

# Carrington School Board Meeting

## Agenda Item # 1

Date: May 9, 2022

Motion					
Second					
For					
Against					
Abstained					
	Joel Lerner	Kevin Wolsky	Tonia Erickson	Angela Kutz	Randy Hooley

**Topic** Motion to Approve First Reading of  
School Board Policy Manual

Information:       Action:       Attachments:

Originator(s): Mr. Kuehn

Tabled: \_\_\_\_\_

**Discussion**

I have attached the first reading of the required policies as prescribed by the State of North Dakota with assistance of the NDSBA. I would encourage the Board to adopt this first reading of these policies and if approved next month, replace the current policy manual with only those policies required by the State of North Dakota.

**Budget Considerations**

None.

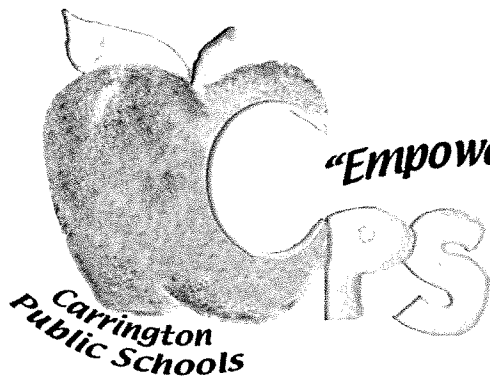
**Recommendations**

Approve the First Reading of the Policies as Presented.

**Comments/Notes**

# CARRINGTON SCHOOL DISTRICT SCHOOL BOARD POLICY MANUAL

2022-2023



*“Empowering our students for the future”*

Approved

AAC	Non-Discrimination and Anti-Harassment
AACA	Section 504 of the Rehabilitation Act of 1973
ABBE	Displays of Religious Objects or Documents
ABCE	Prohibition on Aiding Sexual Abuse
ABDA	Accessibility Policy
ABEA	Wellness Policy
ABEC	School Meal Charging
ACBB	Significant Contagious Disease
ACDA	Acceptable Use
ACEA	Bullying Policy
BDD	Compensation & Expenses for Board Members
DBBA	Drug and Alcohol Testing Program for Employees
DEAA	Drug and Alcohol-Free Workplace
FAAA	Open Enrollment
FCAF	Concussion Management
FDB	Education of Homeless Students
FDD	Education of Pregnant and Parenting Students
FDE	Education of Special Education/Disabled Students
FDH	Students in Foster Care
FF	Student Conduct and Discipline
FFA	Student Alcohol & Other Drug Use/Abuse
FFB	Attendance and Absences
FFD	Carrying Weapons
FFE	Extracurricular Participation Requirements
FFK	Suspension & Expulsion
FGA	Student Education Records & Privacy
FGDD	Student Publication & Freedom of Expression
GABAA	English Learners
GABDB	Title Programs Dispute Resolution Procedure
GCC	Protection of Pupil Rights Amendment
GACG	Educational Opportunities Through Sponsoring Entities
HBAA	Federal Fiscal Compliance
HCAA	Purchasing
IDC	Data Protections & Security Breaches
KAB	District-School Parent & Family Engagement Policy

## **FORWARD**

This handbook of Policies and Procedures of the Carrington School District is for the benefit of all those employed, certified and non-certified, so that all employees might better understand their duties and responsibilities in the district.

The policies and procedures are general in nature and are to be guiding principles laid down by the governing body upon which detailed decisions are made.

It is the sincere hope of the Board of Education that all who read this handbook will be assisted in obtaining a clearer understanding of the operation of the Carrington School District.

## **MISSION STATEMENT, VISION STATEMENT, AND PHILOSOPHY**

### **MISSION STATEMENT**

The mission of Carrington Public Schools is to provide quality education through a combination of formal organizations and cooperative interaction between parents and community. In this environment all individuals would experience learning as a life-long process critical to the fulfillment of one's potential. The school is committed to the total development of each student, so they may become an independent, socially responsible, and contributing member of an ever-changing society.

### **VISION STATEMENT**

Empowering our students for the future.

### **PHILOSOPHY**

The primary impetus of the Carrington Public School is to provide quality education that would draw from not only the schools role as a formal organization, but also from the cooperative interaction between parents and community. To effectively strive for this goal the school's social climate and material resources would form an environment which would be inspirational, creative, and challenging to all participants.

Participants would be exposed to a variety of learning experiences that would value problem solving, self-determination and leadership. These experiences would demonstrate learning as a life-long process critical to the fulfillment of one's potential. Interactions would value self-respect and be reinforced through positive means.

The school is committed to the total development of the student so each may become an independent, socially responsible, and contributing member of the democratic society. All participants would be expected to serve as models of community values.

Carrington School does not permit discrimination because of race, color, national origin, religion, sex, age, or handicap.

THE CARRINGTON SCHOOL DISTRICT EDUCATIONAL OBJECTIVES ARE AS FOLLOWS:

To institute and periodically update a written set of sequential basic skills in communications, math, science, social interaction, and physical/emotional development;

To provide instructional processes that join the school and family environments;

To involve students, parents, teachers, and administration in cooperative efforts for school improvement;

To provide, through a balanced set of curricular and co-curricular programs, theoretically sound instructional processes that challenge and inspire both the learner and instructor;

To encourage life long learning beginning with early childhood education;

To encourage the development of programs that enhance effective parenting skills;

To provide for the positive development of self-esteem, social responsibility, and citizenship in a democratic society;

To provide counseling and career guidance services;

To develop self-evaluative skills and plans for their attainment;

To provide experiences that demonstrate the importance of the work ethic, entrepreneurial spirit, and independent decision making; and

To provide for the development of economically productive skills.

## NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

### General Prohibitions

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

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

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as 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. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

### Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual, equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a

## REQUIRED

Descriptor Code: AAC

condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive

- b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
  - *Section 504* (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
  - *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when that:
    - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
    - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
    - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
  - *Sexual harassment* examples may include, but are not limited to, the following:
    - a. Sexual or "dirty" jokes;
    - b. Sexual advances;
    - c. Pressure for sexual favors;
    - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
    - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
    - f. Graffiti of a sexual nature;
    - g. Sexual gestures;

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- h. Touching oneself sexually or talking about one's sexual activity in front of others;
  - i. Spreading rumors about or rating other's sexual activity or performance;
  - j. Remarks about an individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;
- *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
  - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
  - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
  - *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure

in board regulations. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and AAC-BR2.

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

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.



**Complaint Recipients**

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

**Policy Training and Dissemination**

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

**Grievance Coordinators**

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

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

The Board designates **Kimary Edland** as the Title IX Coordinator. They may be contacted at Carrington School, PO Box 48, Carrington, ND 58421-0048, call 701-652-3136. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the **Superintendent** as the 504/Title II Coordinator. He/She may be contacted at: **PO Box 48, Carrington, ND 58421** or **701-652-3136**.

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The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the **Superintendent**, as the Nondiscrimination Coordinator. He/She may be contacted at: **PO Box 48, Carrington, ND 58421**, or **701-652-3136**.

### **Training**

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

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR1); and
3. The applicability of confidentiality requirements.

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

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Adopted:

**SECTION 504 OF THE REHABILITATION ACT OF 1973 POLICY**

The Carrington School District prohibits the discrimination against any student with a disability as defined in Section 504 of the Rehabilitation Act of 1973 ("Section 504") and in t policy AAC, Nondiscrimination and Anti-Harassment Policy. The Board designates **the Superintendent** as the 504 Coordinator to ensure compliance with applicable laws and policy. The 504 Coordinator may be contacted at: Carrington School, PO Box 48, Carrington, ND 58421-0048, call 701-652-3136 [kris.kuehn@k12.nd.us](mailto:kris.kuehn@k12.nd.us).

The Superintendent or designee must provide annual notice to students with disabilities and their parents or guardians of the district's responsibilities under Section 504. Various methods may be used to provide notice, including but not limited to, websites, handbooks, email, or postings.

**Free Appropriate Public Education**

The District shall identify, locate, evaluate, and provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the district's jurisdiction, regardless of the nature or severity of the disability. Qualified students are entitled to receive regular or special education and related aids and services that:

1. Are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities; and
2. Are based upon adherence to procedures that satisfy the requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

Education and related aids and services shall be at no cost to students with disabilities or their parents or guardians, except those fees that are equally imposed on students without disabilities.

**Educational Setting**

The District shall educate students with disabilities with non-disabled students to the maximum extent appropriate to the needs of the student with a disability. The District shall place a student with a disability in the regular educational environment unless it is demonstrated by the District that educating the student with a disability in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Whenever the District places a student in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the student's home.

The District may place a student with a disability in, or refer such student to, a program not operated by the school district. Nevertheless, the District remains responsible for ensuring that the education offered is appropriate education, as defined in law. The District shall ensure that adequate aid, benefits, or services, e.g., transportation, the cost of room and board, and non-medical care, are provided at no greater cost than would be incurred by the student or their parents or guardian if the student were placed in the aid, benefits, or services operated by the District.

The District may place a student with a disability in a private or out-of-state school, for which the District is required to pay. However, the District is not required to pay for a

## **REQUIRED**

Descriptor Code: AACA

student's education in a private or out-of-state school if the District makes FAPE available and the student's parents choose to place the child in a private or out-of-state school.

### **Comparable Facilities**

The District shall ensure that facilities identified for students with disabilities and the services and activities provided therein are comparable to the other facilities, services, and activities of the District.

### **Evaluation and Placement**

The District shall conduct an initial evaluation in a timely manner prior to placement of any student who needs or is believed to need special education or related services because of disability. The student evaluation, and if necessary medical assessment, must be at no cost to the student's parents or guardians. The District shall make decisions regarding the needs and placement of a student with a disability on an individual basis, rather than on presumptions or stereotypes regarding persons with disabilities or classes of such persons, or based on concerns about the costs of providing the related aids or services.

The Superintendent or designee shall establish standards and procedures to evaluate students who may have a disability and need special education or related services in administrative regulation coded AACA-AR. Placement decisions shall be made in compliance with educational setting requirements.

The District shall periodically reevaluate students who have been provided special education or related services, and prior to a significant change in placement.

### **Procedural Safeguards**

The District shall develop and implement a system of procedural safeguards for parents or guardians to appeal district actions regarding the identification, evaluation, and educational placement of students with disabilities. Procedural safeguards shall include notice; an opportunity for records review by parents or guardians; an impartial due process hearing, with opportunity for participation by the student's parents or guardians and representation by counsel; and a review procedure.

The Superintendent or designee shall inform and make available to parents or guardians of students with disabilities applicable procedural safeguards and required notifications.

Disputes between parents or guardians and the district regarding the identification, evaluation, or placement of any student with a disability, or regarding the question of financial responsibility for services, shall be resolved in accordance with the processes specified in the herein. The 504 Coordinator must be informed of any Section 504 complaint, even if the complaint was initially filed with another individual or office, or if the investigation will be conducted by another individual or office.

The District may encourage mediation, at their expense, before relying on more formal procedures, such as the local grievance procedure, impartial due process hearing, or complaints to the Office for Civil Rights (OCR). Mediation shall not interfere with any procedural safeguards, including a request for an impartial due process hearing, or filing a complaint with OCR.

**REQUIRED**

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Requests for an impartial due process hearing must be filed with the Superintendent of Public Instruction at 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.

All other complaints concerning Section 504 may be filed using the district's nondiscrimination and anti-harassment grievance procedure (AAC-BR1) or through state or federal law.

**Nonacademic Services**

The District shall provide nonacademic and extracurricular services and activities, including, but not limited to, meals, recess periods, extracurricular athletics, interscholastic sports, and/or other nonacademic activities, in a manner that provides students with disabilities an equal opportunity for participation. The District may require a level of skill or ability of a student in order to participate in selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

**Self-Evaluation**

The Superintendent or designee shall periodically conduct a self-evaluation of their school facilities, programs, activities, and policies to ensure compliance with Section 504, and develop a transition plan that outlines how the school will eliminate any form of disability discrimination and the timeframe for completion.

The District must retain the self-evaluation, and make it available for public inspection upon request for at least three years following its completion.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- AAC, Nondiscrimination and Anti-Harassment Policy
- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AACA-AR, Section 504 Evaluation Standards and Procedures
- AACA-E, Section 504 Notice of Parent/Guardian and Student Rights
- FDE, Education of Special Education/Disabled Students

**End of Carrington School District #49 Policy AACA.....Adopted:**

**DISPLAYS OF RELIGIOUS OBJECTS OR DOCUMENTS**

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; and
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.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- DEAC, Staff Dress Code
- FFH, Student Dress Code
- GBAA, Teaching about Religion
- GBAA-E, Teaching about Religion Checklist

**End of Carrington School District #49 Policy ABBE .....Adopted:**

**PROHIBITION ON AIDING SEXUAL ABUSE****Definitions**

For the purpose of this policy:

- *Assisting* means to recommend, facilitate, aid, ease, expedite, promote, encourage, advance, stimulate, or accelerate.
- *Sexual misconduct* may include, but is not limited to the following:
  - a. Insults, disparaging remarks/names, and/or sarcasm, used to force compliance with a school employee's, contractor's, or agents' requirements or expectations.
  - b. Any conduct that would amount to sexual harassment, discrimination, or retaliation under Title IX of federal education amendments.
  - c. Any activity that may lead to a sexual relationship such as dating, sending intimate correspondence, and/or engaging in sexualized dialogue.
  - d. Any sexual relationship between a school employee, contractor, or agent and a current student, regardless of their age, or a former student under the age of 18.
  - e. Any conduct by a school employee, contractor, or agent that would constitute a sexual offense, sexual act, or sexual contact involving a minor or a student as defined in state law.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

**Prohibited Action**

The District prohibits any employee, contractor, or agent from assisting a school employee, contractor, or agent in obtaining a new job if the individual or the District knows or has probable cause to believe that the school employee, contractor, or agent has engaged in sexual misconduct with a student or minor in violation of the law.

For the purposes of this policy, it shall not be deemed assisting in obtaining a new job to participate in routine procedures regarding the transmission of administrative or personnel files in accordance with law or to confirm dates of employment.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The information has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct, and any other authorities as required by federal, state, or local law; and
  - a. The matter has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause;
  - b. The individual has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

**REQUIRED**

Descriptor Code: ABCE

- c. The case remains open and there have been no charges filed against, or indictment of, the individual within four years of the date on which the information was reported to a law enforcement agency.

**Reporting and Investigation**

If an individual has reason to believe that an employee may have violated this policy, they are required to report the alleged violation to a building administrator or the Superintendent as soon as possible. All reported prohibited behavior shall be investigated by the Superintendent.

If the Superintendent or Business Manager is believed to have violated this policy, the alleged violation shall be reported to the Board President who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board for determination and final action. The Board President may retain an attorney or consultant to assist with the investigation process.

**Violation**

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.

**Retaliation and Providing False Information Prohibited**

The District prohibits retaliation for an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions are subject to appropriate disciplinary action.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- ACCA, Sexual Offenders on School Property
- BA, School Board Ethics
- DBAA, Recruitment, Hiring, & Background Checks for New Classified Personnel
- DBAC, Recruiting & Hiring Teachers
- DE, Staff Code of Conduct
- DEBD, Staff-Student Relations (Non-Fraternization Policy)

**End of Carrington School District #49 Policy ABCE .....Adopted:**



**ACCESSIBILITY POLICY**

The Carrington School District is committed to ensuring accessibility of its website for students with disabilities, parents with disabilities, and members of the public with disabilities. All pages on the district’s website will conform to the W3C WAI’s Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official district web presence that is developed by, maintained by, or offered through the District or third-party vendors and open sources.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- ABDA-BR1, Website Accessibility
- ABDA-BR2, Website Accessibility Concerns, Complaints and Grievances
- ABDA-E1, Website Accessibility Complaint and Grievance Form
- ABDA-E2, Website Accessibility Statement

**End of Carrington School District #49 Policy ABDA.....Adopted:**

**WELLNESS POLICY****Physical Activity**

In addition to state standards and mandates<sup>1</sup> related to physical education, the District should strive to make opportunities available for students to be physically active.

The goals of physical activity programs should include:

1. Develop students' knowledge and skills necessary to perform a variety of physical activities;
2. Assess, maintain and improve personal fitness;
3. Regularly participate in physical activity;
4. Understand the short- and long-term benefits of physical activity; and
5. Value and enjoy physical activity as an ongoing part of a healthy lifestyle.

Students with disabilities and other special health needs may participate as fully as possible in physical education and other school physical activity programs. Teachers and other school personnel shall not withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

**Nutrition Education and Promotion**

The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods<sup>2</sup>. The District should strive to:

1. Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation;
2. Integrate nutrition education into core curricula that is aligned with state standards and requirements;
3. Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum;
4. Emphasize caloric balance between food intake and physical activity;
5. Provide students with the knowledge and skills necessary to promote and protect their health;
6. Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
7. Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques. All foods and beverages offered to students during the school day must meet or exceed the USDA Smart Snacks in Schools nutrition standards.

The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

**Nutrition Standards**

The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program. The District shall comply with the USDA Smart Snacks in School nutrition standards for all competitive foods and beverages sold on school grounds during the school day to students, including those foods and beverages provided at celebrations and parties and classroom snacks brought by staff or family members. The District shall not allow foods and beverages at a free or discounted price if those foods do not meet the USDA's Smarter Snacks in Schools nutrition standards. Non-food celebrations and rewards shall be promoted, and a list of ideas made available to staff and family members.

Foods purchased to raise funds must meet the USDA's Smart Snacks in Schools nutrition standards. The District may also encourage fundraising ideas that are non-food related.

Standards for competitive food and beverage sales do not apply to foods and beverages sold off school grounds and foods and beverages sold on school grounds more than 30-minutes after the school day until midnight of the next school day.

**Hydration Standards**

To promote hydration, unflavored drinking water that is free must be made available to all students throughout the school day and throughout every school. The District shall make drinking water available where school meals are served during mealtimes.

**Marketing**

The District permits the marketing of food items that meet or exceed the USDA's Smart Snacks in School nutrition standards. All advertising and promotions of food items must be approved by the Superintendent, or an individual that has been appointed by the Superintendent to make such decisions. These standards do not apply to foods and beverages sold off school grounds.

**Qualifications and Training**

The District shall comply with applicable hiring requirements in federal regulations for new hires in the food service program. The District shall also comply with the annual training requirements in state law and federal regulations for all food service personnel.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABEA-AR1, Building-Level Wellness Policy Coordinators
- ABEA-AR2, Physical Activity and Recess Regulations
- ABEA-AR3, Smart Snacks in Schools Regulations
- ABEA-E, Wellness Policy Assessment
- BBBB, School Board Committees
- BDA, Procedure for Adopting Board Policy
- BDBC, Citizens' Advisory Committees
- FGDB, Student Handbooks
- ABEB, Child Nutrition Programs

End of Carrington School District #49 Policy ABEA .....Adopted:

**SCHOOL MEAL CHARGE POLICY**

Because good nutrition is key to the optimal growth and development of children, we make every possible attempt to reach out to parents before lunch account balances becomes a problem.

Parents are responsible for monitoring their children’s meal account and ensuring a positive balance in their accounts. Students lunch balances can be viewed in the parent portal in PowerSchool. Parents can use e-funds on our school website, to deposit money into your children’s lunch account.

The following protocol will be used by Carrington Public School District to assist parents with their responsibility to maintain a positive balance.

- Once a high school/middle school student’s balance has reached a balance of \$5.00 the student is notified. When the balance is a negative \$5.00 a letter is sent home at the end of the week.
- Once an elementary student’s balance has reached a balance of \$5.00 a written note is sent home with the student. When the balance is a negative \$5.00 a letter is sent home at the end of the week.
- Ala Carte items at the High School and Middle School may only be purchased when the student’s account has a positive balance. There is no charging of ala carte items under any circumstances.

Free and reduced price meal applications are mailed to each family at the beginning of each school year and are available at the school and will be accepted at any time during the school year.

If you have any questions or need assistance in filling out the application, please call Business Manager, Kimary Edland, at 701-652-3136.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABEC-AR, Adult Meals

**End of Carrington School District #49 ABEC.....Adopted:**

**SIGNIFICANT CONTAGIOUS DISEASES**

The Carrington School Board adopts this policy with the intent of protecting the health and safety of all district students, staff, and independent contractors.

**Definitions**

- *Affected person, affected individual, or affected student* means an individual who has been diagnosed by a physician as having contracted a significant contagious disease.
- *Decisionmaker* is the affected person's personal physician. However, whenever an affected student is also disabled as defined under the Education For All Handicapped Children Act, 20 U.S.C. 1401(a)(1) or North Dakota Century Code chapter 15-59, the decisionmaker is the multidisciplinary team provided for under subsection 4 of North Dakota Century Code section 15-34.1-03.
- *Independent contractor* means any person or entity who is free of control or direction over performance of the service provided both under the contract and in fact, who renders service outside the ordinary course of business or outside of the place of business of the contractor and who is engaged in an independently established trade, organization, profession, or business.
- *Institution* includes all public kindergartens, elementary, junior high, and high schools operating within all school districts in North Dakota.
- *Reasonable accommodations* are defined by subsection 17 of North Dakota Century Code section 14-02.4-02 or U.S.C. 794.
- *Significant contagious disease* includes cytomegalovirus (CMV), hepatitis B (HBV) and human immunodeficiency (HIV) infection. The local board of health or the state health officer may determine that other diseases are significant contagious diseases.
- *Special provisions* are individually tailored education decisions designed to meet the needs of students requiring unique accommodations to ensure an educational opportunity. Special provisions are directed to students not covered by an individualized education program.
- *Universal precautions* mean protecting one's self from exposure to blood or body fluids, through the use of latex gloves, masks, or eye goggles, cleaning blood and body fluid spills with soap and water and then disinfecting and incineration or decontaminating infective waste before disposing in a sanitary landfill.

**Universal Precautions**

The District shall use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

**Nondiscrimination and Anti-Harassment**

No person shall be denied admission as a student, a contract as an independent contractor, or employment solely because they have, or they are perceived to have a

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significant contagious disease. The District prohibits discrimination and/or harassment against an individual diagnosed as having a significant contagious disease on and using school property. Complaints alleging discrimination/harassment based on a significant contagious disease shall be handled in accordance with the district's Discrimination and Harassment Grievance Procedure (AAC-BR1).

### **Confidentiality**

All information concerning an affected person's condition that is given to an employee or official of the District shall remain confidential to the extent required or permitted under applicable law. The Superintendent shall develop procedures to protect against confidentiality breaches (IDC).

No employee or official of the District may inform anyone of an affected individual's infection or release any information to the public either confirming or denying the presence within the District of a person who has contracted a significant contagious disease, unless otherwise required to do so by law. An employee violating these prohibitions shall be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

### **Spokesperson**

The Board designates the Superintendent as the person to receive information concerning the status of students, employees, and independent contractors from their physicians. The spokesperson shall be the official representative of the District when information concerning an affected individual becomes public and may not delegate this duty unless authorized by the Board. The spokesperson may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution and shall comply with all applicable requirements in the district's policy on relations with the news media (KBA) when handling media requests related to significant contagious disease.

### **Reasonable Accommodations**

1. **Students:** The District shall not prohibit a student from attending school solely because they have, or they are perceived to have, a significant contagious disease. If the student is well enough to attend the institution, and does not constitute a public health threat, as determined by the decisionmaker or local board of health, the student must be permitted to attend school. If the student is unable to attend regular class instruction or requires special consideration, then reasonable accommodations, special provisions or individualized education programs must be provided for the student.

The Superintendent shall establish special provisions procedures.

2. **Employees and Contractors:** Employees, potential employees, and independent contractors may not be terminated or prevented from becoming employed in the District solely because they have, or they are perceived to have a significant contagious disease. If the employee is well enough to perform their job and does not constitute a public health threat to others, as determined by a decisionmaker or the local board of health, the employee must be permitted to perform the duties. The District shall consider and implement reasonable accommodations to allow

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the affected individual to become/continue as an employee or become/continue as an independent contractor.

**Education**

**Students:** The District shall implement an instructional program on significant contagious disease appropriate to each participating grade level, providing information about the diseases, methods of transmission, the means of protecting against contracting the diseases in an educational setting, and the use of universal precautions and prevention. Instruction may begin in Grade [K] and continue through Grade 12. The Superintendent is charged with recommending revisions in the program to the Board to update and modify the curriculum as new information about significant contagious diseases is made available. The Department of Public Instruction and/or the State Department of Health shall review and approve any curriculum and materials developed for use in this program according to the guidelines established by the Center for Disease Control.

Prior to the start of the significant contagious disease instructional program, and at any time thereafter, parents and guardians of students who will be involved in this program shall have an opportunity to preview/review the curriculum and materials.

1. **Employees:** All district employees shall receive appropriate training that addresses significant contagious disease prevention. The training will be presented by a health professional or someone specifically qualified in prevention of significant contagious diseases education. Training will include the proper use of universal precautions.

Those employees designated to teach significant contagious disease prevention to students shall receive additional training from qualified health education professionals.

2. **Independent Contractors:** All independent contractors performing services for the District shall receive a brochure concerning significant contagious diseases upon entering into a contract with the District. The brochure shall contain information regarding the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and the use of universal precautions

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AAC-BR, Discrimination and Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and Harassment Complaint
- ACBB-AR1, Responding to Potential Health Threats
- ACBB-AR2, Universal Precautions and Sanitary Cleanup
- ACBB-E, Laws on Communicable Diseases, Immunization Requirements, Reportable Diseases, and Significant Contagious Diseases
- KBA, Relations with the News Media

End of Carrington School District #49 Policy ACBB.....Adopted:

**ACCEPTABLE USE**

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

**Education**

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

**Monitoring Use**

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

**Prohibitions**

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

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



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**Violations**

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

**Consent**

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

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DE, Staff Conduct
- FF, Student Conduct & Discipline
- FF-AR, Student Conduct Standards & Disciplinary Procedures
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

End of Carrington School District #49 Policy ACDA.....Adopted:

## BULLYING POLICY

The Carrington 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

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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 Carrington School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### Prohibitions

A student or school staff member may not:

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

### Reporting Procedures for Alleged Policy Violations

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

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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.

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

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

### **Documentation and Retention**

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

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

The form should be completed by an administrator when they:

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

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

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

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### Investigation Procedures

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

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

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

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 sixty (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 the 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

## REQUIRED

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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.

**REQUIRED**

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- 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.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Staff Bullying Report Form
- ACEA-E4, Student Bullying Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol

**End of Carrington School District #49 Policy ACEA .....Adopted:**

**REQUIRED**

Descriptor Code: BDD

**COMPENSATION AND EXPENSES FOR BOARD MEMBERS**

Board members will be paid \$50 per each meeting actually attended. Committee meetings and negotiation sessions will count as meetings for purposes of compensation only when the individual member is a member of the committee or negotiating team. Starting July 1, 2015, Board members pay will increase \$5.00 per meeting

The Business Manager shall keep such records necessary to determine the compensation due each board member.

In addition, board members may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred by the member while engaged in official business of the Board. The rate shall be paid in accordance with law.

**End of Carrington School District #49 Policy BDD.....Adopted:**



**DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES****Definitions**

For the purpose of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drugs or controlled substances* refers to substances covered by the Omnibus Transportation Act, including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) (See 21 CFR part 1308).
- *Covered employee/position* means an employee/position subject to the Omnibus Transportation Employee Testing Act.
- *Safety-sensitive position* means a job in which a momentary lapse in the discharge of duties poses a safety threat with potentially severe consequences. In addition to covered positions, the board recognizes the following as safety-sensitive positions: school vehicle drivers as described in NDCC 15.1-07-20.

**Statement of Philosophy**

The Carrington School District is committed to the establishment of a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act and other applicable federal and state law. All covered and safety-sensitive employees are prohibited from using controlled substances and alcohol as stipulated in this policy.

**Prohibitions and Hours of Compliance**

Covered and safety sensitive employees are prohibited from using a controlled substance at all times unless use is at the instruction of a physician, and the physician has advised that use will not affect the employee's ability to perform safety-sensitive duties.

Covered and safety sensitive employees are prohibited from using alcohol while on duty, four hours prior to performing duties, and up to eight hours following an accident or until the employee performs a post-accident test (whichever occurs first).

No supervisor having actual knowledge that an employee covered by this policy has used a controlled substance or alcohol within prohibited hours shall permit the employee to perform or continue to perform safety-sensitive duties.

**Notice of Medication Use**

Employees covered by this policy shall notify the District any time they are using medication prescribed by a physician that could adversely affect their performance of safety-sensitive duties. Employees shall not drive or perform other safety-sensitive duties at any time they have been advised by a physician that medication may or will adversely affect their ability to safely perform these duties.

**Participation in Drug and Alcohol Testing Program Required**

Employees serving in positions covered by this policy are required to participate in all applicable drug and alcohol testing as a condition of employment.

**Circumstances for Testing**

## **REQUIRED**

Descriptor Code: DBBA

All covered and safety sensitive employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations or as allowed by applicable law. Pre-employment controlled substance testing shall be administered to an applicant offered a covered or safety-sensitive position in the District prior to the first time the employee performs any safety-sensitive duties for the District [unless the applicant meets exemption criteria contained in federal regulations]. Employment with the District is conditional upon the applicant receiving negative test results.

An individual applying for, transferring to, or being promoted to any covered or safety-sensitive position shall initially be subject to controlled substance [and alcohol] testing. Verified positive test results shall prevent an applicant/employee from moving into a covered or safety-sensitive position.

### **Testing Procedures**

Testing shall be performed in accordance with federal drug and alcohol testing regulations and testing procedures are outlined in administrative regulations.

### **Refusal to Submit**

An employee covered by this policy may not refuse to take a required test. Refusal includes tampering with, adulterating, or substituting a specimen for testing; inability to provide sufficient quantities of the substance being tested without a valid medical exemption; interfering with the collection procedure; not immediately reporting to the collection site; leaving the collection site before the collection process is complete; and/or leaving the scene of an accident without a valid reason before a drug and/or alcohol test has been conducted. Employees who refuse required testing shall, at a minimum, be prohibited from performing covered and safety-sensitive duties.

### **Violations**

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from covered and safety-related duties and may be subject to the disciplinary consequences contained in the Drug and Alcohol-Free Workplace policy. Before an employee is reinstated, if at all, the employee shall comply with all applicable return-to-duty requirements, including evaluation, rehabilitation, and drug/alcohol testing requirements. The District will follow treatment referral procedures contained in federal regulations for covered employees.

Employees with verified alcohol concentrations below prohibited amounts shall be removed from covered and safety-sensitive positions and may be subject to the disciplinary consequences contained in the Drug and Alcohol-Free Workplace policy.

The District is not required to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. The Board retains the authority consistent with law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affect the qualifications for and performance of their job.

### **Confidentiality of Records**

The District shall maintain records in compliance with law. Drug and alcohol testing records are confidential and shall be maintained in a secured location. An employee shall

## **REQUIRED**

Descriptor Code: DBBA

be entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests. Records shall be made available to a subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request.

Necessary records and reports shall be maintained and made available to federal and state transportation agencies upon request in accordance with federal regulations.

### **Records from Former Employers**

With the employee's consent and in accordance with 49 CFR 40.25, the District may obtain any information concerning drug and alcohol testing from the employee's previous employer.

### **Training**

The District shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program.

### **Identity of Contact Person**

The Board designates the Superintendent to serve as the contact person for questions concerning the drug and alcohol testing program and this policy. This designee may be reached at (701) 652-3136.

### **Policy Dissemination**

The Superintendent shall disseminate this policy and other educational material in accordance with federal law. Each employee subject to this policy shall certify in writing that they have received this material upon receipt. The Board designates the Superintendent as the individual responsible for answering questions related to this material.

### **Effects of Alcohol and Controlled Substances**

The Business Office contains information on the effects of alcohol and controlled substance misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when a misuse problem is detected.

### **Conflict between Regulations and Federal Law and Regulations**

In the event of a conflict between the provisions of federal law or regulations concerning alcohol and drug testing and this policy or regulations, the federal law or regulations shall control.

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#### **Complementing NDSBA Templates (may contain items not adopted by the Board)**

- DBBA-AR, Drug and Alcohol Testing Procedures
- DBBA-E, Drug and Alcohol Testing for Employees
- DEAA, Drug and Alcohol-Free Workplace
- DEAA-AR, Procedure If Drug and/or Alcohol Use is Reasonably Suspected
- DEAA-E1, Record of Observable Behavior
- DEAA-E2, Steps to Performing a Reasonable Suspicion Test
- DEAA-E3, Drug and/or Alcohol Testing Consent Form

**REQUIRED**

Descriptor Code: DBBA

- DFC, Transfer and Reassignment
- DI, Personnel Records

**End of Carrington School District #49 Policy DBBA.....Adopted:**

**DRUG AND ALCOHOL-FREE WORKPLACE****Definitions**

For purposes of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drug* means any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.
- *Possession* shall mean:
  - a. Actual physical possession of the drug or alcohol while on school property;
  - b. Use or consumption of the drug or alcohol while on school property;
  - c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Reasonable suspicion* means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, 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.
- *Use* means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

The Carrington School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug and Alcohol Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

**Awareness Program**

The Superintendent shall create an Employee Drug-free Awareness Program in accordance with federal law. Information on the effects of drug and alcohol misuse, signs

## **REQUIRED**

Descriptor Code: DEAA

and symptoms of a drug and/or alcohol problem, and available methods of intervention when a misuse problem is detected can be found in the Business Office.

### **Policy Dissemination**

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

#### **Reasonable Suspicion Testing**

Employees may be subject to drug and/or alcohol testing when there is reasonable suspicion by the district administrator and/or supervisor that indicates the employee may have violated district policy and is using or appears to presently be under the influence of drugs and/or alcohol in violation of the policy.

Reasonable suspicion testing shall be based on objective facts and articulable observations that are consistent with the signs and symptoms of drug and alcohol abuse; including, but not limited to, appearance, behavior, motor skills, attendance and/or work performance by the employee. The circumstances, under which drug and alcohol testing shall be considered, as outlined above, are strictly limited to time and place of employee conduct while on duty, during work hours, and/or on school property.

The District shall take steps to ensure that district administrators and supervisors receive proper training to recognize the signs and symptoms of drug and alcohol misuse prior to making determinations for reasonable suspicion testing.

Reasonable suspicion testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing and testing procedures outlined in administrative regulation. The District shall designate collection sites where employees may provide specimens. This language in no way authorizes the District to conduct pre-employment, random, post-accident, return-to-duty, or follow-up drug testing on employees not subject to the Omnibus Transportation Testing Act or positions not defined by the Board as safety sensitive.

The District shall pay all costs of the employee drug and alcohol testing, unless the test is a retest requested by the employee. District employees will be compensated at their regular rate of pay for the time during which they are undergoing any drug or alcohol testing, including transportation time.

### **Violation Reporting**

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent, in accordance with applicable law, shall notify the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure of the employee to report the conviction within the time prescribed may lead to disciplinary action up to and including discharge.

### **Violations**

Violations of this policy may result in the following:

**REQUIRED**

Descriptor Code: DEAA

1. Mandatory participation in the Employee Assistance Program (EAP) and/or a rehabilitation program. Chemical dependency leave shall be granted in accordance with the chemical dependency leave policy;
2. Unpaid leave or suspension;
3. Termination of employment; due process procedures shall be followed prior to termination, if required; or
4. Notification of proper law enforcement authorities.

**Assistance**

The Board recognizes that drug and/or alcohol addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. The District shall offer an Employee Assistance Program (EAP) to assist in rehabilitation and intervention efforts. Use of the EAP will not jeopardize employment or promotion opportunities. Treatment for drug and/or alcohol addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

**Confidentiality**

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know or upon written consent of the employee.

The District shall maintain employee testing records in accordance with federal law on drug and alcohol testing regulations.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- DE, Staff Code of Conduct
- DEAA-AR, Procedure If Drug and/or Alcohol Use is Reasonably Suspected
- DEAA-E, Record of Observable Behavior
- DGB, Employee Assistance Program
- DGB-BR, Employee Assistance Program Procedure

**End of Carrington School District #49 Policy DEAA .....Adopted:**

**OPEN ENROLLMENT**

Open enrollment applications received from residents of other North Dakota school districts will be acted upon by the Board at a regular or special meeting prior to the deadline established by law. All applications will be reviewed and acted upon in the same chronological order as they were received.

Criteria for acceptance or rejection shall be based upon the capacity of a program, class, grade level or school building. The Board will not deny an application on the basis of previous academic achievement, participation in extracurricular activities, disabilities, English language proficiency or previous disciplinary proceedings.

The District will not give or offer to give remuneration or directly or indirectly exert influence upon the student or the student's family, in order to encourage participation in the open enrollment program.

The Business Manager or designee will notify the parent or guardian and the resident district of the acceptance or rejection of an application within the deadline established by law.

The District reserves the right for the Superintendent to assign a building to determine the class schedule for students who are accepted under this policy

The District may not be responsible for transportation of resident students who have enrolled in other districts through the open enrollment process.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FAAA-E, Open Enrollment and Tuition Agreement Comparison Guide

End of Carrington School District #49 Policy FAAA .....Adopted:



## CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return-to-play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR).

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

### Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
  - a. Is not part of the district's curricular or extracurricular program;
  - b. Is established by a sponsor to serve in the absence of a district program;
  - c. Receives district support in multiple ways (i.e., not school facility use alone);
  - d. Requires participating students to regularly practice or train and compete.
  - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred, and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

### Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Superintendent shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in

**REQUIRED**

Descriptor Code: FCAF

no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

**Return to Play**

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns eighteen, whichever is later.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FCAF-AR, Concussion Management Program
- FCAF-E1, Concussion Management Removal From Play Authority
- FCAF-E2, Return to Play Acknowledgement Form

End of Carrington School District #49 Policy FCAF .....Adopted:

## EDUCATION OF THE HOMELESS STUDENT

### Definitions

This policy defines the following:

- *Enrollment* means attending classes and full participation in school activities.
- *Full participation* means student participation in extracurricular activities, which offers additional opportunities for student engagement and greater motivation for retention. Further, extracurricular participation can open doors to higher education opportunities and scholarships and build skills and relationships that carry over into students' adult lives.
- *Homeless student or unaccompanied youth* means an individual who lacks a fixed, regular, and adequate nighttime residence due to loss of housing, economic hardship, or similar reason. It includes students and youths (preschool-grade 12) who are:
  - a. Living in an emergency shelter or transitional housing;
  - b. Living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations;
  - c. Living in cars, parks, public or private spaces not designed for humans to live, abandoned buildings, substandard housing, bus stations, train stations, or similar settings;
  - d. "Doubled up" by living with friends or family; or
  - e. Living in unsuitable conditions, such as lack of utilities, mold, infestations, or dangers.

Migratory students and unaccompanied youth (youth not in the physical custody of a parent/guardian) may be considered homeless if they meet the above definition.

Homeless status is determined in cooperation with the parent/guardian, or in the case of unaccompanied youth, the homeless student liaison.

- *Immediate enrollment* means within twenty-four hours of the best interest determination. Enrollment must not be denied or delayed because documents normally required for enrollment have not been provided. The enrolling school must immediately contact a student's school of origin to obtain the relevant records, and the school of origin should immediately transfer those records.
- *School of origin* means the school the student attended when permanently housed or the school in which the student was last enrolled, including a preschool.

### Homeless Student Liaison

The Board designates the Superintendent as the Homeless Student Liaison. This individual must perform all duties required by law to ensure the educational stability of a homeless student.

### Best Interest Determination

The District must comply with the McKinney-Vento Homeless Education Assistance Improvements Act. The District shall seek to eliminate barriers to school attendance for homeless students as defined by law. When feasible and consistent with a parent, guardian, or unaccompanied youth's wishes, the homeless student must be immediately

**REQUIRED**

Descriptor Code: FDB

enrolled in their school of origin and transportation must be provided in accordance with law.

When not feasible for a homeless student to attend their school of origin, as determined by the Superintendent in consultation with the parent, guardian, or student, the student must be placed in a school that is in the “best interest of the student.” The Superintendent must submit such placement decisions to the parent or guardian in writing, along with notice of the right to appeal and a dispute resolution procedure.

**Dispute Resolution**

To the extent feasible and appropriate, when a dispute arises as to the best interest determination, the District must ensure that a homeless student be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or student wishing to file an appeal of a determination shall notify the Homeless Student Liaison. The liaison shall follow the dispute resolution procedure created in regulation FDB-BR. The District shall make reasonable efforts to collaborate with aggrieved parties to resolve the dispute at the local level as expeditiously as possible.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- FDB-BR, Education of the Homeless Dispute Resolution Procedure
- FDB-E1, Caregiver Authorization Form
- FDB-E2, Carrington District-Level Dispute Resolution Form

**End of Carrington School District #49 Policy FDB .....Adopted:**

**EDUCATION OF PREGNANT AND PARENTING STUDENTS**

Pregnant and parenting students shall be entitled to all protections contained in the district's nondiscrimination and anti-harassment policy and should report any violations of these protections using the district's discrimination and harassment grievance procedure. These students shall be allowed to participate in all school programs and activities on the same basis as any other student enrolled in Carrington School District.

**Attendance Standards for Pregnancy and Post-Pregnancy Conditions**

Absences due to pregnancy and post-pregnancy related conditions shall be excused and approved so long as the student and/or her parent/guardian complies with any district documentation requirements associated with the absence as stated in the attendance policy. Documentation requirements for pregnancy and post-pregnancy related absences shall be no more stringent than documentation requirements the District has instituted for student absences due to illness.

Students shall not be disciplined or their status as a student otherwise demoted due to absences resulting from pregnancy or a post-pregnancy condition. Furthermore, students absent due pregnancy/a post-pregnancy condition shall not be barred from participating in district programs and activities except when absences result in ineligibility to participate in activities covered under North Dakota High School Activities Association bylaws. Students will be given a reasonable time to make up missed work or participate in a credit recovery program. Failure by the student to complete any make up work requirements or credit recovery program(s) may result in a demotion in grades, retention, extracurricular ineligibility, or other appropriate recourse as determined by district administration in accordance with applicable district policy.

**Accommodations for Pregnant Students**

The District shall provide reasonable accommodations to pregnant students and students recovering from pregnancy upon request by the student, her parent/guardian, or her medical provider.

**Alternative Curricular Participation**

The District shall encourage pregnant and parenting students to remain enrolled in the regular school program; however, the District will provide educational options to those students who are unable or who elect not to remain in their regular schools. Those options may include homebound tutoring, an alternative day school program, and/or attendance at adult evening classes. Pregnant and parenting students electing one of these options shall be permitted to reenter the regular education program upon request. If a request to re-enroll is made near the end a semester, the District may elect to re-enroll the student in the regular education program at the beginning of the subsequent semester.

**Medical Documentation Requests and Participation in Physical Activities**

Pregnant students involved in programs involving physical activity will be required to provide medical documentation certifying fitness for participation only on the same basis as the District requires such documentation from other students. Any medical documentation required for a pregnant student to participate in physical activities shall be no more stringent than when medical documentation is required to be provided by any other student as a condition of participation in physical activities.

**REQUIRED**

Descriptor Code: FDD

**Disclosure**

If a student discloses her pregnancy status to a district employee, the employee will refer the student to a school counselor. The school counselor shall encourage the student to inform her parent(s)/guardian of the pregnancy if such advice is in the best safety interest of the student.

If a student refuses to inform her parent(s)/guardian of her pregnancy within a reasonable time, the counselor, in conjunction with the Superintendent, shall make a decision about whether or not to inform the student's parent(s)/guardian. The decision shall be made on a case-by-case basis, taking into account the student's age and safety. Before acting on the decision, the counselor shall contact the student and provide her with an opportunity to appeal the decision to the Superintendent.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AAC-BR, Discrimination and Harassment Grievance Procedures
- FFB, Attendance & Absence

**End of Carrington School District #49 Policy FDD.....Adopted:**

**EDUCATION OF SPECIAL EDUCATION/DISABLED STUDENTS**

The Carrington School District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individuals with Disabilities Education Act and North Dakota law. In addition, the District complies with Section 504 requirements. For the purpose of compliance with state and federal laws concerning special education/disabled students and providing this assurance, the Carrington School District is a member of the East Central Special Education Unit and subscribes to its policies and procedures. These policies and procedures include those required to comply with IDEA and Section 504, such as but not limited to child find and procedural safeguards.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FDE-E, Section 504 Eligibility Determination Form

**End of Carrington School District #49 Policy FDE .....Adopted:**

**REQUIRED**

Descriptor Code: FDE

**EDUCATION OF SPECIAL EDUCATION/DISABLED STUDENTS**

The Carrington School District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individuals with Disabilities Education Act and North Dakota law. In addition, the District complies with Section 504 requirements. For the purpose of compliance with state and federal laws concerning special education/disabled students and providing this assurance, the Carrington School District is a member of the East Central Special Education Unit and subscribes to its policies and procedures. These policies and procedures include those required to comply with IDEA and Section 504, such as but not limited to child find and procedural safeguards.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FDE-E, Section 504 Eligibility Determination Form

**End of Carrington School District #49 Policy FDE .....Adopted:**



**STUDENTS IN FOSTER CARE****Definitions**

This policy defines the following:

- *Foster care* as defined in 45 U.S.C. 1355.20 and NDCC 50-11-0.1(7).
- *School of origin* means the school in which a student is enrolled at the time of placement in foster care. If a student's foster care placement changes, the school of origin would then be considered the school in which the student is enrolled at the time of the placement change. Districts must ensure a student in foster care remains in the school of origin unless it is not in the student's best interest as determined as set forth herein.
- *Best interest determination* shall take into account all relevant factors, including, but not limited to, length of placement, student and/or student's parent(s) or guardian preference, safety issues, and the proximity to the school in which the student is enrolled at the time of foster care placement. Transportation costs must never be considered when determining best interest determination.
- *Immediate enrollment* means within twenty-four hours of the best interest determination. Enrollment must not be denied or delayed because documents normally required for enrollment have not been provided. The enrolling school must immediately contact a student's school of origin to obtain the relevant records, and the school of origin should immediately transfer those records.

**Foster Care Student Point of Contact**

The Board designates the Superintendent as the district's Foster Care Point of Contact. This individual must perform all duties required by law to ensure the educational stability of a student in foster care.

**Best Interest Determination**

The District shall collaborate with state, local and tribal child welfare agencies, as applicable, and seek to eliminate barriers to school attendance for a student in foster care as defined by law<sup>1</sup>. When feasible and in the best interest of the student, as determined by the local child welfare agency (CWA), in collaboration with the district's Foster Care Point of Contact and other key partners, as applicable, the student in foster care must immediately be enrolled in their school of origin and transportation must be provided in accordance with law.

When not feasible for a student in foster care to attend their school of origin, as determined by the local CWA, in collaboration with the district's Foster Care Point of Contact and other key partners, as applicable, the student must be placed in a school that is in the best interest of the student. The local CWA shall submit such placement decisions to the foster parent or designated caregiver in writing.

If there is a difference of opinion regarding school placement between the District and CWA, the CWA shall be considered the final decision-maker.

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<sup>1</sup> <https://www2.ed.gov/about/inits/ed/foster-care/index.html>

**REQUIRED**

Descriptor Code: FDH

**Transportation**

The District shall collaborate with state, local and tribal child welfare agencies, as appropriate, to implement a written transportation procedure by which prompt, cost-effective transportation will be provided, arranged and funded for a student to remain in their school of origin, when in their best interest, for the duration of their time in foster care.

**Dispute Resolution**

To the extent feasible and appropriate, when a dispute arises as to the best interest determination, the District must ensure that a student in foster care remains in their school of origin and promptly receives transportation in a cost-effective manner, pending resolution of the dispute. The District shall make reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level as expeditiously as possible. The aggrieved party wishing to file an appeal of a determination shall notify the district's Foster Care Point of Contact and follow the dispute resolution procedure created by the state.

**Foster Care Student Records**

The district's Foster Care Point of Contact shall maintain all best interest determination and transportation documents in the foster care student's educational record until there is a change in the student's situation, such as custodial care or new foster parents, or until permanent placement has been established.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FDH-BR1, Foster Care Student Transportation Plan
- FDH-BR2, Foster Care Student Transportation Dispute Resolution Procedure
- FDH-E1, Foster Care Student Best Interest Determination Form
- FDH-E2, Foster Care Student Transportation Plan

End of Carrington School District #49 Policy FDH .....Adopted:

**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. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

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

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

**Disciplinary Standards for Special Education Students**

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

**Prohibited Disciplinary Actions**

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

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

**Disciplinary Authority**

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

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

**REQUIRED**

Descriptor Code: FF

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.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DE, Staff Code of Conduct
- FF-AR, Student Conduct Standards & Disciplinary Procedures
- FF-E, Examples of Student Conduct Violations
- KACB, Patron Complaints About Personnel

**End of Carrington School District #49 Policy FF .....Adopted:**

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

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

**Philosophy**

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

**Definitions**

This policy defines the following:

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

**Prohibited Substances**

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and

## REQUIRED

Descriptor Code: FFA

syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

### Prohibited Activities

It shall be against school policy for any student to:

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

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

### Reporting Violations

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

### Violation

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

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

1. The principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol.
2. The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board and not excessively intrusive in light of the age and sex of the student.

## **REQUIRED**

Descriptor Code: FFA

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

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

### **Intervention**

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

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

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

### **Confidentiality**

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

### **Education**

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

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

### **Policy Implementation**

**REQUIRED**

Descriptor Code: FFA

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

The Carrington School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the **student and the parents. Each principal will maintain a file of returned forms.**

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABBA, Tobacco Free School & Workplace
- FFA-AR, Alcohol & Other Drug Intervention Procedure
- FFE, Extracurricular Participation Requirements
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FGCB, Searches of Students & Students' Personal Property
- FGDB, Student Handbooks

**End of Carrington School District #49 Policy FFA .....Adopted:**



## ATTENDANCE & ABSENCES

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

### Definitions

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.

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

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

Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

### Documentation Requirements

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

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

### Compulsory Attendance Violations

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

**REQUIRED**

Descriptor Code: FFB

**Absences**

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

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

Students shall be subject to academic sanctions due to unexcused absences. Accumulated absences in excess of ten (10) may result in academic consequences.

Attendance shall be a factor used in computing students' grades. Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other intervention strategies for unapproved absences. These regulations shall contain provisions that allow students to remedy some or all of the adverse academic consequences associated with unapproved absences.

**Dissemination**

This policy shall be published in all student handbooks.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FFB-E, Accumulated Absence Letter to Parents
- FGDB, Student Handbooks

End of Carrington School District #49 Policy FFB .....Adopted:

## CARRYING WEAPONS

### Definitions

This policy defines the following:

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

### Prohibitions

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

### Disciplinary Consequences

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

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

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

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

**REQUIRED**

Descriptor Code: FFD

**Special Education Students**

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

**Non-applicable Provisions**

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

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

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-E2, Suspension & Expulsion for Special Education Students

**End of Carrington School District #49 Policy FFD .....Adopted:**

**EXTRACURRICULAR PARTICIPATION REQUIREMENTS****Philosophy**

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

The District shall enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off-campus behavior. In addition, the Board has established the following extracurricular participation requirements.

**Activities Affected by this Policy**

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

**Tobacco, Alcohol & Other Drug Use**

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. A student's presence at a gathering shall be regarded as possession. The {building principal} {Superintendent} shall take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove themselves from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

**Academics**

For the purposes of this policy, a failing grade is defined as receiving a F or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

In addition to NDHSAA academic standards, the {Name of District} also requires that no student may participate in a contest if they fail more than one class as computed from the beginning of the semester.

**Violation of Other Misconduct Policies**

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

**REQUIRED**

Descriptor Code: FFE

**Suspension Procedure**

When the building principal or Superintendent, as a result of their investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, they shall issue notice to the student of this suspension.

**Practice and Travel while Suspended**

Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FF, Student Conduct and Discipline
- FFE-AR, Meals for Students Participating in Extracurricular Activities
- FFE-AR2, Athletic Physicals
- FFK, Suspension and Expulsion
- FFK-BR, Suspension and Expulsion Regulations
- GCBA, Grading

End of Carrington School District #49 Policy FFE.....Adopted:

## SUSPENSION AND EXPULSION

### Definitions

This policy defines the following:

- *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.
- *Suspension* includes in-school suspension from classes and out-of-school exclusion from classes, school property, and activities.
- *Dangerous weapon* as defined by NDCC 62.1-01-01
- *Firearm* as defined by NDCC 62.1-01-01

### Suspension/Expulsion Authority

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

The Board designates itself 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 Carrington School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

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

### Conduct Subject to Suspension/Expulsion

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another individual, except in self-defense;
4. Possessing or transmitting on school property, a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

**REQUIRED**

Descriptor Code: FFK

- 6. Disobedience or defiance of proper authority;
- 7. Behavior that is detrimental to the welfare, safety, or morals of other students;
- 8. Truancy;
- 9. Offensive and vulgar language when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;
- 10. Threats of violence, bomb threats, or threats of injury to individuals or property;
- 11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

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

**Suspension or Expulsion of Students with Disabilities**

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

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

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FGDB, Student Handbooks
- FFK-BR, Suspension & Expulsion Regulations
- FFK-AR1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-AR2, Suspension & Expulsion of Special Education Students

**End of Carrington School District #49 Policy FFK .....Adopted:**



## STUDENT EDUCATION RECORDS AND PRIVACY

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

### Definitions

- *Directory information* is defined as personally identifiable information contained in a student education record that is generally considered not harmful or an invasion of privacy if disclosed and includes:
  - a. Address
  - b. Date and place of birth
  - c. Dates of attendance
  - d. Degrees, honors, and awards received
  - e. Grade level
  - f. Most recent school attended
  - g. Name (first and last)
  - h. Participation in officially recognized activities and sports
  - i. Photograph
  - j. School email address
  - k. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number
  - l. Telephone listing
  - m. Weight and height of members of athletic teams<sup>1</sup>
- *Education record* is defined as any record that directly relates to a student and is maintained by the District or by a party acting for the District. This definition excludes law enforcement records and records in the sole possession of the maker used only as a memory aid.<sup>2</sup>
- *Eligible student* means a student who has reached the age of 18.<sup>3</sup>
- *FERPA* stands for the Family Educational Rights and Privacy Act.
- *Legitimate educational interest* is defined as access that is needed in order for a school official to fulfill his/her professional responsibility.<sup>4</sup>
- *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- *Permanent record* is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.
- *Personally Identifiable Information (PII)* includes information maintained in the student's education record that could be used alone or in combination to trace a student's identity directly or indirectly and would allow a reasonable person, who

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<sup>1</sup> 34 CFR 99.3

<sup>2</sup> 34 CFR 99.3

<sup>3</sup> 34 CFR 99.3

<sup>4</sup> [https://nces.ed.gov/pubs2004/privacy/section\\_4b.asp](https://nces.ed.gov/pubs2004/privacy/section_4b.asp)

## REQUIRED

Descriptor Code: FGA

does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

- *Record* means any information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.<sup>5</sup>
- *School official* is defined as an individual who has a legitimate educational interest in accessing student educational records and is affiliated with the District in one of the following capacities:
  - a. An individual employed by the District in an administrative, instructional, or support staff position.
  - b. School board members.
  - c. Contractors, consultants, volunteers, service providers, or other party with whom the school or District has outsourced institutional services or functions for which the school or District would otherwise use employees; records provided to these third parties must remain directly under the district's control for purposes of maintenance and use and the third party must agree to comply with 34 C.F.R. 99.33(a). Examples include, but are not limited to, school resource officers, interns, student teachers, the district's attorney, PowerSchool, SLDS, learning management software, hot lunch tracking software, and district alert systems.<sup>6</sup>

### **Designation and Responsibilities of Privacy Officers**

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

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

1. Maintaining a list of school personnel by title who have access to student information; this list shall be provided to the Superintendent each time it is updated.
2. Submitting to the Superintendent for board approval new requests to share student information with third-party individuals and entities other than parties to which the District reports student information under law.
3. Ensuring that access to student information is granted only to the extent there is a legitimate educational interest and in accordance with this policy and any applicable agreements.

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<sup>5</sup> 34 CFR 99.3

<sup>6</sup> 34 CFR 99.31(a)(1) and 06/28/06 FERPA Opinion  
(<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/library/clarkctv062806.html>)

## REQUIRED

Descriptor Code: FGA

4. Enforcing this and other applicable district confidentiality and data protection policies.
5. Providing a list of students who have opted-out of directory information to classroom teachers and other district staff who have a need to know.

### Information Release Safeguards

#### 1. Access by Parents and Eligible Students

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

- a. The District shall comply with a request by a parent or eligible student to access education records within a reasonable period of time, not to exceed 45 days after receipt of a request.
- b. The Board shall develop procedures for a parent/guardian/student to review and amend educational records. These procedures shall include procedures to verify the identity of a requesting parent/eligible student. The regulations shall be delineated in board approved regulations and disseminated annually in accordance with law.<sup>7</sup>

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

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

#### 3. Data Breaches

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

#### 4. Information Storage and Destruction

Student education records shall be reviewed annually and any records unnecessary for progression to the next grade level, not needed for college entrance purposes, not needed for extracurricular participation, not needed for disciplinary purposes, and records that are not part of the permanent record will be shredded or destroyed. Exceptions apply for any content that may reasonably

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<sup>7</sup> 34 CFR 99.7 and 99.10

be related to litigation or anticipated litigation (retain for six years after a student turns eighteen), bullying reports (retain in accordance with policy ACEA), concussion documentation (retain in accordance with policy FCAF), executive session tapes (retain for at least six months), PowerSchool records, and special education records (retain in accordance with the Individuals with Disabilities Education Act).

#### 5. **Directory Information**

The District may disclose directory information without parental/eligible student consent if it has given parents/eligible students a reasonable amount of time to opt-out of directory information release. Opt-out notices should be provided at the beginning of the school year and when a student otherwise enrolls in the District. These notices shall contain a reasonable deadline of at least ten days for parents/eligible students to opt out.<sup>8</sup>

The Board approves release of directory information as follows:

- a. Publication on the district's website.
- b. To board-approved vendors for purposes of sale of school-related items such as, but not limited to, yearbooks, school pictures, graduation items, district apparel, and book orders.
- c. To military and college recruiters in accordance with applicable laws (NDCC 15.1-07-25.1 and 20 U.S.C. 7908).
- d. To official district newspaper for purposes of recognizing student accomplishments and coverage of extracurricular events.
- e. To school-affiliated groups for purposes of communicating and fundraising.
- f. To school-sponsored student publications including, but not limited to, newspapers and yearbooks.
- g. When the Board receives and approves a directory information release request; directory information shall only be released and used for purposes specified in the release request and the Superintendent shall add approved requestors to the district's master list of individuals and entities having access to student information. The Board shall develop criteria in regulations for approving and denying these requests.<sup>9</sup>

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

#### 6. **Personally Identifiable Information (PII)**

Any third party requesting or receiving access to student PII must receive board approval unless the third party is required to receive PII under state or federal law.<sup>10</sup> Any school employee who wishes to share PII with a third party shall contact his/her privacy officer. The privacy officer shall determine if the Board has

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<sup>8</sup> 34 CFR 99.37

<sup>9</sup> 34 CFR 99.37(d)

<sup>10</sup> SB 2326

## REQUIRED

Descriptor Code: FGA

previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval of any PII release request, the applicable privacy officer shall inform the requestor of any parental consent requirements (see #7) and ensure the requestor complies with such requirements.

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

- a. The District receives information under 42 U.S.C. 14071 and applicable federal guidelines about a student who is a registered sex offender under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071), and the District has a need to disclose the student's status as a sex offender for safety purposes.<sup>11</sup>
- b. In connection with a health or safety emergency under the conditions described in 34 C.F.R. 99.36.<sup>12</sup>
- c. If records have been de-identified by the District; third party individuals and entities that receive de-identified information shall be included on the district's master list of individuals and entities having access to student information.<sup>13</sup>
- d. To a school official who has a legitimate educational interest in the education records if the following conditions are satisfied:
  - i. Access shall be limited to only information the school official has a legitimate need to know.
  - ii. School officials shall use the information only for the purposes for which the disclosure was made and shall not re-disclose the information to any other party without proper consent or legal authority.
  - iii. Titles of individuals and entities considered school officials shall be included on the district's master list of individuals and entities having access to student information.<sup>14</sup>
- e. To a court without a court order or subpoena when the District initiates legal action against a parent/student or a parent/student initiates legal action against the District.<sup>15</sup>
- f. To accrediting bodies for purposes of accreditation.<sup>16</sup>
- g. To an organization conducting a study for the District to develop, validate, or administer a predictive test; administer student aid programs; or improve instruction so long as the organization has entered into a written agreement with the Board in accordance with law; if the organization is conducting a survey of students, the District shall ensure parents are notified in

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<sup>11</sup> 34 CFR 99.31(a)(16)

<sup>12</sup> 34 CFR 99.36

<sup>13</sup> 34 CFR 99.31(b)(1) and SB 2326

<sup>14</sup> 34 CFR 99.31(a)(1)

<sup>15</sup> 34 CFR 99.31(a)(9)(iii)(A)

<sup>16</sup> 34 CFR 99.31(a)(7)

compliance with policy GCC and shall obtain parental consent, if applicable (see #7).<sup>17</sup>

- h. To another school in which the student seeks, intends to, or is already enrolled.<sup>18</sup>
- i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs.<sup>19</sup>
- j. To comply with a judicial order or lawfully issued subpoena; the District must make reasonable attempt to contact the parent/eligible student before disclosure unless the court order instructs otherwise.<sup>20</sup>
- k. To the parents of an eligible student who is also a "dependent student" as defined in IRS Section 152.<sup>21</sup>

The District will take measures necessary to ensure that individuals and entities to which PII is released shall only have access to information necessary to fulfill their responsibilities under law and to the District. Measures may include, but not be limited to, controlling access to computer data through password restrictions, controlled access to paper records, and ensuring that any information access agreements required by law are properly executed by the Board.<sup>22</sup>

#### 7. **When Parental Consent is Required**

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

- a. The Board has approved release of PII to an individual or entity not meeting the definition of school official under law and/or not meeting an exception to the parental consent requirement under FERPA.
- b. The Board has approved release of directory information, other than or in addition to name, or PII to an online service provider for commercial purposes and the impacted students are under 13.<sup>23</sup>
- c. When administering a survey funded in whole or in part by the U.S. Department of Education and concerning any of the following areas:
  - i. Political affiliations or beliefs of the student or the student's parent;
  - ii. Mental or psychological problems of the student or the student's family;
  - iii. Sex behavior or attitudes;
  - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - v. Critical appraisals of other individuals with whom respondents have close family relationships;

<sup>17</sup> 34 CFR 99.31(a)(6)

<sup>18</sup> 34 CFR 99.31(a)(2)

<sup>19</sup> 34 CFR 99.31(a)(3)

<sup>20</sup> 34 CFR 99.31(a)(9)

<sup>21</sup> 34 CFR 99.31(a)(8)

<sup>22</sup> 34 CFR 99.31(a)(3)(ii)

<sup>23</sup> Children's Online Privacy Protection Act, 16 CFR 312

## REQUIRED

Descriptor Code: FGA

- vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- vii. Religious practices, affiliations, or beliefs of the student or student's parent;
- viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).<sup>24</sup>

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

### **504 Plans and Individual Educational Programs (IEPs)**

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

### **Policy Violations**

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

### **Training**

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

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### Complementing NDSBA Templates (may contain items not adopted by the Board)

- ACE, Violent & Threatening Behavior
- ACEA, Bullying
- DE, Staff Code of Conduct
- FACB, Transfer & Withdrawal Records
- FCAF, Concussion Management
- FGA-BR, Student Education Records Access & Amendment Procedure
- FGA-E, Notice for Directory Information
- FGA-E2, Model Notice of Rights Under FERPA for Elementary and Secondary Schools
- FGA-E3, FERPA Release Form for Parents

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<sup>24</sup> Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h; 34 CFR Part 98

**REQUIRED**

Descriptor Code: FGA

- FGA-E4, Notice of Executive Session Tape on File
- FGA-E5, Student Information Sharing Request
- FGA-E6, Model form for Disclosure to Parents of Dependent Students
- FGA-E7, School Officials' Guide to FERPA and Data Privacy
- FGA-E8, Parties Approved to Receive Student Data
- GCC, Protection of Pupil Rights Amendment & Third-Party Research on Students
- IDC, Data Protection & Security Breaches

**End of Carrington School District #49 Policy FGA.....Adopted:**



**STUDENT PUBLICATIONS & FREEDOM OF EXPRESSION**

School-sponsored media, as defined by NDCC 15.1-19-25, shall be supervised by a student media advisor but shall not be reviewed by an administrator unless the publication is believed to contain restricted content as listed below.

The following material is prohibited from being published in school-sponsored media:

1. Material that is profane or pornographic
2. Material that is slanderous or libelous in nature
3. Material that infringes or may infringe on the privacy rights of others
4. Material that violates federal or state law, promotes violence, terrorism, or other illegal activities including, but not limited to, material that promotes tobacco and/or drug and alcohol use by minors
5. Material that is reasonably forecast to materially and substantially disrupt the educational environment
6. Material that violates or incites the violation of policy including, but not limited to, the district's policies on bullying and harassment
7. Material that poses a direct safety threat to the District, its students, and/or staff

A decision to prohibit publication and distribution of a student publication with restricted content shall be made by the building principal and may be appealed to the Superintendent. The Superintendent shall investigate and issue a decision in a timely manner. The Superintendent's decision is binding.

**End of Carrington School District #49 Policy FGDD .....Adopted:**

**ENGLISH LEARNERS**

It is the policy of the Carrington School District to provide the appropriate educational services as required by law. Students are guaranteed equal educational opportunities regardless of race, color, religion, gender, national origin, ancestry, disability, age, or other status protected by law. Students identified as lacking the necessary language proficiency to learn and interact in the classroom shall be provided necessary services.

The District provides appropriate educational services and parity in programs/services/resources provided to students who are Limited English Proficient (LEP) and/or English Learners (EL). The District has developed a plan that describes the process of identifying and assessing students who are LEP or EL. The plan is consistent with state and federal requirements.

The plan also includes a procedure for ensuring participation by identified students in state mandated assessments and a description of methods used to assist with language proficiency and academic achievement, including a description of the instructional model chosen, method of developing individual student instructional plans, teacher assessment, instructional planning, parental involvement, and program exit criteria. The plan assures that a trained ESL or bilingual education teacher shall oversee the LEP and EL program. The plan will be monitored to ensure that portions that fail to meet the needs of LEP and EL students are revised or discontinued.

Parents or guardians of EL and LEP student shall be notified upon identification and be informed of student's needs, services available, and annual progress in English and academic achievement. Parents or guardians shall be communicated with, to the extent practicable, in their native language or a language that they can understand.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination & Anti-Harassment Policy
- FAB, School Assignment & Choice
- FACA, Placement & Adjustment of Transfer Students
- GABAA-AR, English Learners (EL) Communication Procedure

**End of Carrington School District #49 Policy GABAA .....Adopted:**

**TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE**

**Process**

Any individual who believes that the Carrington School District has violated the regulations or law governing a Title program should submit a complaint to the Superintendent at Carrington School, PO Box 48, Carrington, ND 58421-0048, 701-652-3136. The Superintendent shall investigate the complaint and provide the individual with a written response within 30 days or as soon as practicable.<sup>1</sup>

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 appropriate Title Program Director] The Title Program Director shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

**Reconsideration**

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.

**End of Carrington School District #49 Policy GABDB .....Adopted:**

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<sup>1</sup> The 30 day deadline is recommended by NDSBA but not required by federal law.

**REQUIRED**

Descriptor Code: GACB

**PATRIOTIC EXERCISES**

The principal of each school and/or any teacher is allowed to provide a daily program for the voluntary pledge of allegiance. Students may also receive instruction concerning the words and music of the national anthem, so they are able to recite or sing the words and recognize the music.

The Board recognizes that the beliefs of some students and teachers prohibit their participation in these patriotic exercises. No person shall be required to participate in these exercises. All persons, however, are expected to show respect to the flag and to the participation of others in the exercise.

Schools may hold ceremonies and/or integrate information into the curriculum related to historically significant and/or patriotic holidays such as Martin Luther King Day, President's Day, Flag Day, and Columbus Day.

**End of Carrington School District #49 Policy GACB.....Adopted:**

### PROTECTION OF PUPIL RIGHTS AMENDMENT & THIRD-PARTY RESEARCH ON STUDENTS

Surveys and educational studies can serve as a valuable tool for determining student needs and developing educational services.

Because of the possibility of a large number of outside requests to conduct surveys and research studies, the Superintendent shall only bring to the Board for approval<sup>1</sup> requests that at least meet the following criteria:

1. The study/survey is conducted for the purpose of improving the education or general welfare of students.
2. The party proposing the study/survey has a purpose and mission that is in keeping with the district's mission, goals, and objectives.
3. The study/survey proposal is sufficient in scope and depth to justify the use of the time and effort of district students and staff.
4. The party conducting the study/survey will provide a copy of the survey instrument and/or any instructional material that will be used including, but not limited to: textbooks, teachers' manuals, films, software, and/or other supplementary material. Such material must be provided prior to the initiation of the survey/study and in a timely manner, allowing the Superintendent and other relevant school officials ample opportunity to review such material, bring approval recommendations to the Board, and comply with any applicable parental notification and consent requirements under the Protection of Pupil Rights Amendment (PPRA) if the survey concerns a protected area or is for marketing purposes.<sup>2</sup>
5. Neither the study/survey nor its findings are reasonably predicted to exploit or compromise the safety of district students and staff.
6. The party conducting the study/survey agrees to provide a copy of the outcome/results to the District within a reasonable time after the study/survey's completion.

Before recommending to the Board for approval a study/survey, the Superintendent shall also take into account the amount of instructional time the survey/study will consume, if it will unduly disrupt the educational environment, the level of supervision the District will have to provide to third parties conducting the survey/study, the amount of

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<sup>1</sup> See NDCC 15.1-07-25.3

<sup>2</sup> **Protected areas** are as follows:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

**Parental consent requirements:** If a survey on a protected area is funded in whole or in part by a program of the U.S. Department of Education (ED), parental consent is required for students to participate. If a survey relates to a protected area and is funded by a source other than ED or if a survey on any topic is conducted for marketing purposes, schools must provide parents with advance notice of the survey and an opportunity to opt out.

**REQUIRED**

Descriptor Code: GCC

protected/confidential information that will be gathered, and whether or not the agency conducting the survey/study has developed appropriate safeguards for collection, protection, disclosure, and use of protected/confidential information.

Teachers may use surveys in classes to determine student knowledge and/or attitudes prior to teaching provided that administrative approval has been given and provided that responses will not be used in a manner that would breach student confidentiality requirements under law and/or district policy.

**Protection of Pupil Rights Amendment (PPRA)**

The District shall comply with PPRA, which affords parents specific rights with relation to conducting surveys, collecting and using student information for marketing purposes, and conducting certain physical exams.

Under PPRA, parents are afforded the following rights:

1. Receive advance notice of any survey related to a protected area<sup>3</sup> and an opportunity to opt in their child if the survey is funded by the U.S. Department of Education (ED) or opt out their child if the survey is not funded by ED.
2. Receive advance notice of any survey that will be used for marketing purposes and an opportunity to opt out their child.
3. Upon request, inspect a survey created by a third party or a survey that will be used for marketing purposes before the survey is administered or distributed by a school to a student; parents must file such requests with the building principal, and the building principal or designee will mail, email, or arrange for a parent to inspect the survey at school within a reasonable timeframe after receiving the request.
4. Upon request, inspect any instructional material used as part of the educational curriculum for his/her child; parents must file such requests with the building principal, and the building principal or designee will mail, email, or arrange for a parent to inspect the instructional material at school within a reasonable timeframe after receiving the request.
5. Receive advance notice of any nonemergency physical exam and an opportunity to opt out except when the physical exam is required by law.
6. Whenever administering or overseeing a survey or physical exam of students, the District will comply with student confidentiality requirements in law and applicable district policy.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- FGA, Student Education Records & Privacy
- GAAA, Curriculum Design & Evaluation
- GCC-E, Model Notification of Rights Under the Protection of Pupil Rights Amendment

**End of Carrington School District #49 Policy GDD .....Adopted:**

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<sup>3</sup> See footnote one for a definition of protected area.

FEDERAL FISCAL COMPLIANCE

The Carrington School District shall appoint one individual annually to serve as the authorized representative for the Title I program in accordance with state Title I requirements. This individual shall have official signature authority over the Title I program and the district's Title I funds, shall serve as the district's main contact for the State Title I office, unless the district specifies otherwise, and shall receive Title I updates and mailings.

The Carrington School Board approves the authorization of the Superintendent as the authorized representative for the following federal programs: Title I, Title II Part A, Title III, Title IV Part A, RLIS funds<sup>1</sup>, School Food Service, Comprehensive School Reform, and Federal Vocation Program.

*(NOTE: Districts that receive additional federal funds, such as formula or competitive grants, must also assign an authorized representative for those programs and grants.)<sup>2</sup>*

Annually, the Board shall review and approve the consolidated application for Title I, Title II Part A, Title III, Title IV Part A, and RLIS funds. Upon approval, the Board shall grant permission to the authorized representative to submit the application. The Board shall also review and approve all competitive grant applications prior to their submission.

The Business Manager shall track all Title expenditures and assure that the District follows all budgetary requirements under Title.

The Business Manager shall ensure that the budgetary requirements have been appropriately documented, submit all Title program reports to the State Title office, as required, and ensure that the district's Title programs comply with the federal Maintenance of Effort regulation.

The Business Manager shall also ensure that all other federal funds, such as those received through grants, are expended as intended in the grant application or budget revision and will verify that the budgetary information for these federally funded programs matches the budgetary information on file with the state.

The Business Manager shall track all items purchased with Title funds. These items will be labeled as purchased with Title funds. The District shall maintain a formal equipment inventory description list for all items purchased with Title funds that are valued at \$750 or more and all computers purchased with these funds.

All employees paid with federal funds shall document the time and effort they expend towards federal programs in accordance with federal law.

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- Complementing NDSBA Templates (may contain items not adopted by the Board)
- HBAA-E, Title I Fiscal and Inventory Requirements
- End of Carrington School District #49 Policy .....Adopted:**

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<sup>1</sup> Rural and Low-Income School grant program, AKA, Rural Education Achievement Program (REAP) - <https://www2.ed.gov/programs/reaprlisp/index.html>  
<sup>2</sup> Remove NOTE prior to adopting final version.

*NOTE: All district recipients of federal fund dollars must have a procurement policy in place prior to distributing funds.*

## **PURCHASING**

All purchases made on behalf of the District shall be executed in a fair, equitable, and legal manner using a process that helps ensure the best value for the District and its taxpayers. The purpose of this policy and accompanying regulation is to establish such procedures.

### **Establishment of a Purchasing System**

The Board delegates overall purchasing authority to the Superintendent who shall serve as the district's Chief Procurement Officer. The Chief Procurement Officer shall be responsible for developing and administering the purchasing program of the District, including the development and implementation of a requisition and purchasing system that is efficient, economical, and meets the standards below. A complete purchasing record system shall be maintained by the Chief Procurement Officer. To ensure adequate checks and balances, the procurement officer shall have authority to approve district employee's purchases but shall not directly make purchases for the District.<sup>1</sup>

### **General Requirements for Purchases**

1. All purchases must conform to all applicable state laws (see HCAA-E), including, but not limited to, laws prohibiting disclosure of confidential and proprietary information.
2. All parties involved in purchasing shall act in good faith, and purchases at all levels shall be made in a manner and form that permits the highest degree of fair competition possible.
3. All purchases must be documented through the purchase card (p-card) system, a purchase order, contract, invoice, or receipt. All records of purchases must be submitted to the Chief Procurement Officer.
4. All purchases made through the purchasing system must have budget appropriations adequate to cover the cost of such obligations. Purchases not meeting this criterion must be approved by the Board.
5. Prior to making a purchase, the purchaser shall check current inventories to ensure that the purchase is necessary and determine if the item can be obtained through existing cooperative purchasing agreements under NDCC 54-44.4-13 or federal agencies contracted under 21-06-08. Purchases made through such agreements are exempt from the procurement procedures contained in this policy.
6. Procurement requirements may not be artificially fragmented as to constitute a small purchase or to avoid competitive purchasing requirements. Artificial fragmentation means splitting purchase requirements or splitting an invoice to stay below a certain dollar level to avoid competition or stay within delegated authority

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<sup>1</sup> Districts should consult with their auditors for guidance and review p-card rules if considering modification to these recommended checks and balances.



limits. Fragmentation must be based on an actual need of the District, and documentation of this need shall be filed with the procurement officer.

7. If purchases are made using restricted funds (e.g., grant dollars), purchases must conform to any requirements associated with those funds.
8. This policy is not applicable to legal services or public improvement or construction purchases, which are covered by separate policies HCAB, HCAC, HCAD.
9. Purchases requiring contracts must comply with the contracting standards contained in this policy and in law.

**Purchasing Authority Thresholds**

The Chief Procurement Officer or designee shall evaluate the procurement needs and estimate the amounts to be purchased to ensure the appropriate purchasing authority threshold is followed. Estimated price may be based upon previous purchases, market research, a published price list, or asking a vendor for a budgetary estimate.

1. **Purchases less than \$10,000:** These purchases may be delegated by the Chief Procurement Officer to building-level administrators and Athletic Director. Purchasers shall obtain at least one fair and reasonable quote. To the extent feasible, the District must rotate vendors solicited on an equitable basis. The Board has developed criteria if multiple informal bids or proposals are necessary (HCAA-BR).
2. **Purchases \$10,000 to \$50,000:** These purchases may only be made by the Superintendent who shall develop specifications and solicit at least three vendors to submit oral or written informal bids or proposals. If receiving three bids or proposals is not feasible or practical, the purchaser shall document an explanation and file it with the Chief Procurement Officer who has authority to require the purchaser to seek additional solicitations. The Board has developed criteria for purchasers to evaluate informal bids or proposals (HCAA-BR).
3. **Purchases greater than \$50,000:** These purchases shall only be made in accordance with NDCC 15.1-09-34 and board policy HCAB.

**Delegation of Purchasing Authority when Conflict of Interest Declared**

In the event that an individual with purchasing authority has a conflict of interest under law, they shall contact the Chief Procurement Officer who shall appoint another qualified district employee without a conflict to oversee the procurement process of the good or service at issue.

**Purchases Requiring Contracts**

Any purchase requiring a contract with a vendor shall be approved by the Board prior to execution. When a vendor supplies the contract, the Chief Procurement Officer or designee shall review and make recommendations to the Board prior to approval. Contracts for purchases or services of \$10,000 or more or contracts that contain the option for extension or renewals shall be reviewed by the district's legal counsel prior to board adoption.

**REQUIRED  
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**Descriptor Code: HCAA**

Contracts shall be no longer than one year in term unless permitted by law and may contain options for renewals or extensions in accordance with law. The District shall not enter into contracts containing indemnity obligations on the part of the District and additional insured status when these clauses will benefit another party.

**Unauthorized Purchases**

Unauthorized purchases are prohibited by Policy DEBJ.

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**Complementary Documents**

- DEBJ, Unauthorized Purchases
- HCAA-BR, Evaluation of Bids or Proposals
- HCAA-E, Purchasing Laws for Schools
- HCAB, Bidding Requirements & Procedures
- HCAG, Purchase Cards
- HEAA, Line-Item Transfer Authority

End of [Name of District] Policy HCAA.....Adopted:

[02/22]

**DATA PROTECTION & SECURITY BREACHES**

**Data Protection**

The Carrington School District will take reasonable security measures to guard against the foreseeable loss of private information. Private information is defined as that information protected under federal laws such as, but not limited to, the Family Educational Rights and Privacy Act (FERPA), information defined as confidential or exempt in NDCC Ch. 44-04, and data defined as "personal information" in NDCC 51-30-01(2). Private information does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.

In determining the reasonableness of the district's security measures, the Board will consider the value of private information in the district's possession and the potential damages associated with the loss or compromise of this data.

All security measures will be delineated in a security system plan, which is exempt from North Dakota open records law. Creation of, discussion of, and revision to this plan will occur in executive session in accordance with North Dakota law.

**Security Breach**

State law defines "breach of security" in NDCC 51-30-01. Any security breach that meets this definition or any reasonable suspicion of such a breach shall be immediately reported to the Superintendent. The Superintendent shall put procedures in place to notify state residents affected by the breach as required by law.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- ACDA, Acceptable Use
- BCAD, Executive Session
- IDC-E, Security Breach Procedure

**End of Carrington School District #49 Policy IDC .....Adopted:**

## CARRINGTON DISTRICT-SCHOOLS PARENT AND FAMILY ENGAGEMENT POLICY

In support of strengthening student academic achievement, the District which receives Title I, Part A funds, hereafter referred to as "District-Schools", must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Policy that contains information required by the Every Student Succeeds Act (ESSA). The policy establishes the district-school's expectations and objectives for meaningful parent and family engagement and describes how the District will implement a number of specific parent and family engagement activities.

### Definitions

This policy defines the following:

- *Parent* means a biological, adoptive, step or foster father or mother, or any other individual who stands in loco parentis to the student.
- *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. Parents play an integral role in assisting their child's learning;
  - b. Parents are encouraged to be actively involved in their child's education at school;
  - c. 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; and
  - d. Other activities are carried out, such as those described in ESSA.
- *Family/family members* are adults living in a student's household who are related to the student

### District-Schools Parent and Family Engagement Policy Requirements

The District-Schools agree to implement the following requirements as outlined in law:

1. The District-Schools shall put into operation programs, activities, and procedures for the engagement of parents and family members in all of its school with Title I, Part A programs. These programs, activities, and procedures must be planned and operated with meaningful consultation with parents and family members of participating children;
2. The District-Schools shall work to ensure that the required District-Schools Parent and Family Engagement Policy meets the Title I, Part A requirements, and includes as a component, a school-parent compact;
3. The District-Schools shall incorporate this District-Schools Parent and Family Engagement Policy into its district plan;
4. The District-Schools shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A,

**REQUIRED**

Descriptor Code: KAB

including the planning, review, and improvement of the District-Schools Parent and Family Engagement Policy and the joint development of the targeted assistance or schoolwide program plan;

5. The District-Schools shall update the District-Schools Parent and Family Engagement Policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the Parent and Family Engagement Policy available to the local community;
6. The District-Schools shall provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand; and
7. If the District-Schools plan for Title I, Part A is not satisfactory to the parents of participating children, the District shall submit any parent comments with the plan when the District submits the plan to Department of Public Instruction.

**Required District-Schools Parent and Family Engagement Policy Components**

The District-Schools Parent and Family Engagement Policy includes a description of how the school may implement or accomplish each of the following components:

**1. Joint Development**

The District-Schools shall take the following actions to involve parents and family members in jointly developing its district-school plan, and in the development and review of support and improvement plans:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and

6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

**2. Annual Title I, Part A Meeting**

Each district school who receives Title I, Part A funds shall take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the District-Schools Parent and Family Engagement Policy, the schoolwide plan, and the school-parent compact.

The school holds an Annual Title I meeting, usually in May, to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved in. The Annual Title I meeting is used to provide an opportunity to disseminate information and distribute copies of the revised District-Schools Parent and Family Engagement Policy. Parents are informed of the meeting and a copy of the meeting minutes are made available at the school office, by mail, and may be posted on the school website.

**3. Technical Assistance**

The District-Schools shall provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

**4. Annual Evaluation**

The District-Schools shall take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this District-Schools Parent and Family Engagement Policy in improving the academic quality of its Title I, Part A schools. The evaluation must include identifying barriers to greater participation by parents in 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 evaluation must also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The District may use the findings of the evaluation about its District-Schools Parent and Family Engagement Policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its District-Schools Parent and Family Engagement Policy.

The district's plan for meeting these goals is to:

## REQUIRED

Descriptor Code: KAB

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, , etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
  2. Implement strategies to involve parents/families in the educational process, including:
    - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
    - Providing access to educational resources for parents/families to use together with their children.
    - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
  3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
  4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
  5. Perform regular evaluations of parent/family involvement at each school and at the district level.
  6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
  7. If practical, provide information in a language understandable to parents.
5. **Building Capacity of Parents and Family Members**  
The District-Schools shall build the schools' and parents' capacity for strong parent and family engagement by providing materials and training on such topics as literacy training and using technology to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:
- a. The challenging State academic standards;
  - b. The State and local academic assessments including alternate assessments;
  - c. The requirements of Title I, Part A;

- d. How to monitor their child's progress; and
- e. How to work with educators to improve the achievement of their child.

The District-Schools shall provide parent and family engagement of participating children, if requested, 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 request as soon as practically possible.

**6. Building Capacity of District Staff**

The District-Schools shall, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools.

The District-Schools shall provide other reasonable support for parent and family engagement activities as parents may request by:

**7. School-Parent Compact**

Each district school who receives Title I, Part A shall take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students may share the responsibility for improved student academic achievement and the means by which the school and parents may build and develop a partnership to help children achieve the state's high standards.

Schoolwide Title I services do not require a school-parent compact. Carrington School District operates a schoolwide Title I program.

**8. Communications**

Each district school who receives Title I, Part A shall take the following actions to provide parents of participating children the following:

- a. Timely information about the Title I programs;
- b. Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement; and
- c. 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.

The Carrington School District provides multiple Parent and Family Engagement activities throughout the year. These opportunities provide opportunities to be informed of policies and what they can do as parents to be involved in the educational process of their child. Those opportunities include volunteering, chaperoning field trips, and serving on parent committees.



**REQUIRED**

Descriptor Code: KAB

**Policy Adoption and Dissemination**

The Board shall annually review this policy and any associated policy templates. The District-Schools will distribute this policy annually to all parents of participating Title I, Part A children.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FDC, Education of Migrant Students
- GABAA, English Learners
- KAB-E, School-Parent Compact Requirements

End of Carrington School District #49 Policy KAB.....Adopted:

# Carrington School Board Meeting

## Agenda Item # 2

Date: May 9, 2022

Motion					
Second					
For					
Against					
Abstained					
	Joel Lemer	Kevin Wolsky	Tonia Erickson	Angela Kutz	Randy Hooley

**Topic** Motion to Approve First Reading of  
Elementary School Handbook

Information:       Action:       Attachments:

Originator(s): Mrs. Helseth

Tabled: \_\_\_\_\_

**Discussion**

Please find attached the proposed elementary student handbook with highlighted changes.

**Budget Considerations**

None.

**Recommendations**

Approve the First Reading of the Elementary School Handbook.

**Comments/Notes**

# Carrington Elementary School



## Cardinals Student Handbook 2022-2023

Mrs. Janelle Helm  
Superintendent  
Janelle.Helm@k12.nd.us

Mrs. Jenna Helseth  
Principal  
Jenna.Helseth@k12.nd.us

100 3<sup>rd</sup> Ave S  
PO Box 48  
Carrington, ND  
701-652-2739  
Fax: 701-652-1243  
<http://www.carrington.k12.nd.us>

## FORWARD

This booklet has been prepared to help you become better acquainted with your school's facilities, policies, and regulations.

The primary impetus of the Carrington Public School is to provide quality education that would draw from not only the school's role as a formal organization, but also from the **cooperative interaction** between parents and community. To effectively strive for this goal the school's **social climate** and material resources would form an environment, which would be inspirational, creative, and challenging to all participants.

School policies and regulations are the organizational means by which the school is managed effectively. All students are encouraged to read through this manual with a parent or guardian, so that everyone may be able to better understand the school's governing policies and regulations.

While many issues are covered in this manual, not all conceivable situations are addressed. Please feel free to visit the school and to consult with your child's teacher or other school personnel in order to meet your child's needs.

Elementary Principal

## OUR MISSION STATEMENT

Empowering our students for the future.

## OUR VISION STATEMENT

In a safe and caring environment, we will provide a student-centered education with high expectations for student achievement and growth through cooperative interaction with parents and the community. Students will engage in a variety of learning experiences. The school is committed to the total development of each student so they may become independent, socially

responsible, and contributing members of an ever-changing society.

## OUR BELIEF STATEMENT

The Cardinal Way

- Be Responsible
- Be Respectful
- Be Safe
- Be Empowered

## ABSENCE

Regular attendance in school is important if each student is to profit from the instruction provided. Please call to notify the school if a student is ill or will be absent for any reason by 8:45 AM. After 8:45 AM phone calls will be made from the school office to parents to verify the absence. Call 652-2739 or e-mail [Jo.Pallock@k12.nd.us](mailto:Jo.Pallock@k12.nd.us)

Parents can request for teachers to place homework on the shelf in the foyer to be picked up at the end of the school day. Students arriving in their classroom after 8:30 a.m. but before 10:00 a.m. will be considered tardy. Students arriving after 10:00 a.m. will be considered absent for morning attendance. Students leaving before 1:30 p.m. will be considered absent for afternoon attendance.

## MAKE-UP WORK

Students who return from an absence will have time to make up work that has been assigned during their absence. Generally, this policy provides two days time to complete make-up work for each of the first two days absent. For absences that extend beyond two days, one extra day will be allowed for make-up work for each consecutive day of absence beyond the first two.

## ACCELERATED READER

AR is considered an activity related to the reading curriculum. Students read books at their independent reading level. Research tells us that the more students read at their level the better the reader they become.

Based on their reading level they are assigned a point value goal for each reporting period. Scores achieved on STAR Reading tests determine each student's reading level. Our students have access to over 125,000 quizzes. Most books they will pick up will be AR books. To find the reading level and point value of a particular book, go to [www.arbookfind.com/](http://www.arbookfind.com/). Parents will receive instructions with passwords in the fall of the year to access reports regarding their child's progress with AR. Parents may also call the school principal for more information.

#### **AFTER SCHOOL**

If a teacher finds it necessary to keep a student after school, parents will be informed by the teacher of the approximate time of dismissal from the building. In general, we urge all children to go directly home from school.

#### **ATTENDANCE**

All children between their seventh and sixteenth birthdays are required by North Dakota law to be in attendance every day that school is in session. The law recognizes illness and certain other physical or mental incapacities as exceptions to these attendance requirements. A perfect attendance record is laudable, but should not be sought at the expense of the child's health. School children younger than age seven (~~kindergarten and/or first grade~~) observe the same attendance standards as those required by older students at CES.

#### **BICYCLES ON THE SCHOOL GROUNDS**

The riding and parking of bicycles at the school creates safety hazards. Bicycles are a convenience to the children who must come great distances. All bicycles must be parked in the bike rack. It is also suggested that each bicycle be locked.

Bicycles will not be ridden on the school grounds. The school is not responsible for damage or loss of a bicycle.

#### **BIRTHDAY INVITATIONS**

Birthday party invitations may not be delivered at school.

#### **BUILDING USAGE**

Individuals or groups desiring to use school facilities after hours should contact the school superintendent for the necessary forms and permission. Contact should be made at the earliest date to avoid conflicts.

#### **BUS RIDER RULES**

**Previous to loading (on the road and at school).**

A. Be on time at the designated school bus stops to keep the bus on schedule. Parents of rural students should **notify the driver if a child is not riding** the bus on any particular day.

B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.

C. Wait until the bus comes to a complete stop before attempting to enter.

D. While riding the bus, students are expected to conduct themselves in a safe and respectful manner. Students are required to wear a seatbelt when the vehicle is equipped with them.

E. Students must remain seated while the bus is in route.

#### **Leaving the bus.**

A. Students are to exit in an orderly manner; the driver may dismiss by seats or individually if he/she desires.

B. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.

C. Older students should look after the safety and comfort of younger children.

D. The driver will not discharge riders at places other than their regular bus stop.

### **CONCERTS**

Concerts are generally scheduled two times a year. Participation in concerts is required for all students. Students are asked to dress nicely for both concerts. Members of the audience are asked to model proper etiquette by remaining in their seats quietly for the entire concert.

### **CONFERENCES**

Good communication between home and school is essential to the education of every child. Parent-teacher conferences will be scheduled twice during the school year. Every attempt should be made to attend these conferences. Either parents or school personnel may request additional conferences. If attendance is not possible, please contact the school to arrange for an alternative conference date.

### **COMMUNICATIONS**

Carrington Elementary school uses the following methods to communicate from school to home and vice versa: phone, email, website (<http://www.Carrington.k12.nd.us>), social media (Facebook, Twitter - @CardsCPS, district app), SeeSaw, and backpack flyers. Daily announcements are posted on the district website. Parents and/or student concerns should be handled at the teacher level whenever possible.

### **DENTAL AND MEDICAL APPOINTMENTS**

Whenever possible, parents are requested to schedule children's medical and dental appointments so as to avoid conflict with the school day. If appointments occur during class time, parents should notify the school in advance. Arrangements should be made to make up missed work.

### **DISCIPLINE REASONABLE RULES & REGULATIONS**

We believe that both parents and teachers desire a high standard of conduct on the part of children. We also believe that children would rather observe good rules of conduct than not. Parents, teachers and students each have responsibilities for the acceptable behavior of students in their various relationships with the school program. Rules for student behavior will be discussed at the beginning of the school year within each classroom.

Acts of misconduct or disruptive behavior in the educational setting in school (be it classroom or social activities) will not be tolerated. Students will be made aware of these disruptive patterns and the changes that need to be initiated. Disciplinary action shall be utilized to improve the student's behaviors and may include detention, in-school suspension, or out-of-school suspension.

The student's parents will be informed. Should the improper patterns continue, the student may be suspended for an extended period or expelled from school.

### **EMERGENCY CLOSING**

The superintendent is empowered to close school or to dismiss students early, in event of hazardous weather or other emergencies, which threaten the safety or health of students or staff members. Parents, students, and staff members shall be informed of emergency closing through SwiftReach or radio stations KDAK Carrington also 95.5 and TV WDAZ (CH.8) and KVLV (CH. 11). If school starts one-hour late, school begins at 9:30. Students may arrive at 9:00. Breakfast will be served when school is one hour late. If school starts two hours late, school begins at 10:30. Students may arrive at 10:00. Breakfast will NOT be served when school is two hours late. Every attempt shall be made to announce school cancellation or delayed starting times by 7:00 a.m. and

early dismissals at least one hour before dismissal times.

### **EXTRA CURRICULAR ACTIVITIES**

The educational process of a school is basically divided into academic and nonacademic activities.

It is recognized that nonacademic activities are an important and integral part of the educational process. All students are encouraged to participate in these activities. Participation in extra curricular activities is a privilege and not necessarily a right of the student.

The following extra curricular activities are governed by the above stated rules:

1. Athletics
2. Archery
3. Other activities that the administration and faculty may place in this category.

### **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

Students may not fail or be failing more than one class to remain eligible for extracurricular activities.

- a.) Incompletes are treated as F's. Students with incompletes would still be allowed to participate in practices, but no games or performances, until work is made up or failing grades are raised to passing level.
- b.) Grades will be checked every third, sixth and ninth Monday during a nine-week period. The period of ineligibility will run for one week (Monday to Monday). If the grades become passing after one week the student will become eligible until the next grade check.

### **OUT-OF-TOWN TRIPS**

Students who are members of athletic teams, musical organization, speech teams, or other school-sponsored activities are transported by bus or by school vehicles. Students who represent

CPS are required to dress in good taste and to conduct themselves properly at all times.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and are instructed to use care and not take any chances if weather and road conditions are dangerous. Students are required to travel to and from the event with the group unless each student's parents personally take the responsibility on the return trip.

If parents would like to have their student ride home from an event with different parents, they need to **provide and acquire** written permission **during a face-to-face meeting** with the principal at least one school day before the event.

### **EMERGENCY DRILLS**

Drills will be practiced on a regular basis. They are a very important safety precaution and should be taken seriously. It is essential that when the signal sounds, everyone obeys promptly and goes to the assigned area. If students and staff need to evacuate, we will go to a nearby church. Students will be released to parents from the church. More information regarding emergency procedures can be found on the district web page, <https://www.Carrington.k12.nd.us>.

### **HEAD LICE**

In order to help control the spread of head lice in school, the following steps will be taken:

1. Once a student has been identified as having head lice and/or nits (either by a doctor, nurse, or trained personnel) the parents will be contacted by the administration and the student will be sent home. Homework completion will follow the same guidelines as when absent.

2. The student will not be admitted to school or be able to participate in school activities until a health care official or a trained school employee re-examines the student and finds that they are free of lice and nits.
3. When a case of head lice is identified, all siblings in the school will be examined. We will select other students to check with common classes or activities. If more than one positive case is found per elementary classroom or activity, the entire group will be checked. Parents' of students being checked will be notified by phone or email regardless of the findings.
4. Administration will determine the level of communication from the school that extends beyond these guidelines.
5. Upon re-admittance to school, the student will be re-examined within two weeks.

### **HOMEWORK**

Homework shall be viewed as an integral part of the school program. Teachers may give homework to students to aid in their development. The type, frequency, and quantity of homework should be assigned according to the needs of the student. Homework should not require additional instruction beyond the class period, thereby requiring parents to supplement instruction.

Homework should be an application or adaptation of a classroom experience. It should not be used for disciplinary purposes. (For make up work, see **ABSENCE.**)

### **HOT LUNCH AND BREAKFAST**

The district participates in the Federal Hot Lunch & Breakfast Program, and is required to serve meals that meet specific guidelines. Soft drinks are not permitted at lunchtime. Students will be charged extra for seconds on bread and milk.

Menus are prepared and announced in advance so that students and parents may make choices from the menu. Students are allowed to bring their own lunch, but it is difficult to replace the balanced meal provided by this program.

Meals are to be paid for in advance. Families with an outstanding balance may be refused hot lunch.

Applications for free or reduced lunches will be available in the school office for those who wish to apply. Further information is available by calling the school business manager.

### **LIBRARY**

Elementary students make visits to the library once a week. During that time, they learn library skills, hear stories, learn how to handle books, and learn to appreciate literature. Student loans are for two weeks. Overdue library fines are assessed at 10 cents per day. Students are responsible for paying the replacement cost of items that are lost or damaged and a re-cataloging/processing fee of \$5.00. The replacement cost may be refunded within 30 days if a lost item is found and returned undamaged. Students with fines or replacement fees are not allowed to check out books until fees have been paid.

### **MILK BREAK**

~~Kindergarten, first, and second graders~~  
 Students in grades PreK-2 have a milk break. Milk fees are a part of the hot lunch accounting system but are an extra cost to parents.

### **ILLNESS OR ACCIDENTS IN SCHOOL**



If a student continually complains or appears to be in pain, as result of an accident or illness, the parent will be contacted. If the parents/guardians cannot be contacted, the administrative assistant or principal will contact the individual listed as an emergency contact ~~a close friend or relative of the parents~~. If no one can be reached, the child may be taken directly to the local clinic or hospital. In those instances where the child has undergone a severe injury, an ambulance will be called, and parents will be notified as soon as possible.

#### IMMUNIZATION LAW

Under the school immunization law, amendments passed by the 1979 Legislature, no child will be admitted to any public, private or parochial school (all grade levels), day care center, child facility, head start program or nursery school unless they have a Certificate of Immunization on file or submit one prior to admission. The law, which became effective on July 1, 1979, requires that the Certificate be signed by a physician or local health department representative and be presented to school officials by the child's parent or guardian. The exemption from immunization law states:

**Medical Exemption:** The physical condition of the above-named person is such that immunization would endanger life or health, or is medically contraindicated due to other medical conditions.

**Religious/Philosophical/Moral Exemption:** Parent or guardians of the above-named person adheres to a belief opposed to immunizations. The new amendments also specify that when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized including children exempt, be

excluded from school until the danger of the epidemic is over.

#### LOST AND FOUND

The school has facilities for caring for lost and found items. There generally is a box set aside for this purpose. If you have any questions about lost items, contact the principal, teacher, or school administrative assistant. Encourage your child to check the lost and found box if an item has been misplaced.

#### MEDICINES

The school does not choose to dispense or be responsible for the supervision of medication to students while at school. Exceptions may be allowed by the principal in situations **under specific written request of the parent or guardian** accompanied by a written directive authorized by the student's personal physician. **Medication must be delivered to the school office by an adult and must never travel with students to or from school.** In this instance, please refer to board policy E-402, located on the school website.

#### PLAY GROUND RULES

1. Students will remain on school property. If students need to leave during school hours, permission is needed in writing from their parents. Notices will be presented to playground personnel.
2. Swings
  - a. Students will sit on swing seat.
  - b. Students will not twist two or more swings together.
  - c. Students will stop swinging before getting off swing.
3. Slide  
Students will walk up the steps of the slide.
4. Football  
Students will only play flag football.

5. Gum or candy is not permissible on the playground.
6. Rocks and snowballs will not be thrown on the playground.
7. Equipment from home is not permitted.
8. Students will show respect to others on the playground.
9. Visitors to school grounds need to report to playground personnel.
10. Proper clothing is required during winter months and until the playground is dry, including snow boots, snow pants, hats, mittens and coats.

**Consequences for failure to follow playground rules may result in the loss of playground privileges or detention.**

KEEP THE PLAYGROUND SAFE FOR EVERYONE IS THE GENERAL RULE.

#### **PHYSICAL EDUCATION**

Students in grades 4, 5 & 6 must have a change of clothes for physical education class. A T-shirt, shorts, and gym shoes are required. Failure to have appropriate clothes will have a negative effect on the student's grade.

#### **PETS IN SCHOOL**

Pets or animals are not allowed in school except in the rare cases of classroom experiments and with the principal's approval.

#### **POWER SCHOOL**

Parents will be issued a Power School log in name and password at the start of each school year. This allows access to their child's grades. The web access is <<https://carrington.ps.state.nd.us/public/>>

#### **PROGRAM SCHEDULING**

Wednesday evenings (commencing at 6:00 p.m.) have been designated for church use only. No school activities of any type shall be scheduled on Wednesday evenings, Sundays, and legal holidays. Only upon recommendation of Superintendent and approved by the

Board of Education shall a specific waiver be granted.

#### **RECESS**

Recess is twice a day for grades K-3 and once a day for 4-6. After spending time at desks in warm classrooms, it is important that the students go outside for exercise for this brief time. Students will go outside every day regardless of the weather except in extreme circumstances and should be dressed appropriately.

If parents want their child to stay inside for a day following illness, a written note must be sent to the teacher.

#### **RELEASE OF STUDENTS DURING SCHOOL HOURS**

No child should be released from school during school hours without the parents or guardians verifying the release.

#### **REPORT CARDS**

Report Cards will be issued at the end of each nine-week period. Parents are encouraged to contact the teacher whenever the need arises to discuss overall progress of children.

#### **SCHOOL ENTRANCE AGE**

All children who have reached their fifth birthday on or before midnight, July 31, are eligible to enter Kindergarten at the opening of school in the fall. Exceptions to this rule may be made as a result of special testing procedures administered by the East Central Special Education Cooperative from New Rockford. The early testing program is conducted during the spring of each year. Please contact the elementary principal.

#### **SCHOOL HOURS**

The school day for elementary students is 8:30 - 3:15. The school building opens at 7:35 am for breakfast. School personnel will not assume the responsibility for supervising students prior to 7:35 am.

Students who arrive at school before 8:00 am must report to the lunchroom regardless of whether they are eating breakfast or not. After 8:00 am students will wait on the playground until the 8:15 bell. School doors are locked from 8:30-3:10. Visitors must ring the bell to be admitted.

### **STATE TESTING**

The major purpose of the tests is to determine how well our students, as a group, achieve in basic skill areas in comparison to students of the same grade level in the state of North Dakota. Results of the testing may also be used to examine strengths and weaknesses of the district curriculum as it relates to state standards. Sometimes scores are used to identify students that may qualify for special programs that are available within the district. For questions regarding state testing please call the school principal or refer to ND Century Code.

### **STORM HOME for RURAL STUDENTS**

Each fall rural parents are asked to provide the school with an emergency storm home in city limits. In the case of inclement weather, when we are not able to run rural routes at the end of the day, students will be delivered to their storm home.

### **RIGHT OF APPEAL FOR SUSPENSION**

The parties to suspension may be represented at any hearing by themselves or legal counsel by duly notifying the school office. Appeals will be heard by the superintendent.

### **STUDENT EXPULSION**

Expulsion of the student will only be used as a last resort. A student may be expelled for the balance of a semester or the remainder of the school year for conduct that disrupts the educational process or endangers the health or safety of the student, their classmates, or school personnel. Students have the right to appeal such action provided they follow

the proper procedure. School Board Policy E-300, E-301

### **TELEPHONE**

The school telephones are intended to meet the necessary needs of the school. Limitations on its use shall be based upon good judgment and consideration for others. It is usually possible for a parent to leave a message, which can be delivered to the student with fewer disturbances than calling the child to the phone. Student's calls may be made with permission. Students are not allowed to use cell phones in school but must leave them on their teacher's desk during the school day.

### **TEXTBOOK CARE**

The school will provide all basic books needed by your child. It will be the responsibility of your child to keep these books in good order. Lost or damaged books (beyond reasonable wear) will be charged to the parents. The parents of each student will furnish paper, pencils notebooks, and other short-term consumables.

### **TITLE I**

Title I services are offered in the Carrington School. Title I serves students who need remedial help in Language Arts, Reading, or Math.

~~Students must meet specific criteria to qualify for the program.~~

For more information call the school principal or Title I teachers.

### **TOBACCO, ALCOHOL, DRUGS**

All students who use or are in possession of alcohol or any controlled substances while on school property, at a school sponsored event, or under supervision of the school shall immediately be suspended from school for three consecutive school days. Repeat offenders shall be liable for additional disciplinary action.

### **THREATENING BEHAVIOR**

The Board of Education deems as one of its primary responsibilities the establishment of a safe environment for its students and employees. To that end the Board of Education shall require and support immediate attention to any behaviors threatening the well-being of students, staff, and other individuals involved in the operation of the school and its sponsored activities. If an individual's behavior is believed to be threatening to their person or others, that behavior should be immediately reported to a school administrator. The school administrator will involve any resources or agencies that are appropriate and necessary to reestablish a safe environment, and to prevent similar circumstances from occurring in the future. If a student has exhibited threatening or violent behavior, the administrator will immediately contact the student's parents and request a meeting to resolve the issue. Student suspension, expulsion, or referral to outside agencies may result if the behavior so warrants.

### **REQUESTS FOR CLASSROOM PLACEMENT**

Each spring as we prepare for the next school year teachers and administration place students in class groups. This process is done carefully and with a lot of thought. Teachers take into consideration the special needs of students, personalities, talents, and relationships to others, and the number of boys and girls for each room. All teachers at Carrington Elementary are highly qualified and are placed at grade levels they are also suited for. Keeping all this in mind if a parent still feels the need to make a request, it must be made in writing, on a form from the office, no later than the last week in April of the current school year. This reduces any confusion and gives administration time to evaluate and/or make adjustments. Requests are given thoughtful consideration but are not guaranteed to be approved.

### **WITHDRAWALS OR TRANSFERS**

In the event of a move out of the district, please contact the office several days in advance so a release of educational records can be completed. This procedure helps to get your child's records to the receiving school and aids us in keeping our enrollment information accurate and up to date.

### **VISITORS IN THE SCHOOL**

Former students and friends of enrolled students may visit classes for one day each semester with joint permission of the school principal and classroom teacher. Visitors must be of school age, and the age difference must not exceed one year from the class visited. Arrangements MUST be made one day in advance by a parent or guardian who in turn is responsible for their conduct. Any fees need to be paid in advance.

**Carrington Elementary School ~~Grades K-5~~**  
**Student Agreement for Technology Use**

Acceptable uses of technology are devoted to activities that support student achievement. Carrington Elementary School provides the use of computers, iPads and Internet access for all students when they act responsibly. All school computer, iPad and Internet use is supervised and filtered, however, it may not be fail-safe. The following agreement outlines our policy about what kind of behavior is acceptable while using technology.

**Terms of Agreement**


1. I agree to use the computers, iPads and Internet appropriately and for schoolwork only.
2. I agree to use school provided accounts for school purposes only.
3. I will take good care of devices in school and at home.
4. I agree not to share my passwords, and not use other people's passwords or accounts.
5. I will not let anyone else use my assigned iPad.
6. I will keep food and beverages away from my assigned iPad since they may cause damage to the device.
7. I will not place decorations (such as stickers, markers, etc.) on school devices.
8. I understand that my iPad is subject to inspection at any time without notice and is the property of CPS.
9. I will never leave my assigned iPad unattended and I will know where it is at all times.
10. I can change only approved settings on school devices.
11. I will not damage, delete or tamper with software, hardware, files or folders on school devices.
12. I agree to use only the programs, apps and websites that the teacher approves.
13. I agree to tell an adult if I read or see something on school devices that is inappropriate.
14. I will not take pictures, video, or audio recordings of any student or staff member without teacher approval.
15. I agree to use appropriate language when using any form of electronic communication and will not use it to spread rumors, gossip, harass, frighten or bully another person.
16. I agree not to use any personal electronic devices at school except with the permission of a teacher.
17. I agree to print only when I have been given permission.
18. I agree to obey copyright laws.

A violation of this agreement will result in the following actions:

First Occurrence:	Network privileges suspended for 2 weeks
Second Occurrence:	Network privileges suspended for 4 weeks
Third Occurrence:	Network privileges suspended for 6 weeks
Fourth Occurrence:	Network privileges suspended for length of time determined by administration.

## Recess Expectations

Be Respectful, Be Responsible, Be Safe



**BE RESPECTFUL**

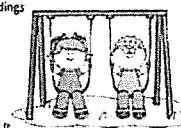
- \*Play FAIR
- \*Do Not Kick or Throw Balls or Frisbees at Buildings
- \*Line Up Carefully
- \*Follow Directions from the Supervisor
- \*Include Others


**BE RESPONSIBLE**

- \*Follow the Rules
- \*Line Up When the Bell Rings
- \*Put Equipment Away When Finished Using It
- \*You MUST Return Borrowed Outdoor Gear to the Office

**BE SAFE**

- \*No Pushing, Hitting, Tackling, Pulling, or Kicking Others
- \*Stay on the Playground, Don't Leave Without Permission
- \*Sit on Swings, Do Not Twist, Do Not Jump Off, Stop Swinging Before Getting Off
- \*Tag is Not Allowed Around the Swings
- \*Do Not Throw Balls or Frisbees Around the Swings
- \*Use Steps to Go Up the Slide
- \*Do Not Throw Snow
- \*Wear Proper Clothing/Gear
- \*Use Designated Areas to Participate in Specific Activities
- \*Ask the Supervisor to Adjust the Basketball Hoop
- \*Do Not Hang on the Basketball Hoop






1

## Arrival/Dismissal Expectations

Be Respectful, Be Responsible, Be Safe



**BE RESPECTFUL**


- \*Follow Instructions from the Supervisors


**BE RESPONSIBLE**

- \*Get to Your Bus on Time
- \*Go to Recess Between 8:00 – 8:15 a.m.

**BE SAFE**

- \*Use Walking Feet
- \*Hands to Yourself
- \*All Buses Must Be Parked Before Leaving the Waiting Area
- \*Report to the Lunch Room between 7:30 – 8:00 a.m.
- \*Wait For Your Ride in the Correct Designated Area
- \*Look Both Directions Before Crossing the Street






2

## Lunchroom Expectations

Be Respectful, Be Responsible, Be Safe



**BE RESPECTFUL**

- \*Visit Quietly – No Yelling or Shouting
- \*Follow the Supervisor's Instructions
- \*Use Manners


**BE RESPONSIBLE**


- \*Clean Up After Yourself
- \*You Must Take a Fruit or Vegetable
- \*You Must Have 3 Food Groups on Your Tray
- \*Try Your Main Entrée and Fruit or Veggie
- \*You May Return for 2nds on the Salad Bar IF:
  - you have tried your main entrée and fruit or veggie
  - you have eaten all of the item you are returning for
  - you still have 5 minutes left to eat
  - you politely ask for a paper boat
  - you will only be allowed a maximum of 2 fruit cups

\*You May Purchase Bread and Peanut Butter and/or 2<sup>nd</sup> on Milk if You Have Followed the Above Guidelines

**BE SAFE**

- \*Hands to Yourself
- \*Remain Seated on Your Bottom
- \*Use Walking Feet

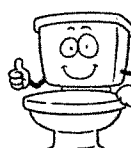




3

## Bathroom Expectations

Be Respectful, Be Responsible, Be Safe



**BE RESPECTFUL**


- \*Wait Your Turn
- \*Respect Others' Privacy
- \*No Yelling or Shouting



**BE RESPONSIBLE**

- \*Flush
- \*Shake Water Off Hands into the Sink
- \*Place Paper Towels in the Garbage
- \*Return to Class as Quickly as Possible

**BE SAFE**

- \*Wash Hands
- \*Keep Your Hands to Yourself

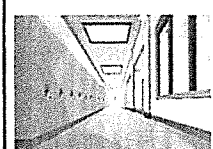


4

## Hallway Expectations

Be Respectful, Be Responsible, Be Safe



**BE RESPECTFUL**


- \*Use Whisper Voices (others are learning)
- \*Walk on the Right Side
- \*Do Not Touch the Walls


**BE RESPONSIBLE**

- \*Go Directly to Your Destination and Return to Class

**BE SAFE**

- \*Use Walking Feet
- \*Face Forward
- \*Hands to Yourself






5

## Bus Expectations

Be Respectful, Be Responsible, Be Safe



**BE RESPECTFUL**


- \*No Yelling or Shouting
- \*Follow the Supervisor's Instructions
- \*Make Room for Others


**BE RESPONSIBLE**

- \*Be Ready for Pick-Up & Drop-Off
- \*Clean Up After Yourself

**BE SAFE**

- \*BUCKLE UP
- \*Stay seated in your seat
- \*Hands to Yourself
- \*No Pushing, Hitting, Pulling, or Kicking Others





6

# Is someone bothering you?

Ask yourself these questions:

1

Am I or someone else being harmed?

Does it need to be reported immediately?  
If not, ask yourself...

2

Have I asked the person to stop?

If you have not, ask them to stop.  
If you have and it still isn't stopping ask yourself...

3

Can I ignore it?

If you can, ignore it.  
If not...

## Tell the Adult Supervising

## BULLYING POLICY

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

### Definitions

For the purposes of this policy:

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



- 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 **Carrington 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 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. 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.

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 & Retention**

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

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

The form should be completed by an administrator when 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 harassment/discrimination policy, including the timelines contained therein.

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

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 & 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 & 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.

9. Other corrective measures designed by the principal.

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 & 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.



Were you or others physically hurt

Yes, explain \_\_\_\_\_  
\_\_\_\_\_  
 No  
 Unsure

Was there damage to anyone's personal property?

Yes, explain \_\_\_\_\_  
\_\_\_\_\_  
 No  
 Unsure

Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)?

Yes, explain \_\_\_\_\_  
\_\_\_\_\_  
 No  
 Unsure

Have you told anyone about the bullying?

Parent     Teacher     Babysitter  
 Brother/sister     Other school staff:  
\_\_\_\_\_  
 Other family member:    Other: \_\_\_\_\_  
\_\_\_\_\_

Have you previously filed a bullying report (this information is used to determine if retaliation is occurring)?

Yes     No

Your name: \_\_\_\_\_

Your grade and age: \_\_\_\_\_

How can we contact you?

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

Remember to hit "save" before closing this form. Please print the form and return it to any school staff member, the main office or place it in the bullying report drop box.

## **BULLYING REPORTING GUIDELINES**

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the district's bullying policy. The examples serve as guidelines only and in no way encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

### **Reporting Guidelines**

Students should file a report under the bullying policy and staff shall file such a report when there is:

1. Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
2. Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
3. Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
4. Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected status, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
5. A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.



***Please tear out and return to the elementary school office by the end of the first week of school.***

---

I have read and understand the Carrington Elementary School Handbook.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student Name

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