necessary, a school representative will contact the student's family if the student feels ill and unable to continue in classes. Any health concerns that should be reviewed by a nurse will be brought to her attention.

Medications for the student to take during the school day may be left at the nurse's office. Any prescription medication to be dispensed during school must be accompanied by a completed "Prescription and Authorization for Medication Administration" form which MUST be signed by the student's parent or legal guardian and the licensed prescriber. Non-prescription medication (over the counter medications, such as acetaminophen, cough syrup, etc.) will be administered according to the manufacturer's recommendation as written on the bottle. In addition, the parent or legal guardian needs to sign an authorization form for the non-prescription medications. These forms are available at all school offices, at most clinics, and on [willistonschools.org](http://willistonschools.org). A new form must be submitted at the start of each school year or when any changes occur from the original prescription order. Medication must be sent to the school in the original container and labeled with the student's name. In case of illness during the school day, a student should report to the Nurse's Office. Medical attention will be available there, including a designated area, should the student need to lie down. The student's parent/guardian will be contacted regarding any illness or injury. Students are not to call home about illness without permission from the school nurse or authorized staff member.

## **Head Lice**

Head lice are frustrating, a nuisance and very communicable. When every parent takes responsibility to check their child/children's heads and screen the entire family, lice can be detected early and controlled. Children should not share coats, hats, scarves or brushes with other children. If head lice do occur, please contact the school immediately.

If a child is suspected to have head lice an initial screening will be performed by staff. If head lice are found students will be sent home. Education will be provided for home treatment options performed by parent/guardian. Upon returning the student will be screened and again after 11 days.

## **Illness Guidelines**

If your child's illness is preventing them from attending school. Parents should call the school to inform school officials of the child's absence. If a child becomes ill while in school, the parents will be contacted so they can come immediately to the school to pick up the child. It is important that each parent provide a local name and phone number of a person who could be contacted in case of an emergency.

If any suspected contagious cases are identified by other children parents will be notified. If you have concerns or questions related to illness issues, please contact the school nurse at 701-572-1580. Exclusion guidelines of ill children are set by the North Dakota Department of Health. <https://www.health.nd.gov/diseases-conditions> or call 800-427-2180.

Children with the following symptoms should not be sent to school and/or school activities: If these symptoms are present, the student should be sent home:

- Thermometer indicates a temperature of 100 degrees or above.
- The child experiences vomiting or diarrhea.
- Contagious infection diagnosed by a physician.
- When the child is diagnosed by a physician to have a contagious infection and places the child on a prescription medication, the student may not return to school until they have taken the medication for a full 24 hours.

Students may not return to school until:

- The student's temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (i.e., Tylenol), etc. to keep the temperature down.
- There has been no vomiting or diarrhea for 24 hours. These guidelines are for the safety of the ill student as well as for other students and staff.

## **Immunizations**

NDCC 23-07-17.1 The parents or guardians of each child admitted to the schools shall present a certification

from a licensed physician or authorized representative of a State Department of Health that the child has received or is the process of receiving those immunizations required by law except as exempted by law. Failure to provide immunization records by October 1 or within 30 days of enrollment in school may result in the child's removal from school.

## **Medication Administration**

Medication Administration School personnel may not dispense prescription medication to students unless the licensed prescriber and parents have signed the "Prescription or Over the Counter (OTC) Authorization for Medication Administration" form. Nonprescription medication (over the counter medications, such as acetaminophen, cough syrup, etc.) will be administered according to the manufacturer's recommendation as written on the bottle. In addition, the parent or legal guardian needs to sign an authorization form. These forms are available at all school offices, at most clinics, and on [willistonschools.org](http://willistonschools.org). A new form must be submitted at the start of the school year or when any changes occur from the original prescription order. All medication will be located and dispensed from the school office or other designated areas. Medication must be sent to school in the original container. When a prescription is ordered at a pharmacy, you can request the order be placed in two bottles if medication is also needed for home. Medication left at the end of the school year must be picked up by an adult or it will be disposed of by the nurse two weeks after school is completed for the year.

## **School Nurse**

A school nurse employed through Williston Public School District #1 is available on an intermittent basis to all schools. The telephone number to contact is 701-572-1580.

## **HOMEWORK**

Periodically, homework will be sent home for students to complete. Please be sure that your child has a quiet, undisturbed place to do their work. If parents have questions, they are encouraged to contact the classroom teacher.

Homework:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunities for increasing self-direction
- Enriches and extends school experiences
- Brings students in contact with out-of-school learning experiences
- Promotes growth in responsibility

## **INSURANCE**

The Williston Public School District #1 does not have special accident insurance coverage for students. It is suggested that each family/student contact their personal insurance agent/broker to determine their individual needs for accident insurance coverage.

## **LEGAL CUSTODY**

Parents/guardians who are divorced/separated and have children enrolled in this school district should submit to the building principal's office legal documentation indicating who has custody, visiting rights and who may receive information pertaining to the child/children's progress in school. This is important in cases in which one parent is legally denied contact with the child. In such cases the school will make every effort to cooperate with court orders.

## **LEGAL NAME**

Each child's legal name, the name found on their birth certificate or court ordered documents, will be used on all educational forms and records.

## **LIBRARY PROGRAM**

The library is a valuable resource that should be utilized on a regular basis. The librarian will make arrangements so all students have the opportunity to check out books weekly.

## **LOCKERS and LOCKER SEARCHES**

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

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

### **Search Procedure**

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

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

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

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

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

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

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

## **MCKINNEY VENTO HOMELESS ACT**

It could happen at any time, but currently due to the booming economy and lack of affordable housing in Williston, more area families are finding themselves living in temporary situations. According to the federal McKinney Vento Act, when a student "lacks a fixed, regular and adequate nighttime residence", whether it's living in a camper, at a campground, at a hotel or doubled up with friends or family due to economic hardship or similar reasons, they are considered homeless. These students in transition, from preschool through high school, including unaccompanied youth, may face unique barriers when it comes to education. The McKinney Vento Act was designed to address these issues and all school districts are required to designate a liaison to serve these students.

In compliance with this federal law and state requirements, WPSD #1 has a written "Students in Transition" policy and employs a Homeless Liaison to work directly with these students. The main goal is to ensure that even though their living situation is temporary, these students encounter no barriers to a free, public education. The three key provisions of the McKinney Vento Act, school access, school stability, and support for academic success are the framework for providing services. Services are designed to eliminate or minimize any barriers a family may face in their efforts to keep their student enrolled, attending and fully participating in school at every level. It is also meant to connect these students and/or families with existing community resources to assist them in areas outside of education.

### Your Rights if You Live in a Temporary Situation:

McKinney-Vento is a federal law designed to remove barriers to education created by homelessness and provide for the educational rights of students in transition. McKinney Vento services may be provided to children and youth who lack a



permanent, regular, adequate, fixed night time residence and instead live in any of the following situations due to economic hardship, loss of housing or similar reason:

- Living “doubled up” with relatives or friends due to economic hardship, loss of housing or a similar situation
- In an emergency or transitional shelter
- In a motel, hotel, RV park or campground due to lack of alternative housing
- In a car, park, abandoned building, camper, bus/train station, substandard housing
- Moving from one place to another (“couch surfing”)
- Awaiting foster care placement

If you believe your children may be eligible, contact Debra Roel at 1-701-572-1580 or 1-701- 751-5087.

## **MEDICATION**

A policy will be made available for dispensing medications when it becomes available by Williston Public School District #1. This is in accordance with the North Dakota School Board Association.

## **NEW STUDENT SCREENING**

All students new to the district will be screened in reading and math to determine the appropriate placement into the reading and math programs/intervention necessary for each student to increase their academic achievement.

## **NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

### **General Prohibitions**

The Williston School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee’s race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination 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 person affiliated with a person 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 harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or 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.

### **Definitions**

- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* is defined in accordance with NDCC 14-02.4-02 (6).
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is any physical or verbal conduct related to an individual’s race, color, religion, gender, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual’s employment or educational opportunities.
- *Sexual harassment* is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

- a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.
- b. It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
- *Sexual harassment examples* may include, but are not limited to:
  - 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 a person's sexual orientation.

### **Complaint Filing Procedure**

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The District will attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

### **Policy Training and Dissemination**

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

### **Nondiscrimination Coordinator**

The Board designates the athletic director as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at: P.O. Box 1407, Williston, ND 58802-1407, 701-572-1580.

## **NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE**

### **Definitions**

For purposes of this policy, *tobacco* is defined to include any product that contains tobacco, is manufactured from tobacco, and contains nicotine, e-cigarettes, and other electronic smoking devices. This excludes any FDA-approved nicotine replacement therapy.

### **Rationale for Regulating Possession & Use**

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.

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

### **Use & Possession Prohibitions**

1. **Students:** Possession and/or use of tobacco products by students on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited at all times.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited.

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

3. **Additional:** The District will not allow advertising of tobacco products in school buildings, on school property, at school functions, on district property, or in any school publications. This includes clothing that advertises tobacco products.

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

### **Communicating to Students, Staff, & Public**

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

### **Responsibility for Violations**

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

### **Tobacco Cessation Services**

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

### **NON-DISCRIMINATION**

Williston Public School District #1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

### **PARENT ADVISORY COUNCIL (PAC)**

The PAC is an advisory body to the Superintendent. The PAC identifies, studies, and makes recommendations in the areas identified. The PAC addresses issues brought to its attention by staff members, the principals, teacher representatives, and parent representatives. These are public meetings and everyone is welcome to attend. If you are interested in serving on the council please contact the Superintendent at 701-572-1580.

For more information go to the Parent Advisory Council link on the school district website: <http://www.willistonschools.org>.

### **PARENTAL CONCERNS**

In order to provide an effective procedure for responding to complaints in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

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

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.

3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within sixty (60) days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

Complaints about the Superintendent shall be directed to the Board President, who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

## **PARENTAL INVOLVEMENT**

The Williston School District agrees to implement the following statutory requirements:

1. The District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. The District will work with its schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school-parent compact.
3. The District will incorporate this district-wide parental involvement policy into its district plan.
4. In carrying out the Title I parental involvement requirements, to the extent practicable, the District and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand. Methods of dissemination could include:
  - a. Channel 19;
  - b. Reports cards and progress reports;
  - c. School Open House;
  - d. Middle School orientation;
  - e. Regularly scheduled parent/teacher conferences,
  - f. Williston Public School website;
  - g. Newsletters;
  - h. Parent Advisory Council.
  - i. PowerSchool Parent Portal
5. If the district plan for Title I is not satisfactory to the parents of participating children, the District will submit any parent comments with the plan when the District submits the plan to the Department of Public Instruction.
6. The District will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
7. The District will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 

*Parental involvement* means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

  - a. that parents play an integral role in assisting their child’s learning;
  - b. that parents are encouraged to be actively involved in their child’s education at school;
  - c. that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - d. the carrying out of other activities, such as those described in section 1118 of the ESEA.
8. The District will inform parents and parental organizations of the purpose and existence of the Parent Information Resource Centers in North Dakota (i.e., NDPIRC in Minot, ND).

## Parental Involvement Policy Requirements

1. The Williston School District will take the following actions to involve parents in the joint development of its district parental involvement plan:
  - a. District-wide Parent Advisory Council meets to outline district plan. Committee members include parents, school staff, district parenting coordinator;
  - b. Committee members gather additional input through school PTO meetings.
2. The Williston School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - a. The district office will provide, as necessary staff professional development opportunities in planning and implementing effective parental involvement activities;
  - b. Promote dissemination of materials from supporting agencies such as: NDPRIC and NDSU Extension Service;
  - c. The district parenting coordinator will serve as the district contact for parent involvement communications.
3. The Williston School District will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. The annual meeting will be held at each school during the Fall Open House held in August/ September.
4. The Williston School District will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Parents will continue to be invited to contact their child's teacher to arrange meetings that are convenient to all parties.

5. The Williston School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - a. The District will, with the assistance of its Title I schools, provide assistance to parents of children served by the District or school, as appropriate, in understanding topics such as the following:
    - i. the state's academic content standards,
    - ii. the state's student academic achievement standards,
    - iii. the state and local academic assessments including alternate assessments,
    - iv. the requirements of Title I,
    - v. how to monitor their child's progress, and
    - vi. how to work with educators

by undertaking the actions described in this paragraph the District will schedule opportunities for open discussion and questions on the state standards and benchmarks through regularly scheduled parent/teacher conferences and appropriate family activity events. Parents will be notified that the state standards and benchmarks can be viewed on the district's website, at each school building, and copies will be made as requested.

- b. The Williston School District will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- c. The District will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by offering opportunities to participate in:
  - i. Literacy and Math events;
  - ii. Family fun nights;
  - iii. Homework help tips;
  - iv. *Parent Further* website;

- v. Power School access;
  - vi. Email communication;
  - vii. Web resources;
  - viii. *Imagination Library*;
  - ix. Website links to: NCA Parent Resource [www.nea.org/parents](http://www.nea.org/parents) and NCPIE [www.ncpie.org](http://www.ncpie.org)
  - x. Gearing up for Kindergarten.
- d. The District will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by: using various community support organizations such as:
- i. NDPIRC,
  - ii. Great Northwest Education Cooperative,
  - iii. Scheduled teacher in-service.
- e. The District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by supporting activities during the Week of the Young Child and the Parenting Fair at the Upper Missouri Valley Fair.
- f. The District will take the following actions to ensure that Title I information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Methods of dissemination could include.
- i. Channel 19;
  - ii. Report cards and progress reports;
  - iii. School Open House;
  - iv. Middle School Orientation;
  - v. Regularly schedule parent/teacher conferences;
  - vi. Williston Public School website
  - vii. Newsletters;
  - viii. Parent Advisory Council.
6. The Williston School District will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under Head Start using program directors as the communications link between entities.
7. The Williston School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The District will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, its parental involvement policies.
- The District Parenting Coordinator will develop a survey for all parents to be administered at Spring Parent/Teacher Conferences with results shared with school administrators and parents.
8. The Williston School District will take the following actions to involve parents in the process of school review and improvement:
- a. AdvancED evaluation planning;
  - b. Spring Title I parent survey and annual review;
  - c. School site PTO committee reviews;
  - d. Parent Advisory Council.

## **PARENT INVOLVEMENT IS THE KEY**

Research has shown that when a parent is actively involved in their child's education the benefits are far reaching for the child, the parent and the school. Over the years expectations have changed and the types of parent involvement have grown to include a more extensive view of how and what parents can do to be involved. Williston Public School District #1 bases its Parent Involvement policy and all subsequent activities and events on this expanded view of parent involvement. We recognize that creating a warm, welcoming climate within the schools and building a positive connection between the school and the families is the best way to develop an effective working relationship between these very important groups of people.

Parent involvement is also an important piece of new state and federal policies, such as No Child Left Behind, that direct school districts. To meet those requirements, Williston Public School District #1 created a Parent Involvement Policy and hired a Parent Involvement Coordinator to assist the schools in reaching parents and creating and maintaining the valuable parent-child-school connection. By providing opportunities and implementing activities across all six types of involvement, schools and educators can help improve student achievement and experiences in school and help parents understand the importance of their role in their child's education both at home and in the school setting.

## **PARENT – TEACHER CONFERENCES**

Conferences will be conducted twice during the school year. Samples of students' work will be saved for the two scheduled conferences. Informal parent-teacher conferences can also be conducted on an as needed basis as requested by the parent or teacher.

## **PARTIES**

School parties are held to celebrate: Halloween, Christmas and Valentine's Day. Your family may be asked to donate to the cost of these parties. If a parent does not want their child to attend class parties, due to religious preferences, please contact the building principal.

Invitations to outside functions are **NOT** to be distributed at school (e.g. birthday parties, slumber parties, etc.) unless the entire class is invited.

## **PROOF OF IDENTITY**

Within forty days of enrollment, proof of identity of the child is required. If the school does not receive proof of identity, the local law enforcement authority will be notified that no proof of identity has been presented for the child.

- *Proof of identity* means a copy of a birth certificate, a certified transcript, or similar student records from the previous school.

## **PROMOTION AND RETENTION**

Those students who have successfully completed the requirements of the grade and/or class shall be given a passing grade and be promoted to the next grade.

The well-being of the individual student shall be the primary factor to be considered when discussing whether or not a student shall be retained in their present grade. When retention is being considered for those students who do not meet the requirements of a grade the principal will convene a team consisting of the principal, parents, classroom teacher, WilMac special education representative, school psychologist, current teacher, receiving teacher, and school counselor. The team will complete the *Lights' Retention Scale* to guide them in determining retention. As part of the process, students may be assessed with an achievement, aptitude and/or ability test.

Final promotion and retention decisions rest with school authorities.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT: PPRA**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student’s parent;
  - a. Mental or psychological problems of the student or student’s family;
  - b. Sex behavior or attitudes;
  - c. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - d. Critical appraisals of others with whom respondents have close family relationships;
  - e. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - f. Religious practices, affiliations, or beliefs of the student or parents; or
  - g. Income, other than as required by law to determine program eligibility.
  
3. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
4. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from parents to a student who is 18 years old or an emancipated minor under State law.

Williston Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Williston Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Williston Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Williston Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

## **REGISTRATION REQUIREMENTS**

Parents must present proof of residency, up-to-date immunization records, a copy of the Birth Certificate, and custody/guardian papers, if appropriate, when enrolling their child in school. Failure to provide immunization records within 30 days of enrollment in school may result in the child’s removal from school.



## **RELIGIOUS OBJECTS OR DOCUMENTS DISPLAYS**

Classroom and school displays may include religious symbols. The displays must be temporary, require no active participation in any religious activity, and should include diverse religious, cultural, and ethnic symbols.

Requests to display a religious object, decoration, or document within a school shall be filed with the building principal and approval must be obtained prior to displaying the object, decoration, or document. Any such display shall meet the following criteria:

1. It is not a permanent display.
2. The educational purpose of the display is clearly articulated in the request, and the request outlines the manner in which this purpose will be relayed to students.
3. The cultural, legal, or historical significance of the religious document or object is clearly articulated in the request, and the request outlines the manner in which this significance will be relayed to students.
4. The influence that the religious document or object has had on the legal and governmental systems of the country or culture being studied is clearly articulated in the request, and the request outlines the manner in which the document/object's influence will be relayed to students.
5. The religious object or document is part of a larger display and is to be displayed in the same manner and appearance as other objects or documents in the display.
6. Nothing in the display shall call attention to the religious object or document apart from other objects or documents in the display.
7. The display is to be used as an illustration for purposes of the curriculum and is to be displayed in a classroom or library.

When a request to display a religious object/document/decoration is denied by administration, the requestor may file an appeal with a board-appointed review committee. The committee shall review the administrator's decision, take into account the above criteria, and issue recommendations to the Board as soon as practicable.

This policy does not govern nor will it infringe upon the rights of students and staff to wear religious symbols so long as doing so does not substantially disrupt the educational environment nor interfere with the rights of others.

This policy does not apply to secular displays of seasonal objects.

## **REPORT CARDS**

Report cards, and progress notes for students with Individualized Educational Programs (IEP), are sent home at the end of each nine week period. These reports will contain information on the students' behavior and grade in each subject. Parents are encouraged to use Powerschool to check grades. Parental access to Powerschool may be obtained by contacting the school office.

## **RESIDENCY REQUIREMENTS**

Only students who reside within the boundaries of Williston Public School District #1 may attend Williston Schools. Some exceptions may apply. Please contact the District Office at 572-1580 for more information.

If your address changes during the school year, please notify the school office immediately. Families who move out of the district during the school year may complete the current school year in Williston Public Schools, but may need to attend school in the new resident district the following year.

## **RESTRAINT and SECLUSION**

The Williston School District prohibits district employees, contractors, volunteers, and other individuals serving or working in any capacity for the District from use of any form of restraint and/or seclusion on students except when the following conditions are met and then only in compliance with policy: An emergency situation necessitates the use of physical restraint or seclusion to control violent, disturbed, or depressed behavior which may immediately results, or has resulted, in harm to that person or other person or to control behavior that has or may immediately result in extreme or extension damage to property. Restraint or seclusion may also be used when authorized by a parent-approved plan such as, but not limited to, BIP, EIP, or 504 plan.

## **REVIEW & COMPLAINTS OF INSTRUCTIONAL & RESOURCE MATERIAL**

In order to consider the opinions of those persons in schools and the community who are not directly involved with the instructional and resource material selection process, and to avoid the possibility of a biased or prejudicial attitude influencing selection, a board-appointed district review committee shall deal with formal complaints about and/or requests for reconsideration of library and instructional materials.

This committee shall be responsible for reviewing all selection standards and procedures and shall work with all departments in clarifying selection criteria. All citizen requests for reconsideration of and complaints about instructional and resource material will be processed through the District Review Committee.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include the use of a formal signed "Request for Reconsideration of Instructional Resources" form.

The District subscribes to the philosophy stated in the School Library Bill of Rights.

## **SEARCHES OF STUDENTS & STUDENTS' PERSONAL PROPERTY**

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

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

### **Search Procedure**

For the purposes of this policy, personal property includes, but is not limited to, a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

### **Searches of Vehicles**

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

### **Involvement of Law Enforcement**

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

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

#### Reporting Requirements

The administrator who authorized the search should notify the Superintendent whenever a search has been conducted.

## **SEXUAL OFFENDERS ON SCHOOL PROPERTY**

### **Definitions**

For the purpose of this policy:

- A *sexual offender* is defined in NDCC 12.1-20-25.
- A *parent sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a district school.
- A *nonparent sexual offender* is an individual who meets this policy's definition sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.
- *School property* includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored activity.

### **1. Nonparent Sexual Offenders**

A nonparent sexual offender is prohibited from entering a district school except:

- a. When s/he is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
- b. To attend an open meeting as defined in NDCC chapter 44-04.

A nonparent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **2. Parent Sex Offenders**

Parent sexual offenders are prohibited from entering school property except for purposes outlined in section one parts (a) and (b) of this policy and with the superintendent's prior written approval in the following instances:

- a. To transport his/her child to and/or from school. The parent sex offender will only be permitted to transport his/her own child.
- b. To attend a conference to discuss his/her student's progress, placement, or individual education program (IEP).
- c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **3. Student Sex Offenders**

The Superintendent shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent shall consider such factors as the safety and health of the student population. The Superintendent shall develop guidelines for managing each student sexual offender in district schools. If the Superintendent determines that, in the best interest of district schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act (IDEA). The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a district school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Juvenile offender registry information is not protected by FERPA. If the District receives a public request to release juvenile offender registry information, the District shall consult with law enforcement prior to disclosure to determine if any of the requested information is confidential and prohibited from being released.

### **4. General Provisions**

The Superintendent will inform the appropriate principal and other relevant district staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the superintendent's written permission statement. The building principal shall assign a chaperone to accompany the sexual offender while s/he is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent sex offender to transport his/her child and when a student sex offender receives permission to attend a district school in which case the guidelines developed for this individual shall apply.

The Superintendent may establish a system for identifying sexual offenders and may inform known sexual offenders of this policy. It is not the intent of the District to expand or modify the district's potential liability exposure through the implementation of this notification system. The district's voluntary creation of this safety precaution shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

### **SCHOOL CLOSING – Emergency and Weather Related**

The decision to close school will be made by Superintendent of Schools or designee. Notification of closing or if school and buses will be dismissed early or start late, will be made to the following radio stations: KEYZ, KYYZ and KDSR and the following television stations: KUMV and KXMD and Channel 19.

Blackboard Connect is Williston Public School District's rapid notification service. Blackboard Connect provides all parents the opportunity to receive school news quickly and effectively via voice calls, email messages or SMS messages. Blackboard Connect messages will be sent to notify parents of school closings and parent meetings.

### **SCHOOL NUTRITION**

All students are expected to eat lunch at school, whether participating in the food service program or bringing lunch from home. Students should not leave the school grounds during the lunch hour unless the office has been notified by the parents and the child is picked up by a designated adult.

Students are discouraged from bringing pop and candy in cold lunches and parents are discouraged from bringing fast food to school for students to eat.

A no food trading/sharing rule will be enforced.

#### **Breakfast and lunch prices are as follows:**

##### **Student Breakfast**

Reduce Price: \$.30  
Full Pay Price: \$1.50  
Extra Milk: \$.30

##### **Student Lunch**

Reduce Price: \$.40  
Full Price: \$2.50  
Extra Milk: \$.30

##### **Adult Breakfast**

Full Pay Price: \$2.25  
Extra Milk: \$.30

##### **Adult Lunch**

Full Pay Price: \$3.75  
Extra Milk: \$.30

Those students who bring their own sack lunch to school may purchase a carton of milk for \$.30.

Free and reduced price meal applications are available at every school and will be accepted any time during the school year. Information pertaining to these forms is strictly confidential. If you have questions, or have trouble paying your lunch balance, please contact Lynelle McKenzie, Food Service Director at 701-572-5618 ext. 1726.

An automated notice will be sent to parents when their student's account balance is \$10.00 (full pay students) or \$2.00 (reduced priced lunch). The notice will be sent on Sundays and Wednesdays. Parents may choose which type of notice (voice, email, text).

Student lunch balances can be viewed in the parent's account in PowerSchool or may also be viewed in [myschoolbucks.com](http://myschoolbucks.com) by setting up an account. Parents may deposit money in student accounts anytime online through [www.myschoolbucks.com](http://www.myschoolbucks.com). Instructions are available on [www.willistonschools.org](http://www.willistonschools.org)

Any K-4 student with any negative amount will not be allowed to charge extra milk, juice, bottled water, or milk break. A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items. The District will vigorously pursue the collection of outstanding bills and will refer past due accounts to collections.

In the event a student leaves the district and has funds remaining in their school lunch account, it is the responsibility of the parent/student to contact food services director within 30 days to request a refund; otherwise, the remaining funds will be deposited into the nonprofit school food service account.

## **SCHOOL PROPERTY and TEXTBOOKS**

Students are not to deface school property. A conscientious effort is made to encourage good citizenship and develop pride in the building and campus. Students will be charged for damage to the building, equipment, and property when it is determined that such damage was caused by carelessness, neglect, or malice.

Students are issued textbooks and agendas for their use and will be required to pay for lost or damaged textbooks, agendas, and library books.

## **STAFF PROFESSIONAL QUALIFICATIONS**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact your building principal. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at the school.

## **STAFF-STUDENT RELATIONS (NON-FRATERNIZATION POLICY)**

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. All employees and volunteers are expected to exercise good judgment and maintain professional boundaries when interacting with students at all times, on and off school property.

### **Prohibited Behavior**

Any behavior of a harassing or sexual nature towards students is strictly prohibited. Such behavior includes, but is not limited to, the following:

1. Insults, disparaging remarks/names, and/or sarcasm, used to force compliance with an employee's or volunteer's requirements or expectations.
2. Any conduct that would amount to sexual harassment, discrimination, or retaliation under Title IX of federal education amendments.
3. Any activity that may lead to a sexual relationship such as dating, sending intimate correspondence, and/or engaging in sexualized dialogue.
4. Any sexual relationship between an employee or volunteer and a current student, regardless of his/her age, or a former student under the age of 18.
5. Any conduct by an employee or volunteer that would constitute a sexual offense as defined in state law.

Individuals aware of any of these prohibited behaviors are expected to report such action to a building administrator or the Superintendent.

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

## **STUDENT ALCOHOL & OTHER DRUG USE/ABUSE**

### **Philosophy**

The Williston School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment,

promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

### **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 in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
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 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, who is in attendance at school, at a school-sponsored activity, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

### **Prohibited Substances**

1. Alcohol, powdered alcohol, or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any type of vaping device.
5. 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.

The District has a separate policy dealing with tobacco use.

### **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,<sup>[1]</sup> a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

### **Violation**

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

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

[1] When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

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

### **Intervention**

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

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

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may 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 and 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.

### **Education**

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

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

## **STUDENT APPEARANCE**

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

### **Prohibitions**

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

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

The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules.

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

Students are expected to dress in proper school attire that is appropriate for the weather conditions, is fastened properly, and does not distract students or staff in the education process. Clothing that is suggestive, revealing, or obscene is prohibited in school or at school functions. Excessively revealing clothing may include halter tops, low-cut tops, tank tops, spaghetti straps, very short shorts or skirts, clothing that rides low on the hips, exposed undergarments, or clothing that reveals a child's midriff area. It is the parent's responsibility to see to it that their children are physically clean and are wearing clean clothing that conforms to the above guidelines. Parents are asked to use good judgment in the choice of clothing worn by students at school. If your child is not dressed appropriately or is wearing soiled clothing, he/she may be sent home to change to suitable attire or parents will be requested to bring appropriate clothing to school.

- Students may not wear any article of clothing, pins, buttons, or anything that advertises, displays, or in any way represents alcohol or drugs during the school day or at any school related activity.
- Clothing, insignias, and jewelry that are specifically intended to identify one as a member of a “gang” is prohibited.
- No caps or hats of any kind are to be worn in the school building unless it is a special occasion.
- Articles of clothing that are destructive to school property and/or cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc. are not allowed.
- Parents should mark all outer garments such as coats, caps, mittens, overshoes, etc., in case these items become lost.
- Hair should be clean and well groomed.

Personal grooming and dress are primarily matters of concern between the students and their parents. It becomes a concern of the school, however, when grooming and dress patterns create a disruptive influence upon the educational program of the school or when the health or safety of the student body is affected.

## **STUDENT CONDUCT & DISCIPLINE**

### **Conduct Standards**

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

### **Disciplinary Standards**

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

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

1. Be identical in content for all district elementary schools;

### **CHOICES Program**

Bakken Elementary, in coordination with Williston Middle School, will utilize the Choices program. The Choices program is designed to provide a disciplinary structure within the building, created with guidelines that are clear and cut. The Choices program consists of a 5-step process, and is based on a set of non-negotiables.

#### **Non-Negotiables: Bakken Elementary follows 4 basic non-negotiables.**

- 1) Cell Phones – Students may have cell phones before and after school, but not during. Students must keep phones in lockers.
- 2) Profanity – Both direct and indirect profanity will not be tolerated.
- 3) Disrespect – Students are expected to demonstrate respect toward other students, staff, and the school environment at all times.
- 4) Back and Forth – Teachers will not engage in a back-and-forth conversation with students. Back and forth will be considered arguing and will not be tolerated.

#### **5 Step Bakken Choices Program:**

- 1) 1<sup>st</sup> Incident – Student will visit with teacher. Behavior will be discussed and logged. Student will also be aware of the consequences for any future misbehaviors. Parents/Guardians will be contacted.



- 2) 2<sup>nd</sup> Incident – Teacher will talk with student and their parent/guardian. Behavior will be discussed and logged. Student and parent/guardian will be aware of the consequences for any future misbehaviors.
- 3) 3<sup>rd</sup> Incident – Team meeting with student, behavior discussed and logged. Student will be aware of consequences for any future misbehaviors.
- 4) 4<sup>th</sup> Incident – Team meeting with student and parent/guardian, behavior discussed and logged. Student will be aware of the consequences for future misbehaviors.
- 5) 5<sup>th</sup> Incident – Choices Program Begins!

Choices is a classroom environment set up with a teacher who will supervise the student during the day, and will make sure the student is completing their work. First time for Choices is one day of ISS, the 2<sup>nd</sup> will be two days of ISS, and the 3<sup>rd</sup> will be three days of ISS. Any other logs after this time will result in OSS.

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

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

## **STUDENT CONDUCT STANDARDS**

Students in our schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations. Students have the responsibility to know and respect the rules and regulations of the school.

Teachers will develop and define rules and behavior expectations with the students so that they clearly understand what appropriate and inappropriate behaviors are. Rules of behavior within a classroom or school will be reasonable.

- Techniques that may be used by the classroom teachers and staff may include the following:
  - Positive reinforcement when something is done well
  - In classroom time out
  - A meeting with the guidance counselor and/or principal
- In those situations where children behave in a manner that is disruptive to the classroom and the teaching-learning process, the teacher may:
  - Remove the child from the classroom
  - Contact the parent to discuss the problem
  - Conduct a conference with the parent, which may or may not involve the principal (The child might be invited to attend.)

- If these procedures are not effective, the teacher or staff must discuss the matter with the principal and the following alternatives may be implemented based on the urgency and severity of the problem:
  - Referral for RTI team meeting
  - Suspension
  - Expulsion
  - A combination of the above

## **STUDENT DISTRIBUTION AND POSTING OF NON-CURRICULAR MATERIAL IN SCHOOL**

Students shall be permitted to distribute non-curricula material that meets the following criteria and receives district approval as described below:

1. The material submitted to the Superintendent at least 5 school days before the proposed distribution date. The request must indicate the time and place where the student wishes to distribute material and the ages of students that are the requestor's target audience.
2. The Superintendent shall approve or disapprove the material. If the Superintendent rejects a request to distribute material, the decisions may be appealed to the Board. The decision to approve material shall not be based on the viewpoint expressed; however, material containing the following shall not be approved for dissemination:
  - a. Attacks on ethnicity, race, religion, or other class protected by law;
  - b. Promotes violence, terrorism, or other illegal activities, including, but not limited to, tobacco, drug and/or alcohol use by minors;
  - c. Is obscene or pornographic as defined by community standards;
  - d. Is reasonably forecasted to materially or substantially disrupt the education process or environment;
  - e. Poses a direct threat to the physical safety of the school populations;
  - f. Infringes on the rights of others, such as (but not limited to) material that is libelous or invades an individual's privacy.

The Superintendent shall document reasons for denying a student's request to distribute non-curricular material.

The Superintendent shall provide notice of his/her decision to approve or deny a non-curricular material distribution request to the requestor within a reasonable timeframe.

## **STUDENT USE OF ELECTRONIC DEVICES**

Bakken Elementary is a 1-to-1 electronic device school. Each Bakken student will receive a chrome book that they are responsible for at the start of school. This device is for classroom use, and may be taken home.

Cell phones are not allowed during the school day. Students may have a phone prior to and at the end of the school day. If a student is caught with their cell phone during the regular day, they will have 3 steps.

- 1) First time – Teacher will hold the phone until the end of class, and the incident will be logged.
- 2) Second Time – Teacher will confiscate phone, and student will have to retrieve it at the end of the day from the office.
- 3) Third Time and on – Phone will be placed in the office, and the parent must stop in and collect the phone.

Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with the district's searches of students policy. If school official suspects that a student possesses or is disseminating an image that potentially violates NDCC 12.1-27.1-03.3 or finds such an image during a search of an electronic device performed in accordance

with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that violates another district policy and/or causes substantial disruption to the educational environment.

The Superintendent and/or his designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

## **SUSPENSION AND EXPULSION**

### **Definitions**

For the purposes of this policy:

- *School property* is defined 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 activity.
- *Suspension* includes in-school suspension from classes as well as out-of-school exclusion from school classes, buildings, grounds, and activities.

### **Suspension/Expulsion Authority**

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

The Board designates the Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations. When the hearing officer is someone other than the Williston 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 grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
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, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

## **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 reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

**Williston Elementary School – Discipline Levels**

	<b>Level 1 – Rule Breaking</b>	<b>Level 2 – Problem Behavior</b>	<b>Level 3 – Abusive Behavior</b>	<b>Level 4 – Bottom Lines</b>
<p>Examples of student behavior</p> <p>(These examples are not meant to be all-inclusive. Other behaviors of similar severity would be included at the proper level.)</p>	Breaking classroom rules Breaking playground rules Hallway or lunchroom misbehavior Minor disruptive behavior (talking out loud, throwing things, making noises) Being tardy Not being prepared for class Unsafe conduct Teasing, name-calling, put-downs, bullying Disrespect of property Littering Dishonesty, cheating Inappropriate dress	3 <sup>rd</sup> incident of level 1 Truancy Minor vandalism Minor theft Inappropriate language or gestures Verbal assault Intimidation or coercion of other Forgery or intent to deceive Failure to cooperate with any adult Possession, production, or distribution of inappropriate materials Reckless endangerment Inappropriate affection	3 <sup>rd</sup> incident of level 2 Fighting/scuffling where no harm is inflicted Disruption of a classroom Insubordination Physical or verbal threats against students	Repeated level 3 behavior Controlled substance use or possession Weapon use or possession Possession of tobacco, smoking or chewing Major vandalism Physical or verbal threats against school staff Assault of school staff Compromising school safety Directed obscenities Major theft Physical violence where harm is inflicted Sexual/racial harassment Willful disturbance of school
Discipline decisions by: with assistance from:	Teacher Teacher Aide Student Supervisor Student	Principal and/or Teacher Counselor Student Parent	Principal Counselor Teacher Student Parent	Principal Superintendent Counselor, Teacher Parent, Student Outside authorities
Sequential consequences to be followed:	Time out Missed noon recess Classroom detention	In-class loss of privileges After-school detention	After-school detention Behavior contract In-school suspension	(parent conference for all levels) 1 <sup>st</sup> – Suspend in or out of school BLST intervention 2 <sup>nd</sup> – Suspend 3 – 5 days Charges filed 3 <sup>rd</sup> – Suspend for up to 10 days 4 <sup>th</sup> – Alternative school setting 5 <sup>th</sup> – Expulsion
Parent notification	1 <sup>st</sup> – none (warning) 2 <sup>nd</sup> – phone call by teacher 3 <sup>rd</sup> – written and phone call by teacher	1 <sup>st</sup> – written and phone call by counselor or teacher 2 <sup>nd</sup> – written and phone call by counselor/teacher to set up a conference including: principal, counselor, teacher, student, and parent	1 <sup>st</sup> – Principal – student-counselor conference (written and phone call) 2 <sup>nd</sup> – Phone call by principal to set up a conference including: principal, counselor, teacher student and parent	Phone call to set conference

## **STUDENT EDUCATION RECORDS ACCESS & AMENDMENT PROCEDURE**

### **Reviewing an Educational Record**

The District will comply with a parent/guardian/eligible student's right to inspect educational records. This right will be granted using the following procedure:

1. A request to view an educational record shall be granted by the deadline in law (45 days).
2. A request may be made orally or in writing to the building principal.
3. The principal shall notify the parent/guardian/eligible student of the time and place when a record may be inspected.
4. The principal shall require the requestor to submit/show a form of state or federally-issued identification to verify the identity of the requestor if the requestor is unknown to the principal.
5. The principal or designee shall be present when the parent/guardian/eligible student reviews the record.
6. If circumstances prevent a parent/guardian/eligible student from reviewing the educational record at the school office, the District shall prepare and mail a copy of the record or make alternative arrangements for the parent/guardian/eligible student to review the record. Any expense incurred from copying and/or mailing a record may be charged to the parent/guardian/eligible student at state rates, except as prohibited by law.

### **Amending an Educational Record**

A parent/guardian/eligible student has the right to request an amendment to any portion of the educational record s/he believes to be inaccurate, misleading, or in violation of the student's right to privacy. A parent/guardian /eligible student shall use the following procedure to dispute or request an amendment to an educational record. This procedure shall not be used to dispute a grade, disciplinary decision, or opinions/reflections of a school official contained in an educational record.

1. Any request to amend an educational record shall be made in writing and submitted to the building principal.
2. The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent/guardian/eligible student. If the principal denies the amendment request, s/he shall inform the parent/guardian/eligible student of his/her right to request an appeals hearing.
3. Requests for an appeals hearing shall be submitted to the Superintendent. The hearing shall be held within a reasonable time after the appeal request has been made.
4. The Superintendent shall serve as the hearing officer. A representative of the parent/guardian/eligible student's choosing may accompany the parent/guardian/eligible student at the parent/guardian/eligible student's expense. The parent/guardian/eligible student shall have a full and fair opportunity to present evidence related to the amendment request.
5. The superintendent's decision is final and binding and shall be submitted to the parent/guardian/eligible student at a reasonable time after the hearing.
6. If the Superintendent denies the amendment request, s/he will notify the parent/guardian/eligible student within a reasonable time of his/her right to submit a written response commenting on the contested material and/or explaining the disagreement with the hearing officer's decision. This written response shall be retained and, when applicable, disseminated in accordance with law.

## **STUDENT INTERVIEWS, INTERROGATIONS, AND CUSTODY BY SCHOOL RESOURCE OFFICERS AND OUTSIDE AUTHORITIES**

### **General Provisions**

For all action permitted by this policy and/or law, it is the responsibility of law enforcement officials, not district employees, to assure compliance with procedural and constitutional safeguards.

### **School Resource Officers (SROs)**

When acting in the role of a school official to investigate school policy violations and/or maintain the safety of the school environment, SROs may interview students without parental consent and may search students in accordance with applicable school district policy on searches by school officials. When a student is suspected of a crime, the SRO shall comply with the procedure below pertaining to police interrogations.

### **Communications with School Resource Officer (SRO)**

In all cases where any law enforcement officer, other than assigned SROs, needs to interview or take into custody a student, the law enforcement officer should make every attempt to contact the school's primary SRO and inform them of the need to contact a student unless there is an emergency. If the primary SRO cannot be contacted then the law enforcement officer should continue their attempt in contacting any other district SRO. If available, the SRO will assist and coordinate the interview/taking into custody of the student with school officials.

### **Police Interviews and Interrogations**

To minimize disruptions to the school environment and embarrassment to students involved, all police interviews and interrogations of students on school property shall be held in private unless the urgent nature of the situation prevents compliance with this requirement as determined by the building principal or designee in consultation with law enforcement. Students shall not be subject to coercion or illegal restraint during police interviews and interrogations.

#### **1. When the student is the suspect of a crime (police interrogation)**

The Superintendent or building principal shall only grant the interrogation request if the following conditions are met:

- a. The officer properly identifies him/herself to the building principal or designee if the officer is unknown to the school, confirms the identity of the student to be interrogated, and confirms the reason and purpose of the interrogation.
- b. The interrogation relates to a school matter or needs to be held at school because of justifiable law enforcement need that is explained to the building principal or designee.
- c. The student's parent, guardian, or attorney is present for the interrogation. This requirement does not apply to students of legal age.
- d. The student is read *Miranda* rights.

These requirements do not apply to crimes in progress, which are covered under this policy's section on taking students into custody.

#### **2. When a student is a witness or victim of a crime**

The Superintendent, building principal, or designee may grant requests for a police interview of a student who is a witness or victim of a crime if the following conditions are met:

- a. The officer properly identifies him/herself to the building principal or designee if the officer is unknown to the school, confirms the identity of the student to be interviewed, and confirms the reason and purpose of the interview.
- b. The interview relates to a school matter or needs to be held at school because of justifiable law enforcement need that is explained to the building principal or designee.
- c. At a minimum, a school official is available to be present at the police interview. The building principal or designee should attempt to contact the student's parent or guardian and allow them to attend the interview unless the urgent nature of the situation demands that the interview be conducted as soon as possible. The building principal or designee, in consultation with law enforcement, shall make the determination of whether or not to contact parents/guardians on a case-by-case basis.
- d. If, during the interview, the student becomes a suspect of a crime, the requirements in #1 shall be implemented as soon as this suspicion arises.

### **Interviews of Students by Officials of Other Agencies**

When the Department of Human Services or an officer acting on the agency's behalf requests to interview a student as part of a child/abuse neglect investigation, the building principal shall:

1. Verify that the purpose of the interview is to investigate child abuse/neglect;
2. Require that the interviewer identify him/herself;
3. Allow a student to be interviewed if the student is the subject of, sibling of, or living with a child the subject of abuse/neglect;
4. School staff shall not share information related to a child abuse investigation with the public or the child's parents.

## **Students taken into Custody at School**

In all of the situations listed below, efforts should be made to minimize embarrassment or loss of class time for the student. The office of the Superintendent and principal should be notified immediately when any of the actions listed below has occurred if not previously aware that these actions were to occur.

### **1. Student Taken into Custody**

Police officers, counselors of the juvenile court, or other authorized law enforcement officials have the right to enter the school to take a student into custody or to make a lawful arrest of a student, provided the officer displays an order signed by a judge of the juvenile court authorizing the taking of the student into custody, displays a warrant for the student's arrest, or has probable cause to make an arrest. If the student is arrested and/or taken into custody at a school, the school officials should make every effort to notify the parents immediately

### **2. Right to Serve Subpoena in School**

While police officers have the legal right to serve a subpoena at school, the serving officials should be strongly urged to serve these subpoenas off campus whenever possible.

## **STUDENT PRAYER DURING NON-INSTRUCTIONAL TIME**

The District shall comply with state law concerning student recitation of prayer/student-initiated religious speech in school, which allows such activity before, during, and after the school day to the same extent that District allows secular speech. Any time, place, and manner restrictions that the District places on recitation of prayer/student religious speech shall not exceed those placed on student's secular speech.

The decision to participate or not participate in religious expression is a matter of individual choice. No student will be permitted to harass or intimidate other students to participate or refrain from participating in religious expression. School staff shall refrain from encouraging or discouraging students from participating in such activity.

## **STUDENT RECORDS**

Student records shall be made available to an outside person or agency only under the following conditions:

- A "Release of Information" request is received by school officials signed by a parent or guardian of the student or by a student of legal age (18 or older).
- A "Request for Information" is received by school officials in the form of a specific request from the court, a court order, or a subpoena. Only information requested shall be provided and the parents/guardians and/or student shall be notified of all such orders in advance of compliance with the order.
- A student of legal age (18 or older) or the parent or guardian of a minor student shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Without a court order to the contrary, divorced parents of a student shall have equal access to their child/children's educational records.
- The file shall contain a composite of all requests for information and all completed forms involving requests, authorizations, or permission to view and receive educational records. Each person viewing the file must sign and date the form provided for that purpose.
- A single copy of information contained within the record shall be provided at no cost, if requested by parent or guardian or by a student of legal age (18 or older).

## **TEACHING ABOUT RELIGION**

Factual and objective teaching about religion, the impact of religion, and religious-based ideas and ideals may be included in classroom instruction if such information is presented as part of the curriculum and is in keeping with the district's educational goals and student learning objectives.

Religious musical selections, literature, documents of historical significance, artwork, and other learning aids may be included in the curriculum on the basis of their particular educational value and/or traditional secular usage and shall be presented with works that are nonreligious in nature, shall be selected and performed as works of art, not as acts of veneration, and shall be presented prudently and objectively, with background information explaining their purpose.



Any staff member, citizen, or student who believes that a particular school program may have violated this policy may submit a complaint in accordance with the procedures established by board policy for complaints about instructional material.

## **TOBACCO-FREE SCHOOLS & WORKPLACES VIOLATIONS BY THE PUBLIC**

Members of the public who violate the district's anti-tobacco policy and/or regulations shall be informed that their actions are in violation of district policy. Repeat violations may result in the building principal or designee requiring such individuals to leave school property. Repeat violations may also result in the building principal recommending to the Superintendent that the individual be prohibited from entering district property. If enacted, such prohibitions shall not violate law and may be limited to a specific period of time as determined by the Superintendent. The Superintendent may grant exceptions to such prohibitions for reasons such as, but not limited to, granting a parent violator the ability to pick up and drop off his/her child from school.

## **VANDALISM**

### **Definition**

For the purposes of this policy

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

### **Remedies & Repercussions**

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

It is the policy of the Board to seek all legal redress against persons found to have committed vandalism. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under state law. In addition, disciplinary action will be taken in accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

## **VIOLENT & 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 report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

### **Threat Assessment**

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

1. The detail, specificity, context, and content of the threat.
2. The amount of disruption the threat has caused or may cause to the educational environment.
3. Whether the team can identify the source of the threat; anonymous threats may be turned over to law enforcement.
4. When the source of the threat can be identified, the team shall consider, to the extent possible, the individual's:
  - a. State of mind;
  - b. Relationship with peers;
  - c. Age;
  - d. Domestic life;
  - e. Ability to carry out the threat (e.g., access to weapons);

- f. Past behavior.
5. If any laws have been violated.
6. The identity and potential motives of the individual reporting the threat.

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

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

### **Disciplinary Consequences for Threatening Behavior**

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

Students and employees may also be 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, or terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator.

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

### **VISITORS**

Parents are always welcome! All visitors should enter the school building by the main front door. **For the protection of all students, parents and visitors must sign in at the office, (you may be asked for identification) and receive a nametag to wear before proceeding to meetings, classrooms, the lunchroom or any location on school grounds.** Persons who have not signed in or are not wearing a visitor's nametag will be asked to go to the office.

Visitations by non-district children for the entire school day are considered to be distracting in the classroom and are not allowed.

No pets may be brought to school unless prior approval is given by the building principal.

### **WITHDRAWAL FROM SCHOOL**

If a student is changing schools and needs to withdraw, a written withdrawal form must be completed by parents at least one school day BEFORE the day of the planned withdrawal is required. All textbooks and library books, as well as the school assigned chrome book, must be returned, and any fines or meal charges must be paid.

### **WELLNESS POLICY**

The Board recognizes that there is a direct link between nutrition and learning. This link between nutrition and learning is well documented. Good nutrition and improved health optimizes student performance and ensures that no child is left

behind. Healthy eating patterns are essential for students to achieve their full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reducing the risk of developing many chronic diseases in both children and adults.

Schools have a responsibility to help students and staff establish and maintain lifelong, healthy eating patterns. A healthy school environment has been shown to positively influence students eating habits. All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, the staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

The Williston Public School District #1's School Board supports a healthy school environment and acknowledges that the higher level of nutrition and wellness practices yield a greater amount of success in learning and quality education for our students. Utilization of the Williston Public School District #1 Administrative Wellness Guidelines will enhance this philosophy.

## **WHISTLEBLOWER PROTECTIONS POLICY: PROHIBITION AGAINST RETALIATION**

### **Protections: Employees**

The Williston School District prohibits and will not tolerate any form of reprisal, retaliation, or discrimination (including, but not limited to: discharge, discipline, threats, or penalizing compensation, work conditions, location, or privileges of employment) against any employee because s/he:

1. In good faith, made or intends to make a report that the school board, school employee, or an entity/person with whom the school district has a business relationship has violated federal, state, or local law/administrative rules or school district policy through practice, policy, act, or omission;
2. Participates in a Williston School District-related investigation, hearing, or inquiry; or
3. Refused to carry out a directive that the employee believes is a violation of state or federal law, rule, or regulation or poses a substantial or specific danger to public health and safety provided the employee has an objective basis for that belief and informs the employer that the directive is being refused for that reason.

### **Protections: False Claims Act (FCA)**

The District shall comply with the FCA and prohibits any district employee, contractor, or other district agent from knowingly submitting or causing the submission of a false or fraudulent claim to the federal government in the district's name. The District will not tolerate any form of reprisal, retaliation, or discrimination (including, but not limited to: discharge, discipline, threats<sup>^</sup> or penalizing compensation, work conditions, location, or privileges of employment) against any employee, contractor, district agent, student, or community member because s/he filed a complaint in good faith under FCA against the District and/or any of its employees, contractors, or agents.

### **Protections: Students & Community Members**

The District will not tolerate any form of reprisal, retaliation, or discrimination against a student and/or community member because s/he, in good faith, filed a complaint against the District (or a district employee, contractor, or agent) under district policy or when authorized by law. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against a student and/or community member because s/he participates in a district-related investigation, hearing, or inquiry.

### **Grievance Procedure**

Anyone covered by the above protections who reasonably believes that this policy has been violated by a district employee, contractor, or other authorized district agent may file a grievance in accordance with the district's applicable complaint or grievance policy. In the absence of policy, or if policy is not applicable given the nature of the grievance, the individual should report to the Superintendent who shall investigate. If a grievance under this policy concerns the Superintendent, Business Manager, or a school board member, the complainant should report to the Board President or Board Vice President (if the report concerns the Board President) who shall investigate.

Grievances not otherwise covered by deadlines in the applicable district policy must be reported within 180 calendar days unless state or federal law specifies otherwise.<sup>1</sup> Failure to timely present the grievance shall be deemed a waiver of the grievance. Investigations of grievances filed under this policy shall be completed within 60 days unless the investigator documents in writing reasonable cause for extending this investigation deadline. Upon completion of the investigation, the investigator shall issue his/her findings to the complainant in a written report.

Complainants may also report grievances under this policy to the state agency with jurisdiction over the subject of the grievance (e.g., ND Department of Labor or ND Department of Public Instruction), the appropriate federal agency<sup>2</sup>, and/or, if applicable, law enforcement.

If necessary, the Superintendent or the Board President/Vice President may specify reasonable steps to protect the complainant from retaliation during and/or after the investigation. Reports of suspected employee impropriety under this policy shall be treated as confidential to the extent permitted by state law on administrative investigations of school personnel. All individuals involved in an investigation shall be advised to keep information about the investigation confidential and should be advised of the protections contained in this policy.

### **Policy Violation Consequences**

Any employee, district contractor, district agent, or student who is found to have engaged in any of the prohibitions contained in this policy may be subject to disciplinary action including, but not limited to, dismissal or expulsion in accordance with applicable policy and law.

### **Prohibition of False Claims**

The District may take appropriate disciplinary action against a district employee, contractor, and/or other district agent and/or may take legal action against anyone who knowingly files a false claim of reprisal, retaliation, or discrimination under this policy.

### **Notice of Policy**

Each employee, contractor, volunteer, school board member, and student should receive a copy of this policy and should sign a statement verifying his/her receipt and understanding of this policy.

<sup>1</sup>FCA has a three year statute of limitations.

<sup>2</sup> State and federal agencies may have reporting deadlines in place after which the grievance may be denied.

# SCHOOL EXPECTATIONS

## **WE EXPECT STUDENTS TO:**

Respect authority by following school rules as well as the laws of the community, state and nation.

**Be Safe** Students are expected to move carefully throughout the building, being sure not to run in hallways or stairways. Horseplay in the hallway can lead to accidents or fights and will not be tolerated.

**Be Respectful** Always remember that each person is important and deserves our utmost respect.

**Be Responsible** Do as they are asked the first time they are asked.

**Safe, Respectful, and Responsible** We expect students to respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.

## **WE EXPECT PARENTS TO:**

- Assume primary responsibility for the child and his/her behavior. Acknowledge the child's responsibility to the school as well as the home. Recognize that school must primarily concern itself with education.
- Cooperate in conferences regarding health, behavior or academic progress of their child.

## **WE EXPECT STAFF MEMBERS TO:**

- Set high standards for student behavior.
- Exhibit a respect for students that positively help them develop good character traits.
- Plan a flexible program to meet the individual needs of students.
- Communicate with parents when a child's behavior needs improvement.

## HANDBOOK SIGNATURE PAGE

The policies and procedures contained in this handbook are the result of effort by the school board, administrators, and faculty. This information is intended to help students and their families know and understand the general procedures followed on a day-to-day basis.

Many of the policies in this handbook are a condensed version of the school policy, which can be obtained from the school upon request. Policies are also available at [www.willistonschools.org](http://www.willistonschools.org). The administration reserves the flexibility to deviate from outlined procedures to meet extenuating circumstances.

I have read, understand and agree to comply with the Williston Public School handbook.

---

Parent's Signature

Date