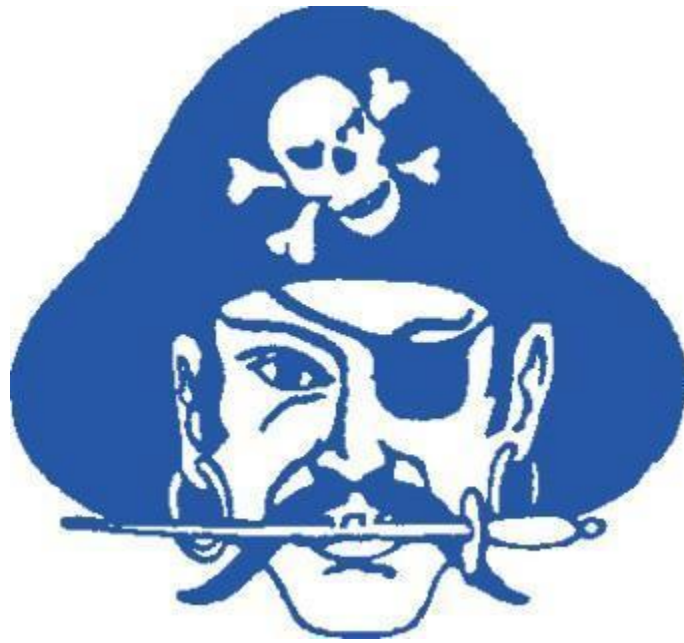


Tioga High School

Student-Parent Handbook

2025-2026



Adopted by Tioga School District #15

Home of the Pirates

www.tioga.k12.nd.us

Paul Olson, Supt.

Brodie Odegaard, Principal

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TIOGA HIGH SCHOOL
2025-2026

Welcome to Tioga High School. We encourage you to read this handbook carefully. You will find that the information contained in it will be of great help in enabling you to learn and enjoy your experiences at the High School.

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent's best example and your teacher's best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

It is our wish and hope that this school year will be both pleasant and profitable for you.

HAVE A GREAT YEAR!

Staff and Faculty

TIOGA PUBLIC SCHOOL MISSION STATEMENT

The mission of the Tioga Public School is to assure students a challenging and diversified curriculum in a safe and respectful environment.

TIOGA PUBLIC SCHOOL VISION STATEMENT

Create an exciting, enthusiastic culture and climate where students individually succeed in current and future endeavors.

TIOGA PUBLIC SCHOOL PHILOSOPHY

We, the administration, teachers, and the Board of Education, believe it is the function of the Tioga Public School to provide the best education possible for all youth of our community. We believe that the education of all the youth is best accomplished when it is the common goal of the Board of Education, the administration, the teachers, the community, and the youth to be educated.

We believe the best preparation and education possible will provide an opportunity for our youth to:

1. Grow in good citizenship and an appreciation for the democratic way of life.
2. Develop and maintain sound bodies and healthy minds.
3. Understand and use the fundamental processes of listening, reading, speaking, and writing in the various fields of learning.
4. Develop an appreciation for and practice worthy home membership.
5. Prepare himself/herself either for further study and education in college or in his/her chosen vocation.
6. Learn to appreciate and use leisure time wisely.
7. Develop his/her own individual personality and establish a morally sound personal code of ethics.
8. We believe the school should serve the needs of the community locally, nationally, and internationally.

We believe that we can best accomplish these ends by:

1. A faculty with a professional attitude and adequate preparation.

2. A comprehensive curriculum which attempts to meet the needs of all students.
 3. Adequate physical facilities.
- Providing activities which develop special mental and social talents.

Desired Exit Expectations:

Each student will have the ability:

- * to work in a cooperative/collaborative manner.
- * to communicate effectively through a variety of methods.
- * to use critical thinking processes, make decisions and solve problems.
- * to gather, evaluate, and use information effectively in a variety of ways.
- * to apply concepts, generalizations, processes and strategies considered important to specific content areas.
- * to respect themselves and the rights of others.
- * to be proficient in the use of technology.
- * to become an informed, responsible citizen of the democratic process.
- * to make informed career choices.
- * to be a lifelong learner.

Accomplishing the curriculum:

To accomplish the student expectations and goals, the faculty, administrators, and support staff will use appropriate instructional strategies.

Included in these strategies are techniques and processes associated with:

- * instructional change;
- * cooperative learning;
- * student readiness;
- * classroom management and discipline;
- * effective communication with students, administrators, student homes, school boards, and other personnel such as special needs services;
- * technological resources;
- * learning styles;
- * sharing resources (i.e. books, teachers, in-service).

TIOGA HIGH SCHOOL STAFF

Administration

Paul Olson—Superintendent
 Brodie Odegaard—Principal
 Ryan Albrecht—Athletic Director
 Ronda Rudnik—Business Manager
 Cindy Hatch—School Secretary

Technology Coordinator

Bridgette Odegaard

Speech Therapy

Michelle Manire

Physical Education

Taylor Nelson

Michael Rizzo

Mathematics

Amber Helseth

Nicole Duprey

Business Education

Mallory Klabo

Cooks

Music/Band

David Halvorson

Vocational Agriculture

Jeremy Carkuff

Library

Brittany Rice

Special Education

Kristine Brown

Kinley Bergstrom

Science

Debra Moe

Sarah Skarphol

Custodians

Counselor

Kerissa Schaffer

Art

Tiffany Boyer

Vocational Basic Skills

Kay Larson

English

Ryan Eras

Nathan Zochert

Social Studies/History

Ryan Albrecht

Emily Donabauer

Family & Consumer Science
Sarah Carkuff

Kaycee Hagerud
Tanya Zamora

Jared Moberg
Sam Tengesdal

** All listed employees are considered responsible employees for the purpose of discrimination, harassment, and bullying reporting.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Tioga High School is a member of the NDHSAA. This voluntary organization's purpose is to plan, direct and sponsor activities among member schools.

STUDENT OBLIGATION

1. Students should read the student handbook and become aware of school policies, rules and regulations and strive to follow those rules.
2. Students should be punctual and have regular attendance. The morning bell rings at 8:35.
3. Students should be prepared for class. If you hold a part-time job, class work should take precedence. School is job number one right now.
4. Students will remain on the school premises during scheduled classroom time.
5. Students should be courteous and respectful of peers, teachers, substitute teachers, and all others.
6. Students need to remember that having rights also entails having responsibilities.
7. Students are not permitted to use or have in possession alcohol, tobacco, vaping devices, or any other non-prescription drugs on the school premises. **Violation of this policy will result in an automatic three day out-of-school suspension.**
8. The use or expression of inappropriate, obscene, or profane language is not permitted.
9. Students are expected to use school equipment, furniture, lockers, halls, classrooms, textbooks, laboratories, and all facilities and materials in responsible non-destructive ways so that the maximum use of these materials can be realized. Destructive use may deprive other students.

TIOGA HIGH SCHOOL POLICIES

Office Policy

Telephone:

The office telephone is a business phone and should be used by students for necessary phone calls only. Students must have permission from school personnel before using the phone. Parents and friends are asked to limit their calls to the school to necessary messages only.

Phone Calls:

Students will be called from class for answering phone calls **only in cases of emergencies**. Messages will be delivered to students only when it is possible to do so without interrupting a class period. Using the phone for trivial purposes, such as ordering food, **WILL NOT BE ALLOWED**. Also see "Cell Phone Policy".

Cashing Checks:

The office will accept checks for the exact amount of a purchase such as a meal ticket.

Making Change:

The office will not be expected to make change for the pop or vending machines.

Lunch/Breakfast Account:

Lunch account money can be purchased at the office during non-classroom times.

Money and Valuables:

We prefer that valuables and any amount of money beyond your necessary needs for the day be left at home. In situations where it is absolutely necessary to have money with you, it can be left at the office for safe keeping.

Daily Announcements:

Announcements will be given at the beginning, and before the end of, each school day.

Appropriate announcements can be given to the office in advance. Students wishing to have announcements made must have the approval of the principal or their group advisor. Students are responsible for listening to announcements and should be respectful so others may as well.

Nine Week Quarters

The Board of Education has set the school term as four 9 week quarters.

Course Load

All students in Grades 9-10 must enroll in six courses in addition to physical education. Juniors must enroll in a minimum of seven classes each semester. Seniors must be enrolled in six classes.

At the principal's discretion a student may be assigned to no more than one study hall per semester.

High school course offerings are listed on the school website at:

<http://www.tioga.k12.nd.us/o/tioga/browse/15801>

Graduation Requirement Policy

Graduation from the Tioga Public School District implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, and that they have satisfactorily passed any examinations and other requirements set by the faculty. In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional programs of the schools.

The Tioga School District will require 8 semesters of attendance in grades 9-12 in order to obtain a Tioga High School Diploma and to be able to participate in graduation exercises. This does not mean a student is not allowed to take correspondence courses or some other method of obtaining a high school diploma. This requirement is for this school's diploma, graduation exercises in the spring, and being a member of the graduating class. No student may take a course which is sequentially offered in a higher classification level than a student's current classification status. Therefore, for example, English 11 must be taken before English 12. Social studies classes are sequenced as follows: World History (sophomore year), U. S. History (junior year), and Problems of Democracy Events (senior year).

Effective after June 30, 2010: High School graduation diploma requirements except as provided in section 15. 1-21-02.3. Before a school district, a nonpublic high school, or the center for distance education issues a high school diploma to a student, the student must have successfully completed the following twenty-two units of high school coursework:

1. **Four units of English** language arts from a sequence that includes literature, composition, and speech;
2. **Three units of mathematics**; which may include one unit of computer science approved by the superintendent of public instruction.
3. **Three units of science**, including:
 - a. One unit of physical science;
 - b. One unit of biology; and
 - c. (1) One unit of any other science; or (2) Two one-half units of any other science;
4. **Three units of social studies**, including:
 - a. One unit of United States history;
 - b. (1) One-half unit of United states government and one-half unit of economics; or (2) One unit of problems of democracy; and
 - c. One unit or two one-half units of any other social studies, which may include: civics, civilization, geography, and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. **One unit consisting of:**
 - a. One unit of physical education; or
 - b. One-half unit of physical education and one-half unit of health;

6. **Three units of:**
 - a. Foreign languages;
 - b. Native American languages;
 - c. Fine arts; or
 - d. Career and technical education courses; and
7. **Any five additional units.**
8. As of the 2017-2018 year, section 15.1-21-27 requires that any student must correctly answer at least seventy percent of the questions on the civics test in order to be awarded a high school diploma.

Section 15.1-21-02.3. Optional high school curriculum requirements.

If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student’s career advisor, guidance counselor, or principal meet with the student and the student’s parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student’s parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

1. Four units of English language arts from a sequence that includes literature, composition, and speech;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies, which may include up to one-half unit of North Dakota studies and one-half unit of multicultural studies;
5.
 - a. One unit of physical education; or
 - b. One-half unit of physical education and one-half unit of health;
6. Two units of: a. Foreign languages; b. Native American languages; c. Fine arts; or d. Career and technical education courses; and
7. Any seven additional units.

North Dakota Scholarship Opportunities for 2026 High School Graduates

The North Dakota Scholarship aims to align scholarship requirements to the Choice Ready initiative. One thing to keep in mind is that the requirements will align to Choice Ready, but are more rigorous than what is required for Choice Ready. The North Dakota Scholarship is worth \$6,000 and can be used at approved colleges, universities, professional schools, and registered apprenticeship programs in North Dakota.

The North Dakota Scholarship has several components. The first component is the essential skills. All students must fulfill the requirements of the essential skills in order to be eligible for the scholarship. The next three components are Post-Secondary Ready, Workforce Ready, and Military. Students must meet 2 of those 3 components to be eligible. Any student that meets the essential skill requirements, as well as 2 of the 3 (Post-Secondary Ready, Workforce Ready, and Military Ready) components, qualifies for the North Dakota Scholarship. Please see the North Dakota Scholarship Framework for specific details on the requirements of each component of the North Dakota Scholarship Requirements.

** Additional course requirements do apply.

Senior Privileges

Seniors must earn the privilege of having one free period per semester. It should be recognized by senior students that having a free period is a privilege and not a right guaranteed to them. Senior

students start the school year with privileges intact but **could lose** these privileges because of the following infractions:

Failing Grades in any class—Penalty could be loss of privileges to mid-term/quarter break.

Tardiness—No more than six (6) tardies the entire school year. Penalty could be loss of privileges for 4 weeks.

Smoking, Vaping, or Alcoholic Beverages—Penalty could be loss of privileges for six weeks.

Skipping Classes—Penalty could be loss of privileges for 4 weeks.

Minimum Classes—Must be enrolled in a minimum of six classes unless it is impossible to do so. This is left up to discretion of the Principal.

Incompletes—All course work must be complete when due. Penalty could be loss of privileges for 4 weeks.

Classification of Students

Students will be classified for class standing on the basis of credits earned. A student should have a minimum of six units of credit each year plus other partial units such as physical education. The following is the suggested list of minimum units of credit allowed for levels of class standing. May be altered on a case by case basis.

Grade 09 — Completion of eighth grade

Grade 10 — Five units

Grade 11 — Ten units

Grade 12 — Fifteen units

Grading System

A	92– 100	4.00 honor points
B	84– 91	3.00 honor points
C	76– 83	2.00 honor points
D	68– 75	1.00 honor points
F	67– below	0.00 honor points
I	Incomplete	0.00 honor points
P	Pass	0.00 honor points

An incomplete must be made up within a two-week period in order for the student to receive credit.

If an incomplete is shown on a student’s report card, the student does not make the honor roll for that nine weeks.

Driver Education

Driver Education is an elective course not required for graduation. Behind the wheel training and classroom time are offered during the summer. If both behind the wheel training and classroom are taken 1/4 credit is given.

Behind the wheel cost is \$175.

Honor Roll

An honor roll is calculated at the end of each nine-week period. The grade point average is based on a 4.0 Scale. Only academic course grades will be used in establishing an average (PE, chorus, band, drivers ed., health & etc. will not be used). 3.0 or higher will be on the honor roll.

Schedule Changes

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

1. Teachers have been hired and assigned on the basis of student course selection.
2. Schedule changes would necessitate further problems in the whole schedule.
3. No class changes can be made after **one week**.
4. If a student drops a class after the first nine-week period, a grade of “F” will be recorded on the permanent record.
5. A parent will be notified if a student is failing weekly after the third week of each quarter with eligibility reports. Teachers are also encouraged to contact parents with encouragement and notification of struggles. It is often helpful to arrange conferences with the teacher.

Attendance

1. Attendance in class is necessary for students to get the most out of their educational opportunity. Without regular attendance it is impossible for students to do their best work.
2. State law requires that students under sixteen years old attend school unless they are ill or have been excused.
3. Excused absences shall be those caused by illness, injury, emergency, or granted in advance by the principal for reasons of family or individual need. Instructors will give assistance to those students who need help as a result of excused absences.
4. **Parents are asked to call the High School when their children have been or are expected to be absent.** If this is not done, the parent will be called when possible, or otherwise notified of the absence. Written excuses will be accepted in certain cases. Students 18 years or older may provide their own excuse notices (Buckley Amendment Clause).
5. An absence will be unexcused after a period of 2 days if an excuse is not called in.
6. A reason for all absences must be declared.
7. The responsibility for making up missed lessons rests with the student, not the teacher. All work is to be made up for credit.
8. **A student will be allowed ten (10) absences per semester**, and on the eleventh absence, will be subject to loss of credit for the class. Notification of absences will be sent to the parents on the 5th, the 10th, and the 11th absence.
9. Students attending school events or participating in school events will be considered present for that class.
10. Out-of-school suspension cannot count as the eleventh day and therefore force a no credit on the student.
11. The Principal may grant exemption for the 10-day limit for very unusual situations or for medical reasons. A written note from a medical doctor may be requested by the principal. The student must appeal in writing to the Principal within 10 school days of the time the student reaches the no credit status. The principal shall notify the student of the time and place of the appeal hearing in not less than three days (school days) prior to the hearing and shall notify the student of his rights to present evidence and testimony on his behalf and to be accompanied by his/her parents and/or counsel if he/she desires. The appeals committee, consisting of the principal, counselor, and 3 classroom teachers, shall issue its decision in writing within 5 days from the date of the hearing.
12. The student may appeal the appeals committee’s decision to the School Board by written notice to the Superintendent within five (5) days of the issuance of the appeals committee’s decision. The student shall receive three (3) days’ notice of the time and place of his/her hearing. At such hearing, the student may be accompanied by parents and/or counsel and shall be allowed to present testimony, witnesses and evidence on his/her behalf.
13. In the event that an appeal is filed with the Board of Education, the Principal shall notify the teacher/s of the course/s for which the student is being denied credit. Teacher/s shall then prepare and present to the School Board a subjective evaluation of the student in the class/es for which denial of credit is being considered.

14. The School Board's decision will be final.
15. In-school suspension will not count as an absence.
16. The teacher's record book is the record of attendance. Teachers will keep official records of attendance up to date.

Tardiness– First Period Class Begins at 8:40 AM

1. When tardy, students should stop at the office and pick up a tardy slip. A teacher may also issue the tardy via Power School. **However**, notification **must** be given by the teacher to the student and the office.
2. Tardies are not excused or unexcused.
3. **There will be 4 free tardies for the entire year**, after these are used students must serve detention for every tardy thereafter.
4. After six (6) tardies in one class, the student can be suspended for up to two (2) days from all school activities and classes, again evaluating the circumstances of each student.

Unexcused Absence Penalties

1. All work is to be made up for credit.
2. Parents will be notified, if possible, by written or verbal contact for all unexcused absences.
3. After the third unexcused absence, the student can be suspended from school for three days.

Semester Tests and Exemptions

Affects only grades 9-12. All 7th & 8th grade students must take semester tests.

***Policy may be rescinded in times of need. ***

1. Semester tests over classroom material for the previous 18 weeks of school will be given in all classes.
2. Semester tests will count 1/7 of the semester grade.
3. Semester test grades will be placed on the student's report card. Tests will be handed in to the principal and kept on file along with the instructor's grade book for a period of one year.
4. Any student having an "A" average in a class shall be exempt from writing the semester test.
5. Students have to take at least two semester tests in the content areas each semester.
6. Any student not having in excess of two excused absences in a class shall be exempt from writing the semester test.
7. Any student having earned a semester test exemption may elect to write the semester test for the purpose of improving his or her grade.
8. The following absences shall not be counted in determining semester test exemptions:
 - a) absences due to participation in school-sponsored activities.
 - b) There will be an additional allowance of five days for absence caused by a death in the immediate family (parent or guardian, sibling, grandparent) or for hospitalization of the student.
9. Parents may elect to have their child take semester tests.
10. Any student who is truant or suspended from school (includes both in-school and out-of-school suspension) will forfeit their semester test exemption status for those classes.
11. Semester test exemptions may be included for Proficient performance on State Assessments.

Parents

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

Classroom Policy

When a disruption occurs, the teacher must control the situation. Each teacher has a set of methods

to maintain control in his/her classroom. The principal, parents and students are given a brief or simple outline of what is expected from students. Teacher guidelines include consulting with parents as soon as possible if a student disobeys.

Student Conduct and 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 Tioga School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

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

Disciplinary Authority

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

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

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

Other Types of Behavior, Etc.

The following types of behavior will not be tolerated and will be handled by the office either by, an appropriate method, a short-term suspension or through detention:

1. Using profanity.
2. Necking or petting in the halls or classrooms.
3. Throwing snowballs on campus.
4. Being asked to leave a class because of misbehavior.
5. Tripping or molesting other students in the hallways or classrooms.
6. Misbehavior in lunch line or in the cafeteria.

Complaints About Personnel

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

Filing Procedure

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

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

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

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

Deadlines

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

Prohibition: Retaliation

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

Prohibition of False Claims

The District may take appropriate disciplinary action against a district employee, contractor, student,

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

Bullying Policy

The Tioga 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:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the public school;
 - b. Conduct that is 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:
 5. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 6. Places the student in actual and reasonable fear of harm;
 7. Places the student in actual and reasonable fear of damage to property of the student; or
 8. Substantially disrupts the orderly operation of the public school.
 - a. 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 owned or leased property and which:
 - Places the student in actual and reasonable fear of:
 - Harm, or
 - Damage to property of the student;
 - b. 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.
- 9. Conduct includes the use of technology or other electronic media (e.g. cyberbullying).
 - *Cyberbullying* is defined as the use of any electronic communication device to harass, intimidate, or bully a student or school staff member.
 - *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 Tioga 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.

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

A. Reporting Procedures for Alleged Policy Violations requirements for school staff:

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

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

B. 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:

1. Completing a written complaint form (ACEA-E4). A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
3. File an oral report with any school staff member.

Bullying may be repeated, or, in rare cases, a one-time exposure to deliberate, negative behavior by one 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.

C. Documentation & Retention

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

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

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

3. Initiate a report of an alleged violation of this policy; or
4. 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 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

D. 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 his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*).

2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/ complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 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.

E. Reporting to Law Enforcement & Others Forms of Redress

Law enforcement must be notified if an investigation by a school administrator or Board President results in reasonable suspicion that a bullying incident constituted a crime. Nothing in this policy shall prevent a victim/their family from seeking redress under state and federal law.

F. 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.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

G. 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 the 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.

H. 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. Amended August 2019.

Discipline Policy

After investigation of the facts in each case, the appropriate disciplinary action will be taken. Disciplinary action will be based on the following:

A. Detention:

1. Detention will be used for tardies.
2. Teachers may use detention for disciplinary reasons at their discretion on an individual basis—after the second detention it is recommended that the teacher go to B1.

B. Major Disciplinary Actions:

1. Removal from the classroom and parents notified by the principal. The student will not re-enter that classroom until a conference is held including the teacher or teachers, parents, principal, student, and counselor. (1st and 2nd offense).
2. Upon the third offense removal from the classroom for a period of a three day in-school suspension. (This time will be spent in a supervised classroom situation with the student responsible for getting his or her assignments before 8:50 AM and returning the assignments completed, at the time set by the teachers.) A conference will be held including the teacher or teachers, parents, principal, student, and counselor.
3. Upon the fourth offense, suspension from school will be for a period of 5 days. A conference will be held including teacher/s, parents, principal, student, and counselor. Possible referrals for counseling or outside services (student will be responsible for getting his or her assignments before 8:50 AM and returning the assignments, completed, at the time set by the teachers.)
4. Expulsion or alternate classroom upon determination of the School Board and counselor. The Board and counselor would set the schoolwork requirements, etc. The major area of discipline most often encountered is disruptive behavior in the classroom, hallways, and at lunch hour. This type of behavior would be dealt with in the step B#1-4 pattern. If the offense is of a more serious nature, the consequence would be more severe, this determination would be made by the teacher or teachers and principal.

5. Administrative discretion may alter consequences of this policy.

TECHNOLOGY, COMPUTER AND NETWORK FACILITIES ACCEPTABLE USE POLICY

The Board of Education is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the Tioga Public School District.

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

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions.

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

- Tioga Public School and Tioga Community Library online catalogs
- NDA + Assessment
- Network File Storage
- Word processing and other software
- Electronic mail
- Accessing databases such as Grolier's Online and ODIN (Online Dakota Information Network)
- Accessing Internet resources such as web sites and United Streaming

Unacceptable uses of computers and the network include but are not limited to:

- Accessing Internet resources or visiting websites deemed inappropriate by the staff and administrators of this District
- Violating the privacy rights of students and employees of this District
- Gaining unauthorized access to computer systems or files
- Copying print, software, music or video for use in violation of copyright law
- Inappropriate content in e-mail, other documents or online postings
- Using profanity, obscenity, or other language which may be offensive to another user
- Using the network for financial gain or for intentionally spreading computer viruses
- Downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Taking and/or publishing digital images that are inappropriate, embarrassing or harassing or harassing to other students or district employees
- Intentionally bypassing the state-wide and/or district-based Internet filters
- Vandalizing and/or tampering with district computers, and/or networks
- Attempting to breach network security or transmit viruses.

Cell phone use must be monitored during the school day.

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

Suspension

A suspension is the removal of a student from school for a period of ten days or less. An administrator may suspend a student for a period of up to ten days (North Dakota Century Code 15.1-19-09). If the period of suspension is extended to ten days, action by the school board must be taken

Due Process—Suspension

The administrator will give immediate notice of the suspension, and the reason therefore, to the parent or guardian of the pupil and to a member of the school board.

In addition:

1. The student will be notified either orally or in written form of the charges against him or her.
2. An informal meeting between the student and disciplinarian provides an opportunity for the pupil to refute the charges.
3. If the student denies the charges, the disciplinarian makes a judgment whether or not to suspend based on the evidence.

Expulsion

An expulsion is the removal of a student from school either for a minimum period or the maximum period which is until the end of the current term of school.

Student behavior which justifies an expulsion is: insubordination, habitual insolence, and disorderly conduct. The courts have made it clear that behaviors leading to expulsion are much more serious than those justifying a suspension. Examples may include the selling of drugs on school grounds or the carrying of a weapon with the intent of doing serious harm to another person.

DUE PROCESS — EXPULSION

If possible, a pre-removal hearing is scheduled, unless immediate expulsion is necessary to protect the health or safety of students, teachers, or the student involved.

The following procedures will be followed:

1. A registered letter stating the reasons for contemplated expulsion must be sent to the student and his/her parents or guardians within a reasonable time after the infraction has occurred. The reasons must be written in a clear manner so that the reader can understand precisely what the charges mean.
2. The written notice must contain the time, date and the place of the expulsion hearing. The hearing should be arranged from three to ten days after the student's removal from school.
3. The student must be allowed to appear at the hearing and may be represented by legal counsel. Parents also must be allowed to appear if the student is a minor.
4. The student and counsel must be provided with the opportunity to examine any document submitted in support of the charges and to hear and cross-examine the person or persons primarily aware of the facts. Parents also must be accorded these rights if the student is a minor.
5. Opportunity must be provided to the student to refute the charges through documents and witnesses.
6. The final decision of the School Board must be provided in writing to the student. If the student is found guilty, the facts forming the basis of the decision must be based solely from the presentations at the hearing.
7. A record of the hearing may be taken at the student's expense, or the school board may elect to bear the cost.

Honor Group

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

1. The top 10% of the graduating class or any student with a 3.5 or higher GPA through the 3rd nine weeks of the senior year.
2. Only academic course grades will be used in establishing averages. (Phy Ed., Chorus, Band, Driver Education, etc., will not be used.)
3. The School Board and the Administration will review the records of transfer students, in their junior or senior year, who may be eligible for the Honor Group.

4. Speaker or speakers representing the group will be selected by the group and the High School Principal.
5. The names of students in the Honor Group will be presented to the Board for their approval, on recommendation of the Principal, at their regular meeting in April.
6. No correspondence courses will be used in determining the final standing of a student.

National Honor Society

Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council.

1. Students' academic records will be reviewed to determinate scholastic eligibility (minimum is a 3.00). Membership is open to qualified sophomores, juniors, and seniors. Selection shall be open to sophomores and juniors in the spring and to seniors in the fall. No senior will be accepted for membership in the NHS after the first semester of his/her senior year.
2. Students who meet the minimum 3.00 average or better will be notified and told that for further consideration for selection to the Tioga NHS Chapter they may complete the Student Activity Information Form. **Students must understand that these forms are not applications for membership, and that review of information gathered does not guarantee selection.**
3. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the actual selections must be made by the five appointed members of the faculty council.
4. The Student Activity Information Form will be reviewed by the faculty council, along with any other verifiable information about each candidate. A faculty council may wish to interview candidates personally. **Candidates receiving a majority vote of the faculty council will be inducted into the chapter.**

School Buses

The following rules are recommended by the Department of Public Instruction and adopted by the Tioga School Board to govern the use of school buses throughout the Tioga School District. Parents are asked to review the rules with their children.

General

1. Parents and students must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior of any kind will not be tolerated. Students who misbehave can be suspended from school and can be denied the privilege of riding on the bus. A bus driver shall have the authority to remove a student from the bus for a period of one day for disciplinary reasons; upon conferring with the administration, the time may be extended by the superintendent/principal for a number of additional days as deemed appropriate.

Student and Parent Responsibilities

1. Students will ride on assigned buses. Parents must request in writing any exception from this rule. Requests shall be made to the superintendent.
2. Students will board and disembark from their assigned bus at selected designations unless written permission is granted to be let off at other than the regular stop. The bus driver must be presented such a written request signed by the principal. Parents will assume the responsibility of the child when such a request is made and granted.
3. A certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent's office.
4. It is the responsibility of the parent and the student that they be properly clothed during the winter. **A student may be denied access to the buses if not properly clothed.**

5. If parents wish to take children home from school, the bus driver should be notified. In no case shall parents stop the bus on the highway at an undesignated stop for the purpose of taking their children off the bus.
6. If the children are not to ride the bus in the morning, the driver should be notified in sufficient time so that he does not have to stop.
7. If a child did not ride the bus in the morning, the driver will not expect him to ride the bus at night unless he is notified.

Before loading (On the road and at school)

1. Be on time at the designated school bus stops - help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner, do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat. The bus driver has the authority to assign seats for any length of time.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding.

While on the Bus

1. Always keep hands and head inside the bus.
2. Assist in always keeping the bus safe and sanitary.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your homes. Damage to seats, etc., must be paid for by the offender. [Climbing over seats is not allowed.]
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus. If this occurs, it is not the driver's responsibility to return it for the school day.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus windows.
10. Students must remain in their seats while the bus is motion. This is for the student's safety.
11. Always be courteous to fellow students, the bus driver, the driver's assistant and to passersby.
12. Keep quiet when approaching a railroad crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding for any length of time.
14. The driver is responsible for controlling the bus riders. They must obey him promptly and cheerfully.

After Leaving the Bus

1. Cross the road at least 10 feet in front of the bus but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver. Always keep the driver in your sight.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver. (Note: pre-arranged signal)
4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

Hall Traffic

Hall traffic should be minimized as much as possible.

Backpacks

Backpacks are not allowed for classroom to classroom travel, with the exception of those attending a PE class. Students are allowed to use backpacks to transport materials to and from school.

Bulletin Boards

Students must have permission from the principal's office to post any notices on the building bulletin boards. No partisan political or religious materials are to be posted.

Lockers

Lockers are assigned as a convenience only. The Tioga Public School District accepts no responsibility for articles lost or stolen from lockers. School issued locks are available upon student's request but must be returned at the end of the year. You are responsible for any damage done to the locker assigned to you. Always check to make sure the locker is securely closed and locked each time you use it.

Lockers are the property of Tioga School District. Although a student may have control of his school locker against his fellow students, his possession is not exclusive against the school and its officials. As a student you must realize that your locker is not free from inspection if the administration considers a search necessary to maintain the school environment and to protect other students.

We are concerned that student belongings should be safe at school and we are asking the cooperation of both parents and students in the following locker instructions so that losses may be kept to a minimum.

1. Students are not to share lockers unless they are assigned a partner.
2. Expensive articles of clothing or equipment should not be brought to school at any time.
3. If the locker is broken or there have been losses, it should be reported to the principal the same day.
4. Money/valuables should not be left in an unlocked locker. Money should be brought to the office to be locked in the vault.

Searches of Student and Personal Property

If probable cause exists, then personal property including, but not limited to handbags, wallets, backpacks, electronic devices, and automobiles may be searched. Students may also be asked to empty their pockets; however, strip searches shall not be conducted. Prior to the search being conducted, a reasonable effort should be made to contact the owner of the property and should be done in the presence with more than one school official. In the event that a law enforcement officer is to conduct a search of a locker or personal property, it must be done with a school official present and there must be reasonable suspicion that the locker or personal property contains contraband or other items which may be detrimental to the health, safety or welfare of all students enrolled.

Physical Education Lockers

Lockers may be assigned by Physical Education instructors. Due to the limited number of P.E. lockers, it is recommended that students take their PE clothing home daily. Students are responsible for their personal belongings in the locker rooms. Students are also responsible to help maintain cleanliness of locker rooms.

Medical Excuses for Physical Education

Medical excuses for P.E. must be turned into the principal's office. All students with medical excuses must still report to P.E.

Release of Student Records

A student's educational history cannot and will not be released to any agencies, other than to educational institutions to which the student is transferring, unless permission is granted by completing a request form. The request form, "Release of Information" must be completed and authorized by the student's parent/guardian if the student requesting the release of information has not attained his/her eighteenth (18) birthday. Upon attaining the age of eighteen, the student may request release of personal educational information without parental consent.

In forwarding educational data to other educational institutions, only data classified as objective data (grades, test scores, attendance records, etc.) will be forwarded. Any information classified as being subjective in nature shall not be forwarded to any agencies.

Legal Name

The 1989 ND Legislature passed a law that requires all schools to use a student's legal name for all communications such as school records, report cards, etc. **ND15-47-48. Use of pupil's legal surnames.** Each pupil enrolled in a public, private, or parochial school or a daycare center, child care facility, head start program, or nursery school must be registered in that pupil's legal surname, and all records maintained by the school, center, facility, or program with regard to a pupil must be maintained in that pupil's legal surname. All officials, teachers, administrators, and other employees of a school, center, facility, or program shall use the legal surname in all communications in which a surname of a pupil is used.

Parent's Right to Know

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. Parents who are interested in learning this information should contact the school administration office at 701-664-2333 to receive a detailed explanation of the licensing, education and experience of each teacher. Information regarding the names and qualifications of the school paraprofessionals can also be requested.

Scheduling Events

Any organization desiring to schedule some event should report to the Superintendent's office where the general school calendar is maintained. Only properly scheduled events will be allowed.

Vandalism

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

Fire Drills

State Law requires that the school conducts fire drills. During these drills students are to pass directly to their assigned exit and not visit with fellow students until they are fifty feet from the building. Quiet and order are essential so that directions from teachers may be heard and quickly followed.

False Fire Alarms

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

Church Night

Wednesday evenings are regularly scheduled church nights in Tioga. This means all school

activities must be completed and all students out of the building by 6:00 pm each Wednesday.

School Dances and Parties

The school has allowed at least two dances to be held during the school year. These are the **Homecoming Dance** (grades 7-12) and **Spring Prom**. Since high schools are not really set up to hold and manage dances, there are a few rules that must be adhered to if any dances are to be held. They are as follows:

1. Once a student leaves the dance he may not be re-admitted.
2. All school and state laws pertaining to users of alcohol, tobacco, vaping, or other harmful drugs are in effect.
3. Proper conduct is required at all times.
4. Dress restrictions may be placed on dances such as the Prom and Homecoming.
5. School dances will be chaperoned by teachers and a uniformed police officer. They are in charge of the building during a dance and are to be obeyed at all times.

Rules for Tioga High School Prom

1. Prom is provided as a formal event. All attendees must have a date and participate in Grand March.
2. All attendees must be a junior or senior enrolled at Tioga High School. Dates must not be any younger than high school freshman.
3. Exceptions include:
 - a. A date that is not from THS. Attendee **MUST** read prom rules and fill out a guest permission form available from the school secretary. The principal will determine whether a student from another school may attend the THS prom.
 - b. A date that is not in high school must be **UNDER 21** years of age and have a valid high school diploma or GED.
 - c. The date must have **NO** tobacco, drug, or alcohol violations in the past 6 weeks from the date of the Prom.
 - d. Permission slips must be submitted to the office at least one week before prom.
4. If a THS student is currently suspended for code of conduct violation (i.e., tobacco violation, underage drinking, etc.) in the past 6 weeks from the date of Prom, they may **NOT** attend Prom.
5. All guest students must present a valid picture ID to THS chaperones before Grand March.
6. Arrangements will be made to have law enforcement present. Any items of illegal nature may be dealt with by law enforcement.
7. Once the student enters the building, they are not permitted to leave. If they do so, they will not be allowed to re-enter the building.
8. Parents will be contacted if their child leaves the prom early or is signed up to attend the after-prom party and chooses not to go.
9. Parents and spectators are welcome to Grand March. When Grand March is completed, all guests are asked to leave the building.
10. Dress code is as follows: **APPROPRIATE FORMAL WEAR**
11. Rules form must be signed by each student and parent contact numbers listed.

Administering Medicines to Students

1. If a student is not governed by an IEP or 504 plan, having medication administered to them by the school is a privilege, not a right. The school may defer or deny any request to provide medication to regular education students should it be inconsistent with policy or should the parent or student fail to comply with school medication policy requirements. Invasive route (parenteral) medications will not be provided to regular education students by the school.
2. Whenever possible, the first dose of medication should be given to a student at home because of possible side-effects

3. A parent/guardian must sign a written form authorizing his/her student to receive medication from a school medication provider. A new authorization form is required each school year, whenever the student has a change in his/her medication regimen, or when a new medication is provided.
4. No medications (prescription or over-the-counter) will be given above the dosage indicated on the bottle, unless accompanied by a physician's written order.
5. Medications not properly labeled will not be administered.
6. All medications will be stored in a supervised or locked area to protect the safety of students.

Over-the-Counter Medications:

The school will not provide over-the-counter medication (Tylenol, cough drops, Motrin, etc.) to students. Students must bring their own medication and it will be marked to be used specifically by that student. The administration of acetaminophen or ibuprofen at school is not approved without the prior consent of a parent or legal guardian. All over-the-counter medication must be in their original manufacturer's container. The container must list, in a legible format, the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any). Over-the-counter medication supplied by a student's parent or guardian must also be labeled with the student's first and last name, being careful not to obstruct any necessary information.

Prescription Medications:

Prescription medications must be supplied in the original pharmacy-labeled container and include, in a legible format, the name of the student, the name of the pharmacy, the name of the medication, dosage, administration directions, expiration date, and storage instructions (if any).

Multiple Medications including Prescriptions, Over-the-Counter Medications, or Both:

Multiple medications including prescriptions, over-the-counter medications, or both must include all applicable information listed above, along with a written notice from a healthcare provider or pharmacist certifying that the drugs are not known to adversely interact.

Controlled-Substance Medications:

All controlled-substance medications must be hand delivered by a parent to the school. The school and parent must sign off on an initial count of all controlled-substance medications brought to the school. The school must keep a log of all such medications.

Medication Off-Campus When Student Is Under District Supervision:

Parents/guardians must make arrangements with the advisor/supervisor/teacher prior to the activity or event, for students who will require medication off-campus while under the district's supervision. At a minimum, parents/guardians making such a request shall be required to comply with the applicable policy requirements regarding medications administered at school. Check-in and storage requirements will be developed on a case-by-case basis for all medications provided.

Medications Being Returned to Parents/Guardians:

All medication, no longer being administered by the school, shall be picked up by parents. They will not be released to students. Parents will be notified by mail, or phone, at which time they will be given a reasonable deadline (e.g. 2 weeks). Failure to pick up the medication by the deadline will result in the school destroying the medication in accordance with government recommendations. Destroying medications will be witnessed by school administration.

Medication Error Documentation:

To ensure that medication is provided to students correctly, safely, and in good faith, any medication error shall be reported to administration.

Medication errors include, but not limited to:

- Giving the student the wrong medication
- Giving the student the wrong dose of medication

The incident shall be documented as soon as possible after parents have been contacted and appropriate response actions/interventions have been taken. Such documentation shall be filed with the administration to ensure the district has clear documentation of the incident and what actions were taken.

Liability Disclaimer:

It is not the intent of the Tioga School District to expand the district’s potential liability exposure through the development of this medication program. The district’s voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing policy and providing medication under a school medication program. This protection extends to all school medication providers, the school district, and the Board, so long as each party is acting in good faith.

Student Self-Administration Requirements for Inhalers:

All inhalers must be registered each year at the appropriate school office.

Parents must sign a consent form permitting his/her student to self-administer and/or carry an inhaler in school. A new parent authorization form is required at the beginning of each school year, anytime the student has a change in his/her medication regimen, or when a new medication is to be provided.

Certification that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner is required from the student’s healthcare provider. Certification that the student is capable of self-administering is required once for each inhalation medication.

Harmful Drugs

Use and/or possession: The use of illicit drugs and the unlawful possession and/or use of alcohol and/or tobacco is wrong and harmful; use and or possession of the above in the school building or on the school grounds is prohibited at all times. This regulation is in effect for all activities, athletics, dances, and other school sponsored events on or off school property.

Violations: Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of the proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Compliance: Included in this handbook is a complete copy of the Tioga Public School’s “Alcohol and Other Drug Use/Abuse Policy”.

Student Alcohol & Other Drug Use/Abuse

Philosophy

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

Prohibited Activities

It shall be against school policy for any student to:

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

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

Prohibited Substances

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

The District has a separate policy dealing with tobacco use.

Reporting Violations

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

Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property. Such searches shall not include referral for mandatory alcohol/drug testing.

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

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

indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

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

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

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

Confidentiality

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

Education

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

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

Policy Implementation

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

The Tioga 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.

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

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

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. 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.

Weapons Policy

Carrying Weapons

Definitions

This policy defines the following:

- Dangerous weapon as define by NDCC 62.101-01(1)
- Firearm is defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3).
- School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.
- Weapon includes, but is not limited to:
 - o Any dangerous weapon as defined by NDCC 62.1-01-01
 - o Any device designed to stun through use of voltage whether through direct contact or through a projectile
 - o Any firearm look alike, or dangerous weapon look alike brought on school property with the intent to threaten or intimidate
 - o Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others
 - o Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual

Prohibitions

Students are prohibited from knowingly possessing, handling, 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. any firearm or weapon on school property.

Disciplinary Consequences

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

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion 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 the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

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

Special Education Students

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

Nonapplicable Provisions

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

Reviewed/Revised: March 2020

Damaged Books, Lost Locks, Damaged Locks & Other Items

If students lose, abuse or damage a book, they must purchase it from the school. If a lock is on loan to them and it is lost or not returned at the end of the year, the cost will be **\$5.50**. Students will be charged replacement costs for any other school owned items which are lost or damaged.

Payments of Fines and Fees

Students are expected to pay all fees and fines before the end of the school year or prior to withdrawing. All seniors are expected to pay any fees or fines prior to graduation.

Students Leaving the Building

If a student must leave during a class period, he/she is required to check out of class and report to the principal's office before leaving the building. If the student does not report to the office, the absence will be unexcused.

Field Trips

Prior to participating in school field trips, a student must return a signed parental consent form to the supervising teacher who in turn will present them to the principal's office. A typewritten list of all students involved will also be presented. All school rules and regulations fully apply to students while participating in field trips and while enroute.

Emergency Situation Procedures

Fire: Follow the procedures covered in the fire drill policy. All teachers should clear the building with their students, at least 50 feet from the curbing in front of the school. Each teacher must be able to account for the students in his/her class or classroom.

Tornado: Students are to be seated in the hallways by their lockers. Gym students will go to locker rooms.

Blizzards: The Tioga Public Schools App and Thrillshare Instant Alert system will be the first line of notification for all weather-related delays/closures. If the storm is during the night, you are to **listen to KTGO radio or KEYZ** in the morning for an announcement. If during the school day each student including rural pupils will be sent to their "home away from home" in town designated by their parents. However, no child will be excused during a blizzard unless a parent has given prior approval for their child to go home by himself. **All school employees are to stay at their respective schools until such time as the situation is normal.**

Assemblies and Pep Rallies

Assemblies are held for the benefit, education, and enjoyment of students. Not all assemblies will entertain students but can be part of their educational growth.

Pep assemblies, including cheers, band music, skits and announcements are usually held the same day as important sport activities. Students and different organizations are urged to participate in the preparation of the entertainment for these programs.

Each **THS** student can contribute much to the success of the above group meetings by;

1. Being on time and taking a seat promptly.
2. Showing consideration and appreciation by being attentive. Discourtesy on the part of one or several students reflects discredit on the entire student body.

Teacher Conferences

The staff at Tioga High School welcomes parent-teacher conferences. Parents may make appointments through the high school office at any time throughout the school year.

Dress Code

Personal appearance is usually an index to the attitude and behavioral patterns of an individual. For this reason, society lays great stress on the matters of appropriate dress and good grooming. Students are expected to come to school looking clean and neat. Extremes in dress or grooming which would cause health and safety dangers to students in class or school activities will not be permitted.

The wearing of any clothing, patches or graffiti which is obscene in nature, suggestive, descriptive, vernacular, or causes disruption, or refers to drugs, alcohol, tobacco, or immoral activities, will not be allowed. Appropriate action will be initiated. By state law, shoes must be worn for safety and health reasons.

1. Length of shorts or skirts must be reasonable and appropriate
2. All shirts/tops must cover the stomach, back and chest.
3. Clothing with indecent language and inappropriate innuendos or pictures is not allowed.
4. Baggy pants must be worn with a belt. Belts must be in the belt loops and worn on or above the hips. Underwear must not be visible
5. No hats, head scarves, or sunglasses are to be worn inside the school. Except on school sanctioned days.
6. Shoe laces must be tied. Shoe laces should not be so long that they drag behind shoes.
7. Any attire deemed by the principal or teacher to be distracting to the school environment will not be allowed.

Open and Closed Campus

Seniors will be allowed open campus privileges. All other students will be required to be in their assigned classes or study halls. Seniors are not to be in the classroom areas during their open periods. If problems arise such as abusing privileges at a school function, whether in town or away, the open campus privilege will be dealt with on an individual basis. Grade 9-11 students may leave at lunch provided a Parent Release form is on file at the office.

Library

Your school library provides books and magazines to supplement your classroom assignments and material for your own reading pleasure.

The purpose of the library is:

1. To help you to gain skill in selecting and evaluating information from various sources.
2. To enable you to pursue your own interests and develop new interest through books and magazines.
3. To provide an opportunity to read widely on a given topic and to understand that knowledge is

not confined to textbooks.

During your library period you may either complete your classroom assignments or read books and magazines that are of interest to you.

The general regulations for library users are:

1. An atmosphere of quietness must be observed at all times. Those who cannot work in the library under these conditions will be asked to leave.
2. Use the on-line card catalog to locate books or resources.
3. Books and magazines must be checked out at the circulation desk.
4. Books are issued for three weeks and may be renewed if not in too much demand.
5. Nooks can be checked out for two weeks.
6. Magazines are due the following school day.
7. Reference books may be used in the library. They can only be checked out of the library for class work on a period basis.
8. If you lose a book, report it promptly. If it is not found within a reasonable time, you must pay for the book.
9. If a book or magazine is not returned on the due date, fines are 10 cents per day.

Accessible use of THS Stage

Tioga students traditionally use the stage for pep band performances, graduation, and prom. In order to provide access for all students to participate in these and other activities, the stage will not be used if it is not accessible to every student. In that instance, an alternate solution will be utilized to provide access for all students.

Accommodating Children with Special Dietary Needs

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation (7CFR 15b), as well as the regulations governing the National School Lunch Program and School Breakfast Program, make it clear that substitutions to the regular school meal must be made for children who are unable to eat school meals because of their disabilities, when that need is certified by a licensed physician.

In cases of food allergy, generally, children with food allergies or intolerances do not have a disability as defined under either section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them.

However, when in the licensed physician's assessment, food allergies that may result in severe, life threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

Parent or Guardians Responsibility

Obtain a Physician's statement stating the nature of the child's disability, the reason the disability prevents the child from eating the regular school meal, along with emergency treatment. (In cases of a food allergy that is life threatening/ anaphylactic). Forms are available at both buildings.

1. Talk with the lead school nutrition/food service manager. And any other school personnel that may be involved in the care of your child.
2. Have a plan of emergency treatment and any medications needed available to the school, to be kept at the office.

School Nutrition Responsibility

1. Prepare nutritious food substitutions or modifications as required by physician's statement.
2. To work with parents and teachers to meet the child's dietary needs.
3. To attend nutrition education classes when made available and to educate all foodservice employees about diet modifications/food allergies.

The Tioga Public School Child Nutrition Service will work to the best of their ability to accommodate any special dietary needs as stated in a physician's statement. Please note that as with most smaller school districts a registered dietician is not on staff, and if you DO NOT feel

confident that your child's special dietary concerns can be met, please feel free to consider sending a lunch or breakfast with your child to school.

Visitors and Friends

Tioga High School discourages visitors and friends during the school day. Visitors entering the building are asked to report to the main office immediately and pick up a visitor's pass. The visitor must state the reason for being in the building. A visitor will be allowed to remain if there is business to conduct. All others will be asked to leave.

Alert System

Tioga Public Schools now offer a mobile app to stay connected. You can find the app either on iTunes or Google Play. The app is called "Tioga Public Schools, ND." This is the fastest and easiest way to stay up to date with the school. For more information, please contact the high school or elementary office.

No School Insurance Notice

The ND High School Activities Association Accident Benefit Fund (commonly called "School Insurance") no longer exists. The Tioga Public School does not participate in any other student insurance. There is no "school insurance" for any injuries suffered during school hours such as in P.E. classes or for athletic injuries. **Parents are responsible for their child's insurance in grades K-12.**

Warning to All Parents:

Potentially serious accidents can occur in all athletics! The ND High School Activities Association recommends that all parents are given this warning. Precautions are taken by the school staff and coaches for the safety of a child; **however, the possibility of a serious accident that could leave a child permanently injured or even paralyzed always exists and must be realized!**

Rules of Eligibility of Contestants in Interscholastic Activities

(All references to students as he or him apply to both girls and boys.)

CONDENSED ELIGIBILITY RULES

Attention, Athletes! You Are Eligible:

- if you have been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED from the opening of the semester
- if you ENTERED SCHOOL WITHIN THE FIRST 10 DAYS OF THE SEMESTER
- if you have COMPETED IN A SPORT FOR LESS THAN EIGHT SEMESTERS as a high school student
- if you have not COMPETED IN A SIMILAR ATHLETIC CONTEST ON AN OUT-OF-SCHOOL TEAM DURING THE SAME SPORTS SEASON, EVEN WHILE UNDER SUSPENSION
- if you have not ENROLLED IN AN INSTITUTION OF HIGHER RANK except as an accelerated student carrying advanced work in addition to physically attending at least one class at your member school of attendance
- if you EARNED 2.5 CREDITS the preceding semester
- if you maintain SATISFACTORY PROGRESS TOWARDS GRADUATION
- if you have not GRADUATED from a 4 YEAR HIGH SCHOOL or equivalent
- if you have not ACCEPTED AWARDS other than those having symbolic value and costing no more than three hundred dollars
- if you have not ACCEPTED NON-MONETARY COMPENSATION totaling more than \$500 during the current Association year (July 1 – June 30)
- if you are not TWENTY YEARS OF AGE or over
- if you are an AMATEUR in the sport in which you are competing or if you have not competed under an ASSUMED NAME
- if you have not TRANSFERRED FROM ANOTHER SCHOOL without corresponding change of residence by your parents
- if you are in your eighth semester and your SEVENTH AND EIGHTH SEMESTERS ARE CONSECUTIVE
- if you have a current file of a DOCTOR'S OR NURSE PRACTITIONER'S CERTIFICATE of physical fitness
- if you have not used or have in your possession tobacco, alcohol or illegal drugs

(CHECK WITH YOUR PRINCIPAL FOR POSSIBLE EXCEPTIONS TO THE ABOVE RULES)

Extracurricular Participation requirements Beyond NDHSAA Bylaws/Policies

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

He/She must abide by all the eligibility rules as set forth in the Constitution and By-Laws of the North Dakota High School Activities Association. (A complete copy may be checked out at the office). Students will be subject to suspension from extracurricular activities for a period of up to six (6) consecutive weeks for the first offense and a period of eighteen (18) weeks for any subsequent offense(s) during their high school career. A student's record of violations of this policy shall be cumulative commencing with promotion from grade eight to grade nine and concluding upon his/her graduation or completion of any school-sponsored activity extending beyond graduation (e.g., state track meet).

Additional Eligibility Rules for Tioga Students

1. Students must receive a successful passing grade in all subject areas and/or classes.
2. At the beginning of the school year and at the beginning of each subsequent quarter, student eligibility will be calculated after the first three (3) weeks of each grading period. Beginning week four (4) of each grading period, eligibility will be calculated on a weekly basis.
3. Instructors must have grades posted by 12:00 noon on Friday or the last school day of that week.
4. Eligibility requirements will be determined Monday to Monday.
5. Tioga School District incorporates this policy and all students in grades 7-12 are covered by this policy.
6. If a student is suspended or expelled from school, that student is ineligible for both practicing and participating until the suspension/expulsion is ended.
7. The following will be left to individual coaches:
 - a. Training rules
 - b. Missing practices
 - c. Dress code
 - d. Discipline – student misbehaving in another instructor's class is not cause for removal from a game or a team.
8. In order to participate in practice or play in an interscholastic event, a student must have been in school that day for a minimum of one-half day. At the discretion of the principal, some exceptions may be given but only if the student has given prior notification of his or her necessary absence. If a student misses school on Friday, he/she may participate/play on Saturday.

Recommended exceptions to the above:

- a. Written excuse – doctor or dentist
- b. Pre-arranged (with parent excuse) funerals or weddings.

Not recommended as an exception:

- a. Work – even if excused by parent.

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

Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 67% 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 Tioga School District #15 also requires that no student may participate in a contest if he or she is failing 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 up to six (6) consecutive weeks for the first offense and a period of eighteen (18) weeks for any subsequent offense(s). Such consequences shall be imposed by a committee consisting of the building principal, athletic director and coach/advisor. If an appeal is desired, it can be appealed to the superintendent. If further resolution is needed, it may go to the school board in addition to other disciplinary consequences imposed under the applicable policy.

Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he issues 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 at coach or advisor discretion. However, suspended students will not be allowed to miss school time to travel with the team.

Accumulation of Violations

A student's record of violations of this policy shall be cumulative commencing with promotion from grade eight to grade nine and concluding upon his/her graduation or completion of any school-sponsored activity extending beyond graduation (e.g., state track meet).

Off-Season Violations

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time. This does not apply to offenses committed outside of the extra-curricular school year. See FFE-AR5 for Student Alcohol and Other Drug Use/Abuse and School-Sponsored Summer Activities.

Concussion Management Program

NOTE: Items designated with a * are from a National Federation of State High School Associations document entitled "Concussion in Sports: What You Need to Know" written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: www.nfhslearn.com.

Concussion Signs & Symptoms The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache

Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported

1. Removal

An official, district designee with direct responsibility for a student athlete during practice, training, or competition shall remove from practice, training, or competition a student:

- a. Who reports any sign or symptom of a concussion
- b. Who exhibits any sign or symptom of a concussion

NOTE: Policy prohibits coaches and officials who are minors or current high school students from making removal decisions due to a suspected concussion. Such individuals are required to inform, as soon as possible, an adult with removal authority of reported or observed signs or symptoms of a concussion.

- A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal authority if s/he determines, after observing the student, that the student may have a concussion.
- If two or more parties listed above with removal-from-play authority disagree on whether a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the District requires that the ruling be made in the interest of the student’s safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

2. When to Call for Emergency Assistance*

If an athlete exhibits the following symptoms, a district employee, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance:

- The athlete lost consciousness or has a decreasing level of consciousness;
- The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
- The athlete’s neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal);
- The athlete’s respiration is decreasing or irregular;
- The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- The athlete exhibits seizure symptoms/activity.

3. Transportation when Emergency Assistance is NOT Activated

Under no circumstances should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

4. Examination

A student removed from practice, training, or competition for one or more of the reasons in #1 above must be examined as soon as practical by a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board.

5. Return-to-Play Requirements

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

Training

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority due to suspected or reported concussions shall receive training regarding the nature and risk of concussions.² The Superintendent or Athletic Director shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school.

*NOTE: NDHSAA officials have received concussion management training in accordance with law.

Student Personal Electronic Devices and Use Policy

- * The Tioga Public Schools assumes no liability for damaged, destroyed, lost and or missing cellular phones or personal electronic devices. Students and their parents are responsible for the safe keeping of all such devices including: cellular phones, smartwatch, listening devices, tablets, computers, image taking devices, or any type of electronic game or similar device.

PERSONAL ELECTRONIC COMMUNICATION DEVICES and PROHIBITION DURING INSTRUCTIONAL TIME

The Tioga Public School District #15 is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to

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engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

- a. Instructional time means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.
- b. Parent means a parent or guardian of a student who is authorized to make decisions regarding education for the student.
- c. Personal electronic communication device means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
 - o School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
 - o Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].
- d. School means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.
- e. School-related activity means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.
- f. Student means an individual currently enrolled or registered at a public school as defined under this policy.
- g. Inappropriate content is defined as content that:
 - o Violates a district student conduct policy;
 - o Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
 - o Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;

- o Is obscene or pornographic as defined by community standards.
- o Is reasonably forecasted to materially or substantially disrupt the educational environment;
- o Poses a direct threat to the physical safety of the school population; and
- o Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-39, the Tioga Public School District #15 prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-39

All personal electronic communication devices identified above must be:

1. Silenced or turned off, *and*
2. Securely stowed away, *and*
3. Inaccessible to students during instructional time.

The District may develop additional administrative regulations or rules, which outline the specific procedures each school building will follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

- a. *School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.*
- b. *School-approved devices used by a student, including personal electronic communication devices that have been approved by administration or classroom teacher to be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for*

the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may result in approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.

- c. Medical-provider recommendation, which includes a medical provider licensed under [N.D.C.C. Title 43](#) (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.
- d. Required accommodation, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
 - o The Individuals with Disabilities Education Act [[20 U.S.C. 1400](#)];
 - o Section 504 of the Rehabilitation Act of 1973 [[29 U.S.C. 794](#)]; or
 - o A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities

The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by administration, teacher, coach or bus driver.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

- a. Bus rides
- b. Field trips
- c. Sporting events
- d. School dances
- e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using any devices or technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy;

3. Students are prohibited from using any devices or technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using any devices or technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using any devices or technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event; and
6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Superintendent may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

Enforcement Provisions

The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

1. **Employee Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

In complying with this policy, the following school employee expectations apply:

- a. **School Staff Reporting Requirements.** School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").
- b. Any alleged school staff violations of this policy should be addressed in accordance with Policy KACB (Complaints about Personnel) or other applicable complaint and investigation policies or procedures.

- c. Administration Investigation and Response. Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").
- d. Any alleged administrator violations of this policy should be addressed in accordance with Policy KACB (Complaints about Personnel) or other applicable policies or procedures.
- e. Identification of Policy Exceptions. All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.
- f. Compliance with Policy Exceptions. The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy. School employees are expressly prohibited from openly/ publicly discussing students' medical conditions, accommodations, or other legally-protected confidential information. Inquiries or concerns may be directed to administration, particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.
- g. Employee Use of Personal Electronic Communication Devices. Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time. Employees are expressly prohibited from using personal electronic communication devices during instructional time for non-instructional purposes, including personal texting, e-mailing, phone calls, and social media. Employees are expected to use personal devices during non-instructional times and other breaks in the school day.

1. **Student Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may 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. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

The District may develop administrative regulations or rules outlining the specific disciplinary procedures to ensure compliance with this policy and the law.

In administering the disciplinary measures established, administrators and school staff must adhere to the following guidelines:

- a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.
- b. If teacher or administrator determines that a student is in violation of this policy and the student refuses to turn over the device, the infraction may move to the next level.
- c. At no time should a staff member or District administrator attempt to physically or forcibly take an electronic device from a student.
- d. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.
- e. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

- a. Ensure the policy is communicated to students, parents, and authorized caregivers; and
- b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

All school acceptable use policies will apply to personal devices when used on school premises or when participating in school sponsored activities. (See Acceptable Use Policy)

Principals shall provide information regarding this policy in the student and teacher handbooks.

Tioga High School Cell Phone/Electronic Device Discipline Matrix

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense	7 th Offense
Device to the office. Parent contact. Student will pick up at the end of the day. This will be the only warning.	Device to the office. Parent contact. Student will serve in-school suspension the remainder of the day. Parent will pick up device.	Device to the office. Parent contact. Student will serve OSS for the remainder of the day plus one additional day. Parent will pick up device.	Device to the office. Parent contact. Student will serve OSS for the remainder of the day plus three additional days. Parent will pick up device.	Device to the office. Parent contact. Student will serve OSS for the remainder of the day plus five additional days. Parent will pick up device.	Device to the office. Parent contact. Student will serve OSS for the remainder of the day plus ten additional days. Parent will pick up device.	Student will be suspended and referred for expulsion.

Immunizations

By North Dakota State Law, students shall not be permitted to attend school unless they meet immunization requirements. Immunization records must be submitted for all students.

Meningococcal and Tdap vaccines are required for entrance into seventh through 10th grade.

Grades 7-10 students are required to have the following immunizations: 5 or more DTP (Diphtheria-Tetanus-Pertussis), 4 IPV/OPV (Polio Vaccine), 3 Hepatitis B, 2 MMR (Measles-Mumps-Rubella), Two Varicella (Chickenpox Vaccine) with 1 Tdap (tetanus, diphtheria, and pertussis vaccine) and 1 Meningococcal (Meningitis vaccine). **Grades 11-12 are required to have all of the above as well as a 2nd dose of Meningococcal (Meningitis vaccine).**

A history of chickenpox disease is an exemption to the vaccine requirement. A parent or guardian may sign a history of disease, moral, religious, or philosophical exemption. A physician’s signature is required for a medical exemption.

SIGNIFICANT CONTAGIOUS DISEASES

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

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 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 16 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 significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on and using district property, including, but not limited to, district buildings, vehicles, school events, and computer networks. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the district's Discrimination and Harassment Grievance Procedure (AAC-BR).

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 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.

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 decision maker 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:** The District shall consider and implement reasonable accommodations to allow the affected individual to become/continue as an employee or become/continue as an independent contractor.

Education

1. **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 will begin in Grade K and continue through Grade 12.1 The curriculum will be integrated into the health curriculum.

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 programs shall have an opportunity to preview/review the curriculum and materials.

2. **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.

3. **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

Responding to Potential Health Threats

Determining if a Health Threat Constitutes a Communicable, Reportable, and/or Significant Contagious Disease

For the purposes of this regulation, communicable disease, reportable disease, and significant contagious disease are defined by state law or administrative code, and these definitions are contained in ACBB-E.

If a teacher believes that a student may have a communicable, reportable, and/or significant contagious disease, s/he shall inform the building principal. Failure by a teacher to report this information may result in disciplinary action. The building principal shall contact the Superintendent to inform him/her of the student's suspected condition. Either the building principal or Superintendent should contact local public health or the ND Department of Health to assist in classifying the condition.

Once the illness is classified, the building principal or Superintendent shall comply with any applicable reporting and/or referral requirements contained in state law or administrative code (See NDCC 23-07-02 and ND Administrative Code 33-06-02-01). The District will comply with and implement all applicable provisions in the district's significant contagious disease policy (ACBB) if the illness is classified as such.

Procedure for Responding to a Communicable Disease or Other Public Health Threat

When a building principal or Superintendent suspects the presence of a communicable disease or other public health threat in a school or other district facility, the Superintendent should request the ND Department of Health's assistance with the following:

- A. Communicating about the threat to students, staff, parents, and the public
- B. Determining if extracurricular activities should be canceled
- C. Determining if immunization-exempt students and/or students with certain health conditions should be excluded from school
- D. Determining if non-immunized staff, staff without verifiable immunization or other medical records that public health has recommended for review, and/or staff with certain health conditions should be excluded from district schools and/or facilities
- E. Determining if schools or other district facilities should be closed
- F. Determining if there are additional steps necessary to minimize risk of contagion

Excluding Students from School Due to a Potential Health Threat

Students may be excluded from school for health reasons if any of the following criteria apply:

- A. The student's parent/guardian failed to provide, at the time of admission, either proof of all required immunizations or valid immunization exemption documentation (NDCC 23-07-17.1). The District shall inform parents who fail to submit this required documentation of compulsory attendance requirements and law enforcement referral procedures. Students who are homeless must be admitted to schools regardless of whether or not they have submitted immunization records or immunization-exempt documentation at the time of admission. Homeless students shall be referred to public health to receive assistance complying with immunization requirements and/or opt-out assistance.
- B. The student is immunization-exempt, an epidemic has been identified in a district school or schools, and a public health officer has deemed such students' attendance a potential public health threat. Such students shall be excluded from school until, in the opinion of the health officer, the danger of the epidemic is over (NDCC 23-07-17.1 (6)).
- C. The student has, or lives with someone who has, a significant contagious or infectious disease and has not been cleared to attend school under regulations of the local board of health (NDCC 23-07-16).
- D. The student is suspected of suffering from or has been exposed to a communicable condition. The classroom teacher is required to report this suspected condition/exposure to the building principal. The building principal shall contact a local public health officer to determine if the student's condition/exposure should be examined and further investigated. If public health confirms the need for a medical examination, the student will be sent home with instructions to see a physician. The student shall not be permitted to attend school again until s/he presents a certificate from a ND licensed physician or from the local health department stating that the student is not suffering from a communicable condition and that it is safe for the student to return to school (ND Administrative Code 33-06-02-01 (4)).

Educational Services for Students Excluded Due to a Potential Health Threat

Students excluded from school due to a potential health threat must be provided educational services if (a) they currently have an IEP or 504 Plan or (b) if their condition meets the definition of a disability under the Americans with Disabilities Act or significant contagious disease under state law. The Superintendent may consult with legal counsel to determine if the District is required to provide educational services to a student excluded from school due to health reasons.

The District may provide educational services, to the extent possible, to all other students who are currently enrolled in a district school but are barred from attending due to a potential health threat.

Educational services provided shall be determined by the Superintendent or multidisciplinary team (for students with a 504 Plan or IEP) based on factors such as the duration the student is excluded from school, available district resources, and IEP/504 Plan requirements if applicable.

Excluding Staff from District Facilities Due to a Potential Health Threat

In the event of a potential health threat, the Superintendent shall work with the ND Department of Health to identify employees who must be excluded from school. Reasons for exclusion may be related to an employee's current or past health conditions, non-immunized status, and/or inability to verify immunizations or medical documentation recommended for review by public health officials.

Employees excluded from school during a potential health threat shall be placed on paid administrative leave and shall not return to work until a public health officer deems their return safe. The District shall pay costs associated with employees obtaining any medical records requested by the District.

All temporary employees working in district schools and facilities during a potential health threat must submit proof of receiving all required immunizations and any other medical documentation recommended for review by public health officials. This documentation must be submitted before the temporary employee begins his/her duties, and the District shall pay any costs associated with obtaining medical records.

Confidentiality of Medical Records

All medical records, including immunization records, obtained by the District are confidential. The District shall not release such records except under a valid exception in state or federal law. (First reading 07/27/15)

Laws on Immunizations, Contagious Disease, Reportable Disease, and Significant Contagious Disease

Definitions

- A. **Age-appropriate immunizations** (ND Administrative Code 33-06-05-01) refers to the vaccines a child should receive based on age and previous immunization history as recommended by the advisory committee on immunization practices of the United States department of health and human services and outlined by the North Dakota immunization schedule.
- B. **Communicable disease** (NDCC 23-07.6-01) means a disease or condition that causes serious illness, serious disability, or death, the infectious agent of which may pass or be carried, directly or indirectly, from the body of one person to the body of another.
- C. **Reportable disease** (ND Administrative Code 33-06-01) means the diseases or conditions designated by the state department of health that must be reported pursuant to NDCC 23-07-01. See ND Department of Health reportable disease chart at <http://www.ndhealth.gov/Disease/Documents/ReportableConditions.pdf>.
- D. **Significant contagious disease** (ND Administrative Code 33-06-05.1-02): 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.

Confidentiality Requirements

- A. **Employee medical records** (NDCC 44-04-18.1 (1)): Any record of a public employee's medical treatment or use of an employee assistance program is not to become part of that employee's personnel record and is confidential and, except as otherwise authorized by law, may not be used or disclosed without the written authorization of the employee. As used in this section, the term "public employee" includes any individual who has applied for employment, is employed, or has been employed by a public entity.
- B. **Student medical records**: At the elementary or secondary school level, students' immunization and other health records that are maintained by a school district or individual school, including a school-operated health clinic, that receives funds under any program administered by the U.S. Department of Education are "education records" subject to *FERPA*, including health and medical records maintained by a school nurse who is employed by or under contract with a school or school district. Parents have a right under *FERPA* to inspect and review these health and medical records because they are "education records" under *FERPA*. See 34 *CFR* §§ 99.10 – 99.12. In addition, these records may not be shared with third parties without written parental consent unless the disclosure meets one of the exceptions to *FERPA*'s general consent requirement.

From Joint Guidance on Application of FERPA and HIPAA:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf

Significant contagious disease

- A. Employees (ND Administrative Code 33-06-05.3-02): Unless disclosed by the affected person, or their personal physician, no disclosure of an affected individual's condition may be made. In order to eliminate discrimination, the local governing body should develop policies concerning the comprehensive application of universal precautions throughout the institution.
- B. Independent Contractors (ND Administrative Code 33-06-05.4-02): Unless disclosed by the affected person, or their personal physician, no individual may be informed of an affected individual's infection. In order to eliminate discrimination, the local governing body should develop policies concerning the comprehensive application of universal precautions throughout the institution.
- C. Students (ND Administrative Code 33-06-05.2-02): Unless disclosed by the affected person, their parent or guardian, or their personal physician, no individual may be informed of an affected individual's infection. In order to eliminate discrimination, the local governing body should develop policies concerning the comprehensive application of universal precautions throughout the institution.

Disease Reporting Requirements

- A. **Communicable Condition**: (ND Administrative Code 33-06-02-01 (4)): Whenever any school principal or teacher in any private, public, or parochial school has reason to suspect that any pupil is suffering from or has been exposed to any communicable condition, such principal or teacher shall send the child home with instructions to see the child's family physician. Any pupil so excluded shall not be permitted to attend school again until the pupil shall present a certificate from a physician licensed to practice medicine in North Dakota or from the local health department stating that the child is not suffering from a communicable condition and that it is safe for the child to return to school. Such principal or teacher shall also report any such suspected case to the local health officer, who, upon receipt of such report, shall use the officer's best judgment as to the necessity for further investigating the case.

B. **Who to Report Reportable Diseases** (NDCC 23-07-02 (2)): Except as otherwise provided by section 23-07-02.1, the following persons or their designees shall report to the state department of health any reportable disease coming to their knowledge.

The director, principal manager, or chief executive officer of:

Health care institutions, including hospitals, medical centers, clinics, long-term care facilities, assisted living facilities, or other institutional facilities;

Medical or diagnostic laboratories;

Blood bank collection or storage centers;

Public and private elementary and secondary schools;

Public and private universities and colleges;

Health or correctional institutions operated or regulated by municipal, county or multicounty, state, or federal governments;

Child care facilities or camps.

Immunization Requirements

ND Administrative Code 33-06-05-01 (2b):

Minimum requirements for children attending kindergarten through grade twelve shall be age-appropriate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, varicella (chickenpox), meningococcal disease, and hepatitis B.

See ND Department of Health immunization chart:

<http://www.ndhealth.gov/immunize/schools-childcare/>

Immunization Exemptions

1. NDCC 23-07-17.1 (2-3)

A. A child may enter a public school upon submitting written proof from a licensed physician or authorized representative of the state department of health stating that the child has started receiving the required immunization or has a written consent by the child's parent or guardian for a local health service or department to administer the needed immunization without charge or has complied with the requirements for certificate of exemption as provided for in paragraph b.

B. Any minor child, through the child's parent or guardian, may submit to the public school either a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child or a certificate signed by the child's parent or guardian whose religious, philosophical, or moral beliefs are opposed to such immunization. The minor child is then exempt from the applicable immunization requirements set forth in NDCC 23-07-17.

2. ND Administrative Code 33-06-05-01 (4)

A child with a medical or a beliefs exemption is exempt from any one or all of the immunization requirements. A physician must sign an exemption form indicating the vaccines that are included in the medical exemption. A parent or guardian must sign an exemption form stating that the child has a beliefs exemption and indicate which vaccines are exempt because of beliefs. A child with a reliable history of chickenpox, hepatitis A, hepatitis B, measles, mumps, or rubella is exempt from applicable immunization requirements. A physician must sign an exemption form stating that the child has had the disease. Exemption forms must be kept on file with the immunization records at the child's school, early childhood facility, head start program, or preschool educational facility

Non-Discrimination Protections for Affected Individuals

Disabled students and employees: See Nondiscrimination and Anti-harassment Policy (AAC) and Education of Special Education/Disabled Students (FDE).

Significant Contagious Disease

Employees (ND Administrative Code 33-06-05.3-01): No employee or potential employee may be terminated or prevented from becoming employed at the institution 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 personal physician, the employee must be permitted to perform the duties.

- A. Independent Contractors (ND Administrative Code 33-06-05.4-01): No independent contractor may be terminated or prohibited from contracting with the institution solely because they have or they are perceived to have a significant contagious disease. If the independent contractor is capable of performing the work, or reasonable accommodations can be made to allow the independent contractor to perform the work, and the independent contractor does not constitute a public health threat to others, as determined by a personal physician, the independent contractor must be permitted to contract with the institution.
- B. Students (ND Administrative Code 33-06-05.2-01): No student may be prohibited from attending the institution 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 decision-maker, the student must be permitted to attend the institution. If the student is unable to attend regular class instruction or requires special consideration, then special provisions or individualized education programs must be provided for the student.

Recordkeeping Requirements and State Reports

1. ND Administrative Code 33-06-05-01 (5)

- a. Recordkeeping and reporting. Records and reports requested by the state department of health shall be completed and submitted to the state department of health.
- b. Certificates of immunization, a North Dakota immunization information system (NDIIS) record, or other official proof of immunization must be presented to the designated institutional authority before any child is admitted to an institution.
- c. Upon request by the institutional authority and approval by the department, the department shall provide access to the NDIIS by institutional authority. The department of health shall disclose immunization records maintained by the NDIIS to an institutional authority to fulfill the required proof of immunization.
- d. The parent or guardian of a child claiming a medical or beliefs exemption shall present an appropriately signed statement of exemption to the designated institutional authority. Proof of immunization or the statement of exemption must be maintained by the child's school or early childhood facility.
- e. The school or early childhood facility immunization summary report must be submitted to the state department of health by November first of each year or such other annual date as the department may designate.

2. ND Administrative Code 33-06-05-01 (6)

Appointment of an institutional authority.

- f. An institutional authority shall be appointed for each institution by its governing board or authorized personnel. The authority must be an employee of such institution.
- g. Superintendent Paul Olson; PO Box 279; 303 N. Linda St.; Tioga ND 58852 (701) 664-2333. Paul.W.Olson@k12.nd.us

Student Exclusion from School Due to a Health Threat

1. **Failure to provide, at the time of admission, either proof of all required immunizations or valid immunization exemption documentation (NDCC 23-07-17.1):** A child may not be

admitted to any public, private, or parochial school, or day care center, child care facility, head start program, or nursery school operating in this state or be supervised through home-based instruction unless the child's parent or guardian presents to the institution authorities a certification from a licensed physician or authorized representative of the state department of health that the child has received age-appropriate immunization[s].

2. **The student is immunization-exempt, an epidemic has been identified in a district school or schools, and a public health officer has deemed such students' attendance a potential public health threat (NDCC 23-07-17.1 (6)):** When, in the opinion of the health officer, danger of an epidemic exists from any of the communicable diseases for which immunization is required under this section, the exemptions from immunization against such disease may not be recognized and children not immunized must be excluded from an institution listed in subsection 1 until, in the opinion of the health officer, the danger of the epidemic is over. The designated institution authority shall notify those parents or guardians taking legal exception to the immunization requirements that their children are excluded from school during an epidemic as determined by the state department of health.
3. **The student has, or lives with someone who has, a significantly contagious or infectious disease and has not been cleared to attend school under regulations of the local board of health (NDCC 23-07-16):** Except as provided by section 23-07-16.1, no principal, superintendent, or teacher of any school, and no parent or guardian of any minor child, may permit any child having any significant contagious or infectious disease, or any child residing in any house in which any such disease exists or has recently existed, to attend any public or private school until permitted to do so under the regulations of the local board of health.
4. **The student is suspected of suffering from or has been exposed to a communicable condition (ND Administrative Code 33-06-02-01 (4)):** Whenever any school principal or teacher in any private, public, or parochial school has reason to suspect that any pupil is suffering from or has been exposed to any communicable condition, such principal or teacher shall send the child home with instructions to see the child's family physician. Any pupil so excluded shall not be permitted to attend school again until the pupil shall present a certificate from a physician licensed to practice medicine in North Dakota or from the local health department stating that the child is not suffering from a communicable condition and that it is safe for the child to return to school. Such principal or teacher shall also report any such suspected case to the local health officer, who, upon receipt of such report, shall use the officer's best judgment as to the necessity for further investigating the case.

HAZING

Definitions

1. *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a school-sponsored student organization or for any other school-related purpose. Hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electric shocking, or placing a harmful substance on the body.

2. Any type of physical activity that adversely affects the mental or physical health or safety of the student such as, but not limited to: sleep deprivation, exposure to extreme weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism; subjects a student to stress, embarrassment, shame or humiliation; adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

2. *Retaliation* includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Prohibitions

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

Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with district policy and law. In addition, the District may refer individuals in violation of this policy to law enforcement.

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

Reporting Requirements

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

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

The District must receive actual notice of hazing in order to respond in accordance with the investigation procedure contained in this policy. Every report of hazing shall be investigated by the administrator to whom it is reported except when the administrator is the subject of the complaint. In such cases, the administrator's immediate supervisor shall conduct the investigation. The Board President shall conduct the investigation when the Superintendent is the subject of the complaint. The investigator may request assistance or designate a third party to conduct the investigation. The District may take immediate steps, at its discretion, to protect the complainant, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to, warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with applicable statutory authority and school district policies and regulations. A complainant may appeal the findings of a hazing investigation to the Superintendent except when the Superintendent is the subject of the complaint or when the Superintendent conducts the initial complaint investigation. The superintendent's decision shall be final and binding.

2025-2026 National ACT Test Dates

Test Date	Registration Deadline
September 6th, 2025	Aug. 1st, 2025
October 18th, 2025	Sept. 12th, 2025
December 13 th , 2025	Nov. 7th, 2025
February 14 th , 2026	Jan. 9th, 2026
April 11 th , 2026	Mar. 6th, 2026
June 13 th , 2026	May 8th, 2026
July 11 th , 2026	June 5 th , 2026

Annual Notification of Asbestos Containing Materials

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988, Tioga Public Schools performed inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires re-inspections of the asbestos materials to be performed every three years. An accredited Inspector/Management Planner from Badlands Environmental performed the re-inspection of the district in May 2012 and issued a report regarding the results. There were no significant changes in the condition of the remaining asbestos.

Badland Environmental Service has been contracted to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns.

All asbestos containing materials in Tioga Public Schools are in good condition and will continue to be managed in place, as recommended by the accredited Management Planner.

The results of the re-inspection as well as the last 6-month surveillance are on file in the "Management Plan" in the school's administrative office. Everyone is welcome to view these anytime during normal school hours, M-F, 8:30 a.m. to 4 p.m. Our Asbestos Program Manager, Carolyn Eide, is available to answer any questions you may have about asbestos in our buildings at 664-2330 or you may contact James McGuiren, Badlands Environmental, at (701) 223-7335. Tioga School Board and Administration are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

SPORTSMANSHIP

Tioga Public School District Rules of Conduct for Athletic Events

Purpose

To promote a safe, respectful, and supportive environment for all participants, attendees, and staff during school-sponsored athletic events.

Expectations for All Attendees

All individuals attending athletic events - students, staff, families, and community members - must:

1. Respect Others

Treat all athletes, coaches, officials, staff, and spectators with dignity and respect, regardless of team affiliation.

2. Follow Directions of Event Staff

Comply with all instructions given by event personnel, school staff, or security personnel.

3. Remain Civil and Lawful

Refrain from disruptive behavior, including:

- Use of profane or offensive language
- Verbal abuse or taunting
- Threats, harassment, or physical aggression
- Interference with play or officiating

4. Support Positive Sportsmanship

Applaud effort and performance, not just outcomes. Demonstrate courtesy to opposing teams and fans.

5. Adhere to Facility Rules

Follow all posted signs and rules related to seating, restricted areas, parking, and prohibited items (e.g., outside food/beverages, tobacco, alcohol, or weapons).

Expectations for Students & Athletes

In addition to the above, students and athletes must:

- Represent Tioga Public School District #15 with integrity and sportsmanship.
- Follow school behavior policies while on or off-campus at any school -sponsored event.
- Accept decisions of coaches and officials without argument or misconduct.

Consequences for Misconduct

The District reserves the right to take immediate and appropriate action in response to any violation of these rules, including but not limited to:

- Verbal warnings
- Removal from the event
- Bans from future events
- School disciplinary action (for students or staff)
- Law enforcement involvement (if warranted)

Due to type of behavior, verbal warning may not be first given before actions taken for removal and/or including law enforcement.

Notice

All athletic event attendees are considered visitors on school property and must comply with applicable federal, state, and local laws, as well as District policies and regulations. Failure to comply may result in immediate removal and potential further consequences.

Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that **Tioga Public School District** with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Tioga Public School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the **Tioga Public School District** to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories —names, addresses and telephone listings—unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want **Tioga Public School District** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. **Tioga Public School District** has designated the following information as directory information: **Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.**

1. Address
2. Date and place of birth
3. Dates of attendance
4. Degrees, honors, and awards received
5. Electronic personal identifier
6. Grade level
7. Institutional electronic mail address
8. Major field of study
9. Participation in officially recognized activities and sports
10. Photograph
11. Student's name
12. Telephone listing
13. The most recent educational agency or institution attended
14. Weight and height of members of athletic teams

NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.

Notification of Title VI, Title IX, and Section 504 Policies

(Equal Opportunity Policies)

YOU ARE HEREBY NOTIFIED that the Tioga School District ensures equitable access to, and participation in, Federally-assisted programs for students, teachers, and other program beneficiaries with special needs. District policy states that it will not discriminate on the basis of race, national

origin, age, sex, handicap, or disability in its educational programs, activities, and employment policies or admissions policies and practices as required under Title VI, Title IX, Section 504, and the Americans with Disability Act of 1990.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of the above may be referred to:

Brodie Odegaard, Prin..
Tioga Public Schools
PO Box 279
Tioga, ND 58852
Phone: 701-664-2333

OR

Office of Civil Rights Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Phone: 312-730-1560; Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

The superintendent has been designated as the person responsible for coordinating the efforts of the Tioga Public School District #15 to comply with and carry out its responsibilities under Title VI, Title IX and Section 504, including the investigation of complaints alleging noncompliance.

TIOGA SCHOOL DISTRICT #15
2025-2026 School Calendar

August 13-15, 2025 (W, Th, F)
August 18, 2025 (M)

Professional Development Days
First Day of School

September 1, 2025 (M)	Labor Day—NO SCHOOL
October 15, 2025 (W)	End of Quarter 1
October 16-17, 2025 (Th, F)	Convention Days—NO SCHOOL
November 11, 2025 (T)	Veterans Day Observance—NO SCHOOL
November 19, 2025 (W)	Early Dismissal - Professional Development
November 26, 2025 (W)	Comp Day for P-T Conferences—NO SCHOOL
November 27-28, 2025 (Th, F)	Thanksgiving Break—NO SCHOOL
December 19, 2025 (F)	End of Quarter 2 and Last day before Christmas Break

January 5, 2026 (M)	School Resumes
January 19, 2026 (M)	Martin Luther King Day--NO SCHOOL
February 4, 2026 (W)	Early Dismissal - Professional Development
February 16, 2026 (M)	President’s Day Break—NO SCHOOL
March 6, 2026 (F)	End of Quarter 3
March 18-19, 2026 (W,Th)	Spring Break-- NO SCHOOL
March 20, 2026 (F)	Comp Day for P-T Conferences—NO SCHOOL
April 3, 2026 (F)	Good Friday—NO SCHOOL
April 6, 2026 (M)	Easter Monday—NO SCHOOL
April 24, 2026 (F)	Vacation Day - No School
May 22, 2026 (F)	End of Quarter 4 and Last Day of School
May 24, 2026 (Su)	Graduation Exercises 2:30 p.m.

August	10 days
September	21 days
October	21 days
November	16 days
December	15 days
January	19 days
February	19 days
March	19 days
April	19 days
May	<u>16 days</u>
	175 days

Three Professional Development Days, three holidays (Veterans Day, Thanksgiving, Good Friday) and two parent-teacher conference comp days count as classroom days. Those eight days plus 175 pupil contact days equals 183 days.

First nine weeks	August 18 – October 15	42 days
Second nine weeks	October 16 – December 19	41 days
Third nine weeks	January 5 – March 6	44 days
Fourth nine weeks	March 9 – May 22	45 days

Request to Withhold Directory Information for the **2025-2026** School Year:

Please do not release **any** directory information. (See definition above)

Please do not release the following **part or parts** of directory information: (check all that apply)

- Name
- Telephone
- Photograph

Other (specify): _____

Please do not release directory information to:

- Military Recruiters
- Colleges & Universities
- Other (specify): _____

Student's Name: _____

School: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

LAW

The following student signature page must be signed and filed with the High School Office at the beginning of the school year.

A signature from a legal guardian is also required for students under 18 years old.

I/We have been issued a 2025-2026 THS Student/Parent Handbook and agree to read and review the Handbook to become aware of and understand all of the policies, terms, and conditions there-in.

By signing this page, I/We agree to read and comply with any and all policies set forth by the Tioga Public School and ND State Law.

Student name (print): _____ Grade: _____

Student signature: _____ Date: _____

Guardian name (print) _____

Guardian signature: _____ Date: _____

The following signature lines are included for households with multiple students:

Student name (print): _____ Grade: _____

Student signature: _____ Date: _____

Student name (print): _____ Grade: _____

Student signature: _____ Date: _____

Student name (print): _____ Grade: _____

Student signature: _____ Date: _____