2026-2027

Griggs County Central Pre-K – 12th Grade Student Handbook

Griggs County Central Public School
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POSITION STATEMENT FOR GRIGGS COUNTY CENTRAL HIGH SCHOOL

Griggs County Central High School is dedicated to the education of the whole student through the use of effective school research, encouragement, and acknowledgment of excellence in academics, a positive school environment engendered by positive community support, dedicated teachers and staff, and a sensitive response to the needs of each of its students.

The guidelines, information and advice contained in this handbook are attempts by the administration to incorporate these principles into a system that will produce the excellence in education that is desired by all.

The handbook was reviewed with members of the staff and suggestions were received and changes were made to conform to these suggestions. The handbook is in agreement with all district policies and is approved by the school district.

As we begin this school year it is hoped that the handbook will be a guide to all of us as we participate in the educational adventure. We look forward with great anticipation to the wonderful revelation of new knowledge, growth and those associations that will have a profound effect on our lives.

Griggs County Central School Board
Thomas Maus
Superintendent, Griggs County Central School District

Nondiscrimination Policy Statement:

The Griggs County Central School District #18 does not discriminate on the basis of race, color, national origin, sex, religion, disabilities, or age in admissions or access to its educational programs and/or activities which it operates and offers to its students and extends to employment policies and/or practices of its personnel which it employs.

Inquiries concerning Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, or complaints of sexual harassment and sex discrimination concerning Title IX of the Educational Amendments of 1972 may be referred to Superintendent Thomas Maus (1207 Foster Ave NE, Cooperstown, ND 58425, 701-797-3114 Tom.Maus@k12.nd.us) or to the Office for Civil Rights, Chicago Office Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, IL 60661-7204, Telephone: 312-730-1560, Fax: 312-730-1576, OCR.Chicago@ed.gov

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ACADEMIC HONESTY POLICY

Academic dishonesty hinders the opportunity for success. Acts which will not be tolerated and which are subject to discipline include the following:

- Cheating on Tests: This includes using notes, another student's assistance, talking during a test, looking at another student's test, answer sheet, or materials, or discussing test questions or answers with other students
- Falsification: this includes creating fictitious data, citations, or other materials for an assignment. It also includes submitting any theme, report, term paper, essay, computer program, other written work, painting, drawing, sculpture, or other artwork prepared totally or in part by another.
- Unauthorized Collaboration: This includes copying from or allowing another student to copy from a test, homework, essay, computer file, or other course work, when the instructor has not specifically authorized mutual work. The use of generative AI tools, like chatbots, image generators, and code generators, is treated the same as unauthorized collaboration.
- Theft of Materials: This includes accessing, concealing, deleting, modifying, transferring, or receiving student, teacher, or library materials, whether electronically or otherwise
- Test/Assignment Avoidance: This includes a pattern of absences on test days and/or assignment due dates for the apparent advantage of performing better
- Plagiarism: This includes the intentional use of another's thoughts or words or work as one's own. This may include printed sources, downloaded materials, or other works.
- Knowledge of Academic Dishonesty: It is the responsibility of students to notify appropriate staff members when violations of academic honesty are known. Notification may be made anonymously.

Disciplinary Action for Student Violations of the Academic Honesty Policy

When a student has been found in violation of the Academic Honesty Policy, the following steps occur:

1. The teacher will confront the student with said violation
2. The administration will be alerted
3. Parents will be notified
4. Infractions will be recorded on the student's permanent discipline file
5. The student will receive a failing grade on the assignment or test
6. The student will be required to complete the assignment (or a teacher-selected alternate assignment) honestly
7. The student will be dropped from the class with no credit if the student is involved in an act of academic dishonesty in the class where he or she is a student aide/teacher's assistant.
8. The student may be dropped from the National Honor Society (NHS) if the student is a member of that organization. The dismissal process will follow the National Honor Society by-laws and Constitution.
9. The student may face suspension from extracurricular activities including sports activities.
10. The student may face suspension from Griggs County Central.
11. The student may face expulsion from the Griggs County Central School District.
12. The student may be removed from the course with a grade of "F" (failure).
13. If the course is a dual-credit (college) course, the college will be notified.

The following should be noted:

- Claiming ignorance of the rules will not excuse cheaters from the consequences of their actions.
- All work is to be completed individually.
- Students will face disciplinary punishments based on their behaviors, not based on what they "intended" to do.
- Students should develop the habit of citing all borrowed ideas and information. Always provide bibliographic entries for books, articles, and websites used in a paper or project.
- Parents and tutors may help students, but not complete assignments for students.
- Students should clarify assignment requirements with their teachers, not their fellow students, parents, or tutors.

ADMINISTRATIVE DISCIPLINE PLAN

Policy Statement

The position of the Griggs County Central High School is that learning can best take place in an orderly, safe environment, and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities for exercising responsibility within the school building. It is the responsibility of the local board of education to establish a discipline policy, which will provide appropriate learning opportunities for all children in the schools of this district.

The school board believes in protecting the rights of all persons. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions, which are degrading or hostile to other individuals and groups. The school board and district administrators will support district personnel, who, in dealing with students on disciplinary matters, act in accordance with state law, school board regulations, and this policy.

The school board recognizes its responsibility to meet the educational needs of all students. Such efforts may include utilizing special services personnel and outside referral agencies. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of the school, the needs of the other students and staff will become a factor in planning alternatives.

Students and their parents or guardians have a right to know what behaviors are expected of students and the consequences of behaviors, which interfere with the rights of others.

Behavior That May Result in Disciplinary Action

Disciplinary action may be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of acts subject to disciplinary action.

Truancy and Unauthorized Absences

Truancy is being absent from school or class without the knowledge and approval of the school or parent. Any truancy will be cause for disciplinary action inclusive of parent conference, detention, or suspension, and the possible academic sanction of a grade reduction.

Damage to School or Personal Property

Vandalism is defined as damage to school property or to private property of others by students who are under the jurisdiction of the school. Theft is the act of intentionally taking, using, transferring, concealing or retaining possession of property of another without consent, or the finding of lost property and not making reasonable effort to find the owner. Disciplinary action may include restitution and/or involvement of police and juvenile authorities, parent conference, and/or suspension.

Dangerous, Harmful, and Nuisance Substances and Articles

See ALCOHOL & DRUG USE/ABUSE and TOBACCO USE

Carrying Weapons

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

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy. Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion to

less than one calendar year on a case-by-case basis based on the following criteria:

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

Special Education Students

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

Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display dangerous weapons or look-a-likes for educational purposes. Such a display will be exempt from this policy. A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher or head coach or immediately notifies an administrator, teacher, or head coach of its location.

See NDCC 62.1-01-01(1), 18 U.S.C. 921, NDCC 62.1-01-01(3) and NDCC 15.1-19-10 (6)(b) for definitions.

Assault

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps. Disciplinary action may include a conference with the student, parent conference, detention, referral to police or juvenile authorities, or suspension.

Sexual Harassment

Sexual harassment is defined as the unwelcome sexual advancement, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. Sexual harassment allegations may cause your student to be the complainant or respondent in a Title IX investigation(s). See Title IX policies on the school website. Disciplinary action will include a conference with the student, parent conference, detention or suspension, and referral to police and juvenile authorities. Examples of such prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

1. written contact
2. verbal contact
3. physical contact
4. visual contact
5. sexual blackmail

Insubordination

Any student who fails to provide proper identification upon request by a staff member or fails to comply with staff, administration, or faculty directions will be subject to disciplinary action. Disciplinary action may include a conference with the student, parent conference, detention, removal from class, and/or suspension in extreme circumstances.

Court-Related Conduct

Students involved in juvenile court, criminal proceedings, probation, or other court-ordered supervision may be subject to additional school restrictions when the circumstances affect the safety, security, or orderly operation of the school. School consequences may be imposed independently of any consequences imposed by the court.

School Disruptions and Disobedient, Disorderly Conduct

Any student who disturbs, refuses to follow published rules and regulations, or interrupts the effective operation of the school or school-sponsored activities will be subject to disciplinary action. Disciplinary action may include a conference with the student, parent conference, detention, removal from class, and/or suspension in extreme circumstances.

Disorderly Conduct on a School Bus

See BUS SAFETY

Procedural Due Process

Corrective Measures

Corrective measures depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. The teacher or principal will consider each incident on an individual basis. The specific disciplinary action and severity of punishment for inappropriate student behavior will be handled at the building level with the exception of expulsion, which is action taken by the school board.

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include, but are not limited to a conference with the student, conference with the parent, loss of school privileges, detention, modified school program, referral for special services, school transfer, alternative program placement, removal from class, suspension, expulsion, police and juvenile authority referral, and home instruction.

When student actions include a violation of North Dakota law, the school official involved will contact police and juvenile authorities. When student actions include violation of North Dakota High School Activities Association policy, disciplinary actions will include penalties in accordance with the policy. Parents shall be notified in writing and/or by phone of violations of the district discipline policy and the North Dakota High School Activities Association policy.

Procedure for Removal of a Student from Class

A student may be removed from class by a principal or teacher for a period of time not to exceed five class periods for the following reasons: 1) willful disorderly conduct which materially and substantially disrupts the rights of others to an education; 2) willful disobedience of any rule of conduct specified in the discipline policy adopted by the board of education; 3) willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school; or 4) insubordination.

The removal of a student from class by a teacher is permitted after a conference with the student and principal to discuss the circumstances of the removal, appropriate disciplinary action to be taken, parent contact, length of time of the removal, and custody of the student who has been removed from the class. Removal from class may be imposed without a conference with the principal when it appears that the student may create an immediate and substantial danger to himself/herself or to other persons or property. In this circumstance, the teacher will immediately contact the principal to arrange for the custody of the child.

Suspension and Expulsion Definitions
This policy defines the following:

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

Suspension/Expulsion Authority
The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in their school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law. The Board designates itself to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy, after providing notice and a hearing, as set forth in board regulations. When the hearing officer is someone other than the Griggs County Central Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing. Expulsion shall not be imposed beyond the maximum duration permitted by law.

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

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

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

If the suspension involves a handicapped student, an IEP team meeting shall be held to determine whether the misconduct is related to the handicapping condition. If the reason for the suspension is not related to the handicapping condition, the student is treated according to the district discipline policy. If the suspension is related to the student's handicap, the IEP team will review any assessments and determine the need for further assessment. If the behavior is related to the handicapping condition, the child should not be suspended; rather program modifications should be made to address identified needs. The IEP team shall include the same representative persons as for the student's IEP development meeting. The team, at a minimum, shall include a school administrator or designee, the student's regular classroom teacher, appropriate special education personnel, other support personnel, the parent, and when appropriate, the student.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might

have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

Procedure for Suspension

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, grounds, and school-sponsored events for a period not to exceed ten school days. During the term of suspension, the parent assumes responsibility of the student during school hours.

There will be an informal administrative conference conducted by the principal prior to suspension of the student. The conference will include oral or written notice of the charges against the student, an explanation of the evidence against the student, and an opportunity for the student to present his or her side of the story. An informal conference will be held except where it appears that the student will create an immediate and substantial danger to himself/herself or persons or property around him/her. When a student poses a substantial danger to himself/herself or to others, the principal will contact the parent and/or police to address the immediate situation. The informal suspension conference will then follow once the student is able to behave appropriately. Students and parents will be served with a written notice containing grounds for suspension by mail within 48 hours. Students who are suspended will not be released from the building until parents have been verbally notified.

If a student returns to school, to a school-sponsored activity, or to school grounds without the school's permission during a suspension, the action can be considered a violation of the suspension and may be cause for further disciplinary action. A parent is expected to accompany the student for a reinstatement conference when a suspension is completed. A student may be suspended pending the school board's decision in an expulsion hearing; provided that an alternative program is implemented if suspension exceeds ten days.

Procedure for Expulsion

Expulsion shall be defined as an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school term/semester. Only the school board can expel a student and shall do so in accordance with the provisions of this policy. Upon notification of a hearing for expulsion, a student will be provided with an additional copy of the district policy and due process procedures.

For handicapped students, a student may be placed in a more restrictive alternative through the IEP team process but shall not be expelled when the misconduct is related to the student's handicapping condition. When it is determined in a team meeting that a pupil's misconduct is related to the student's handicapping condition, the assessment, the IEP, and the least restrictive alternative shall be reviewed according to the provisions of Public Law 94-142.

Process for Written Notification

Written notice of the school board's intent to expel a student shall:

1. Be served upon the pupil and his parent or guardian by certified mail.
2. Contain a complete statement of the facts, a list of the witnesses and description of their testimony.
3. State the date, time, and place of the hearing.
4. Describe alternative educational programs afforded the student prior to commencement of the expulsion proceedings.
5. Inform the student and parent or guardian of the due process rights as outlined in this policy.

Hearing Process

1. The hearing shall be scheduled within ten days of the serving of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, student, parent or guardian. Additionally, the hearing shall be closed unless the student, parent or guardian requests an open hearing.
2. The student shall have a right to a representative of his/her own choosing, including legal counsel.
3. The hearing shall take place before a) an independent hearing officer, b) a committee of the school board, or c) the full school board, as determined by the school board.
4. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending

ultimate disposition of the action.

5. At a reasonable time prior to the hearing, the student, parent or guardian, or the student's representative, shall be given access to school records pertaining to the student, including any tests or reports upon which the proposed action may be based.
6. The student, parent or guardian, or the student's representative shall have the right to request the attendance of an employee or agent of the public school system or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.
7. The student, parent or guardian, or the student's representative shall have the right to bring witnesses and present evidence and testimony, including expert psychological and/or educational testimony.
8. The student cannot be compelled to testify in the dismissal proceedings.
9. The recommendation of the hearing officer or committee of the school board shall be based solely upon evidence presented at the hearing and be made to the school board within two days of the end of the hearing.
10. The decision by the school board shall be based upon the recommendations of the hearing officer or committee and shall be rendered at a special meeting within five days after receipt of the recommendation.

ALCOHOL & OTHER DRUG USE/ABUSE

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy. *See TOBACCO USE.*

Philosophy

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

Definitions

This policy defines the following:

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

Prohibited Substances

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01- 01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19- 03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to

aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities

It shall be against school policy for any student to:

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

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

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law, 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, they may search the student in accordance with the district's policy on searches of students' person or personal property.
Such searches shall not include referral for mandatory alcohol/drug testing. Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

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

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

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

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

Confidentiality

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

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program 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 Griggs County Central 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.

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 Yearly Student Registration Form will include a "Handbook Signature Section" for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. The main office will maintain a file of returned forms.

ATTENDANCE POLICY

The Griggs County Central School District recognizes that class attendance and participation are essential for the educational development of a student. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. The law also provides local school boards with the authority to establish standards for attendance and charges the district with the responsibility to enforce provisions of the compulsory attendance law. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility. In order to comply with and enforce these requirements, the following attendance guidelines are established:

General Attendance Requirements

Parents must call or write a note and give a reason for all absences.

It is the student's responsibility to complete assigned homework prior to their absence or take tests that are scheduled for the day they return. *See Absences and Make-up Work.*

Absence Definitions

Grades K-5: Attendance will be recorded twice each school day, once in the morning and once in the afternoon. Missing the morning session will be recorded as a half-day absence. Missing the afternoon session will be recorded as a half-day absence. Missing the morning and afternoon session will be recorded as a full-day absence. Missing more than 90 minutes in a half-day attendance session will result in an absence for that session.

Grades 6-12: Attendance will be recorded for each class period. A student who misses more than 20 minutes of a class period will be counted absent for that class. A student who misses less than 20 minutes of a class period will be considered tardy.

Attendance Classifications

For District attendance purposes, absences are classified as approved or unapproved. For purposes of compulsory

attendance and truancy under North Dakota law, absences are also classified as excused or unexcused.

Approved Absences

Approved absences are absences determined by the District to be necessary or unavoidable and generally include:

- Illness or injury
- Medical, dental, or mental health appointments
- Family emergencies
- Religious observance or religious instruction
- Court appearances or other legal obligations
- School-sponsored or school-related activities
- Suspension
- Family travel or personal activities approved in advance by the principal
- Other circumstances approved by the principal or otherwise permitted under North Dakota law

Approved absences are recorded in the student's attendance record. Approved absences do not count toward attendance totals used for course credit or grade promotion or for determining truancy.

Unapproved Absences

Unapproved absences include absences that are not determined by the District to be necessary or unavoidable, including:

- Skipping school or class
- Leaving school or class without permission
- Failure to provide required explanations or requested documentation
- Employment or other non-school-approved activities
- Oversleeping or other avoidable reasons for missing school
- Family travel or personal activities that have not been approved in advance by the principal
- Other absences that do not meet the requirements for an approved absence

Unapproved absences may also be considered unexcused for compulsory attendance purposes and may count toward truancy. Unapproved absences count toward attendance totals used for course credit or grade promotion.

Excused and Unexcused Absences (Compulsory Attendance)

For purposes of North Dakota compulsory attendance laws:
An absence is considered excused when the District receives an explanation from a parent, guardian, teacher, or administrator that satisfies applicable legal requirements. An absence is considered unexcused when an acceptable explanation is not provided or when the reason does not qualify under applicable law.
Only unexcused absences count toward truancy determinations under North Dakota law.

Documentation

The District may request documentation when appropriate to verify the reason for an absence. Failure to provide requested documentation may result in an absence being classified as unapproved or unexcused.

Attendance and Course Credit

Regular attendance is essential for students to receive the full benefit of classroom instruction.
Unexcused and unapproved absences count toward attendance limits established for earning course credit or grade promotion.
To remain eligible for course credit or grade promotion, students may not exceed:

- 20 individual class absences in a full-year course; or
- 10 individual class absences in a semester course.

Students who exceed these attendance limits may be denied course credit for the affected course or, for students in grades K–8, may be subject to grade retention unless an exemption is granted.
Nothing in this section limits the District's authority to consider individual circumstances or grant exemptions.

School Activities

Students participating in school-sponsored or school-related activities will be considered present for instructional

purposes. These absences will be recorded in the attendance record as approved school activities and will not count toward District attendance limits for course credit, grade promotion, or other attendance-based student eligibility requirements.

Leaving Class or School

Students are not permitted to leave a class or the school building during the school day without a permit. If you leave a class, obtain a pass from the teacher. If you must leave the building because of illness or any other emergency, you must sign out at the office and have approval from the principal. If students leave the building without permission, the sheriff will be contacted.

Truancy

Under North Dakota compulsory attendance law, a student may not accumulate unexcused absences exceeding any of the following:

- Three consecutive school days during either the first or second semester;
- Six half-days during either the first or second semester; or
- Twenty-one class periods during either the first or second semester.

Students who exceed any of these limits may be considered truant and may be subject to the District's attendance intervention procedures and applicable requirements under North Dakota law.

Exemptions and Appeals

The principal may grant exemptions for the absence guidelines. The student and/or family may appeal the decision of the principal to the School Board by written notice to the superintendent within ten days. In the event an appeal is filed with the School Board, the teacher of record or teacher of the course for which credit is being denied will submit an evaluation of the student to the School Board. The teacher's attendance record as recorded in Infinite Campus is the official record of attendance.

Attendance Requirements for Student Privileges

Students in grades 6-12 with attendance below 85% may become ineligible for off-campus privileges, cooperative work experience placements, school incentive days, or open campus privileges until attendance improves.

Notification

Parents or guardians will receive notification of excessive absences at least quarterly. The District may contact families more frequently when attendance concerns arise. The purpose of notification is to provide families with an opportunity to address attendance concerns before a student reaches the applicable attendance limit or loses eligibility for school privileges.

Sign-Out Procedures

When a parent or guardian comes to the office to sign the student out, we cannot interrupt class to get a student out except in a case of genuine emergency. Take note of class change times and students' lunch periods *(see BELL SCHEDULE)* as the best times during which student may be dismissed for non-emergencies.

When a request is received in the office before first period begins on the day on which the student is to sign-out, we will make arrangements to dismiss the student at the appropriate time. A note signed by a parent or guardian must be sent to the office with the following information:

a. Student's name
b. Grade level
c. Phone number where parent can be reached so that the school official can confirm that the student has parental permission to leave school.

All sign-out requests must be verified. If the parent/guardian cannot be reached, the student will not be given permission to sign out early. If the students and parents will use this procedure, we can avoid both unnecessary class interruptions and parents having to wait on students.

Absences and Make-up Work

Students are responsible for obtaining and completing assignments missed due to an absence. Students may obtain assignments by contacting their teachers in person or through the school's digital learning platform.
Students will be provided at least one school day for each day absent to complete make-up work. Students who miss class due to a school-sponsored activity are expected to complete assignments prior to the activity whenever possible.
Students are responsible for communicating with teachers regarding missed work and completing and submitting the work within the allotted time established by the teacher. Teachers will apply their established late-work rules and expectations to assignments that are not completed within the allotted time. Late-work rules and expectations may include not accepting the work, reduction in points up no points awarded, incomplete assignment flag, or missing assignment flag.

In the event of an extended absence, students, with the help of parents and guardians if necessary, will work with teachers and administration to receive instruction and complete missing work.

Incomplete Grades

Students will be given "incomplete" grades only when circumstances such as absences or emergencies warrant it. All incomplete grades must be made up and removed from the records within three weeks after the semester has ended. If the student has not completed their work within three weeks, they will not receive credit for the missing work and will be graded accordingly. The principal may grant extensions for extenuating circumstances.

BACKPACKS

All book bags (backpacks, satchels, drawstring bags, duffel bags, purses, large laptop cases, and any other carrier used to transport books and personal belongings between home and school) must be stored in student lockers upon arriving at school, and must remain there until the end of the school day. No book bags (see earlier definition) will be allowed in classrooms, the library, gymnasiums, the cafeteria, or bathrooms.

Students will be allowed to carry pencil boxes/pencil bags and slim, formfitting laptop cases to protect laptop computers. Students in a physical education class during the school day may also carry clothing or toiletries into the locker room in plastic or mesh grocery bags or a small drawstring bag.

Exception: Students in casts or using crutches may be allowed to carry backpacks if approved by administration. A teacher may request the backpack be placed at the front of the room or at the teacher's desk.

If students don't have locks on lockers and are concerned about theft, they may purchase a combination lock from the office for $6 or buy their own lock. The combination must be registered in the office with the awareness that lockers may be searched at any time (*see LOCKERS*). Though the Griggs County School District accepts no responsibility for articles lost or stolen from lockers, meaning the district cannot reimburse you if your personal property is stolen, students should report any missing items to the office so that action to find missing items may be taken.

BICYCLES

Bicycles may be brought to school at the risk of the owner. All bicycles must be parked in the bicycle stands and remain there until dismissal. They are not to be left on the sidewalks, by the front door, against the school building or on the lawn. If so, they will be asked to move them and it may result in disciplinary action. At no time should a student be riding their bike or anyone else's during the school day. Students who choose to ride bicycles to and from school are expected to know and obey safety rules.

BREAKFAST AND LUNCH

Students have the opportunity to participate in the breakfast program starting daily at 8:00 am. On late start days, no breakfast will be served.

If a student wishes to carry lunch, it is to be eaten in the lunchroom or in the outdoor dining area that is on school property. No soft drinks are permitted in the lunch area in compliance with federal regulations.

Free and reduced meal applications are available at the office. You **DO** need to fill out a new application each and every year. Last year's application carries over for 1 month, so a new one needs to be completed by October 1. All students participating in the school breakfast and lunch program are required to pay for the meals unless they have an approved application for free or reduced lunch. An automated notice will be sent when there is $15.00 remaining in a student's meal account (for students with a status of full pay) and $0 (for students with a status of free/reduced). Once an account reaches a zero balance, students will be allowed to charge five meals and will no longer be able to get seconds or extra milk. Low balance alerts will continue to be sent during this time.

A fee schedule has been established with a breakdown of fees for breakfast, lunch, extra milk, and seconds for a meal. This fee schedule is reviewed and updated annually. Refer to the school website or reach out to the school office with any questions regarding school breakfast or lunch fees.

BULLYING POLICY

The Griggs County Central 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; or
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:
    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. 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:

1. Is not part of the district's curricular or extracurricular program; and
2. Is established by a sponsor to serve in the absence of a district program; and

3. Receives district support in multiple ways (i.e., not school facility use alone); and
4. Sponsors of the activity have agreed to comply with this policy; and
5. 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 Griggs County Central 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:
    1. A victim of bullying;
    2. An individual who witnesses an alleged act of bullying;
    3. An individual who reports an alleged act of bullying; or
    4. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Reporting Procedures for Alleged Policy Violations

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

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

2. Reporting options for students and community members: Students and community members (including parents) 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 their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. File an oral report with any school staff member.

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

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

Documentation & Retention
The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:
1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy. The form should be completed by an administrator

when they:

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

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

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

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

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

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

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

Reporting to Law Enforcement & Others Forms of Redress
Law enforcement must be notified 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.

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

Victim Protection Strategies

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

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

Dissemination & Education

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

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

BUS SAFETY

Safe transportation to and from school is a joint effort between students, parents, and bus drivers. Because a driver's primary responsibility is the safe handling of the bus, it is extremely important that all students follow common rules of safety and courtesy while riding the bus at any time.

The bus rules include:

1. Respect the bus:
    a. Keep the bus clean at all times.
    b. Do not extend any part of the body, books, or other objects from the bus windows or door.
    c. Bus aisles must be cleared and unblocked at all times. Legs or objects cannot be in the aisles.
    d. Only use the exit door in the case of an emergency.
2. Respect the bus driver:
    a. Remain seated facing the front of the bus while the bus is in motion. No moving from seat to seat.
    b. Remain quiet at all railroad crossings (This is ND State Law).
    c. Always listen to your bus driver the FIRST time he or she talks to you.
3. Respect other riders and their property:

a. No bullying, harassment, fighting or arguing on the bus.
b. Do not throw anything in the bus.
c. No profanity.

Riding a school bus is a privilege. The right of students to ride the bus is conditional on their behavior and observance of rules. When rules are not followed and inappropriate behavior threatens the safety of riders or distracts the bus driver, students may be placed in assigned seats. It can also result in the loss of this privilege.

The following procedures will be implemented to address these behavior problems specifically. All incidents of unacceptable behavior will be reported to the principal's office.

1. **First incident:** the student will be warned, and the parents notified by the bus driver. A riding privilege suspension may be included. (*See School Disruptions and Disobedient, Disorderly Conduct*)
2. **Second incident**: the student will be warned by the bus driver, and the parents notified by the principal. A riding privilege suspension may be included. (*See School Disruptions and Disobedient, Disorderly Conduct*)
3. **Third Incident:** the student will be suspended from riding for three days and parents must deliver and pick up the student.
4. **Fourth incident**: the student will be suspended from riding for five days.
5. **Fifth incident**: the student will be suspended from riding for the remainder of the year.

Students are required to have appropriate clothing during the winter months. The bus driver does not have to be responsible for transporting anyone not wearing suitable winter attire.

For travel procedures for extracurricular events, see EXTRACURRICULAR REQUIREMENTS.

CARE OF BUILDING AND EQUIPMENT

Any student(s) damaging or defacing school property will have to repair or replace what was destroyed. Fines will be assessed on the damaged property. Accidents do happen and can be excused, but willful vandalism and neglect of property causes expense for the school and problems for the custodians.

Lockers will be inspected at the beginning of the school year and any undue damage will be assessed to the person or persons using that locker for any repairs that may be needed.

Keep the school livable by contributing to its cleanliness. Use the wastebaskets for paper and refuse; clean your shoes before entering the building; do not make marks on the walls, desks, books, or any other school property.

CLASS MEETINGS/PARTIES

Class meetings may be scheduled as the need arises. To have a class meeting, you must have the approval of the advisor(s) and the principal before the meeting can be held. An advisor will be present for any class meeting.

School/Classroom parties may be held throughout the year. Please request permission and pre-arrange this with the classroom teacher. Federal regulations prohibit food or snacks outside of our federal breakfast and lunch program as well as the grant funded fresh fruit and vegetable program. Talk to your child's classroom teacher or the front office about alternatives to traditional "treats" for celebrations. See "Food and Drink Policy" for more information. We do not allow party invitations to be distributed at school since it often causes hard feelings if not all classmates are invited.

COMMUNICATION

The school website and app contain relevant information about upcoming events. (www.griggscountycentral.org) You will be notified via the Alert Solutions regarding reminders of special events, early dismissals, school closures, etc.

In the event of concerns or complaints, please follow these steps when seeking to resolve a problem or trying to obtain answers in regards to school policies and procedures.

1. Contact the teacher or staff member most directly associated to the issue to discuss the situation and possible

solutions.

2. If not resolved, contact the principal. The principal may arrange a conference between the school personnel most closely associated, student(s), and parents.
3. If not resolved in step two, the concern or complaint will be taken to the Superintendent.

CONCUSSION MANAGEMENT

The activities director establishes the guidelines for baseline pre-concussion testing. Information about testing requirements and dates is released at the start of each school year. Students in grades 5, 7, 9, & 11 need to complete the test. If a student in grades 6, 8, 10, or 12 did not have it last year, they need it this year. The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions

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

School-sanctioned athletic activity is a sport that:

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

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

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

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion.

Signs observed by coach or parents:

Appears dazed or stunned
Is confused about assignment
Forgets plays (can't recall events prior to or after hit)
Is unsure of game's score or opponent
Move clumsily
Answers questions slowly
Loses consciousness
Shows behavior or personality changes

Symptoms reported by athlete:

Headache Nausea
Balance problems or dizziness
Double or fuzzy vision
Sensitivity to light or noise
Feeling sluggish
Feeling foggy or groggy
Concentration or memory problems
Confusion

The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties. Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Superintendent may consult with medical personnel to

determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation. High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play. If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

COUGAR TIME & TITAN TIME

Cougar Time is a period at the beginning of the school day that will be used for advisory and homework completion. Titan Time is as follows:

Monday - 3:05-3:30pm Tuesday - 3:05-3:30pm Thursday - 3:05-3:30pm Friday - 3:05-3:30pm

Titan Time is used to meet with teachers for individual or small group assistance. It can also be used as a quiet homework space and a time to access the school library. Students are dismissed at 3:05 pm, and Titan Time is optional unless a specific plan has been made to require a student to attend. In that instance, transportation and/or arrangements for after school extracurricular activities will be taken into consideration.

DANCE POLICY

All dances will conclude at 12:00 midnight. Doors will lock at 10:00 p.m. or one hour after the dance begins. Students will not be allowed back in if they leave after 10:00 p.m.

Students will be required to sign in (legibly) upon arrival and again if student chooses to leave before midnight or the end of the dance. Students must remove coats/jackets and shoes before entering the gym floor. Students cannot bring their own beverages or snacks into the school building. Students who are guests must include their school name at sign in and time of departure on sign out. Any student suspected of inappropriate behavior will be escorted out of the dance, including but not limited to smoking, drinking, or fighting. Principal and parents will be notified. Any student suspected of consuming or possessing an illegal substance will be turned over to law enforcement and parents will be notified. Parents must pick up the student. Any student guilty of consuming or possessing an illegal substance will be subject to out-of-school suspension.

The sponsoring organization students will obtain the necessary chaperones and provide them with a copy of the chaperone responsibility list prior to the day of the dance. There must be at least one male and one female. A faculty member or administrator must be present. Sponsoring organization is responsible for obtaining and paying for (if necessary) law enforcement to be present at the dance.

Chaperone Responsibilities

1. Must be visible at all times and should talk to as many kids as possible.
2. Be able to see down the locker room/music hallway.
3. May be asked to sit at the admissions/check-in/check-out table. Times must be noted if students leave prior to the end of the dance.
4. Check restrooms occasionally.
5. Check the northeast door of the gym periodically. A minimum suggestion would be 3 times per hour. The door

can be opened for circulation purposes if a chaperone is willing to stand/sit there.
6. Report any suspicious behavior to the advisor.
7. If advisor needs to pull out a student for suspected illegal substance use, a chaperone may be asked to assist and stay with the student while law enforcement is called
8. At the end of the dance check bathrooms and help to see that all doors are locked before leaving school.
9. Supervise the sponsoring organization students as they pick up and throw away all garbage in gym, on stage, and in foyer area and sweep the gym floor and stage.

Prom

The Griggs County Central Junior class will sponsor prom in the spring of each school year. Prom will be held on Saturday. Prom will be open to students in grades 11-12 and their dates. Freshman and Sophomores may also attend the prom but must have a Junior or Senior date. Students may also have dates from other high schools, or individuals who are above the high school age. All dates must be 20 years of age or younger. Students who have dropped out of high school are not permitted to attend the prom. All students must also meet the eligibility requirements of their respective schools to attend. Students who are attending prom must sign-up with the Junior advisor **at least two weeks in advance** of the scheduled prom date. This gives the administration time to check eligibility of all attendees and schools from which out-of-town students are attending. A breathalyzer test may be administered to all participants at the prom. Other school dance policies may apply. *See DRESS CODE for attire requirements.*

DETENTION POLICY

Detention is to be served in 1/2 hour (or longer) blocks of time with time and place set by principal. Detention may be assigned by the principal or teacher. Students arriving more than two minutes late of the designated starting time will be assigned an additional 1/2 hour of detention.

Lack of transportation home does not excuse a student from detention. Students who ride buses to school and students who work or participate in after school activities can avoid detention by simply obeying the rules.

If a student wishes to see a teacher during the detention period for special assistance, this takes priority over but does not substitute for detention. The student must have a pass from the teacher.

Students failing to report for detention will receive an additional period of detention for each period missed. Missing an amount of detention, which results in the accumulation of over five additional periods of detention, will be considered insubordination.

General rules of detention include:

1. Be quiet.
2. Bring work to do.
3. No sleeping.
4. Obey the rules and the direction of the monitor.

DRESS CODE

Our dress code has very few restrictions. We simply require students to wear clothes that are clean and neat and that do not violate health or moral standards.

Shoes must be worn at all times. This is a health code requirement for any public building. Street shoes or tennis shoes that are used as street shoes and worn to school cannot be used for physical education classes; you will need a second pair for use in any physical education class you may be taking. Students are not allowed to wear hats, caps or hoods, clothing that reveals undergarments, or clothing that exposes the midriff. Students are not allowed to wear clothing containing references to alcohol, drugs, tobacco or sexual relationships. If you come to school with this type of clothing, you will be asked to change. Students should use good judgment in deciding when to wear shorts and in choosing the type of shorts. Students wearing apparel that in the opinion of any teacher or the principal does not respect these guidelines will be asked to either refrain from wearing a specific item again or to go home and change immediately, if the situation warrants it.

PROM: The prom is considered a formal, social function. Therefore, formal dress is required.

DESIGNATED LOADING AND PARKING ZONES/DRIVING

PERSONAL TRANSPORTATION:

Parents/guardians may choose to transport their children to and from school using private vehicles. However, they must adhere to designated drop-off and pick-up procedures established by the school. Students who drive to school are to park their vehicles in the parking lot or in the parking spaces in the front of the school. Students are not to park designated for visitor parking, Bus Loading Zone, or Drop-off/Pick-up Line . If choosing to park along streets adjacent to private property, it is prohibited to park in a manner which blocks private driveways and/or mail boxes. Students may be asked to move their cars during the day to accommodate snow removal and other problems. Exhibition driving at any time will result in notification of the local law enforcement for immediate action.

DROP-OFF/PICK-UP LINE:

An area for student drop-off and pick-up has been designated. Students may be dropped off starting at 8:00am. Students being dropped off between 7:45 and 8:00am may be dropped off to join the morning walking program. At the end of the school day, students should be picked up at the same door. For safety purposes, you are required to display the school-issued poster on the dash of your vehicle in order to pick your child(ren) up. A staff member located outside of the building will radio the order of student release based on parent/guardian location in the pick-up line.

BUS LOADING ZONE:

The bus drop-off and pick-up zone is located along the street on the West side of the GCC campus. Parking and personal transportation drop-off/pick-up is prohibited in the designated bus loading zone.

EMERGENCY DRILLS

Drills will be held periodically throughout the year to help students learn fire, tornado, and lockdown procedures. In the case of an emergency, it is important that you do not panic or cause a disturbance. Noise at this time will make it difficult for all to hear instructions that may prevent danger or injury. *See the GCC Crisis Plan for more information related to emergency drills.*

EXTRACURRICULAR REQUIREMENTS

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. In addition to the provisions contained within this handbook, the District will enforce the requirements placed on extracurricular participants by North Dakota law, the North Dakota High School Activities Association (NDHSAA), which govern both on- and off-campus behavior, and the GM Titan Coop Committee. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed below, including those not sponsored by NDHSAA. The following activities will be considered extracurricular activities:

- All NDHSAA sponsored activities
- All school-sponsored academic competitions (Science Olympiad, Acalympics, etc.)
- Homecoming royalty
- School plays
- Music festivals or public performances that are NOT class requirements
- ALL school-sponsored dances, which includes prom
- Senior privileges
- Other activities that may arise will be determined by the administration

Academics

The following criteria will be used for academic eligibility checks:

a. Students may not fail or be failing more than one class and remain eligible for extracurricular activities. The semester grade is used for eligibility.

b. Eligibility will be checked Friday mornings at 8:30 AM. The list stands unless there is teacher input error.
c. A student who is found to be failing no more than one subject will be placed on warning status for the week following an eligibility check. If during the subsequent week the student who was placed on warning status is still failing any subject, the student will be considered ineligible.
d. The period of ineligibility will run for one week beginning Sunday and ending the following Sunday. If the grades meet eligibility requirements after one week, the student will become eligible until the next grade check. If the student does not meet eligibility requirements after one week, he/she will become ineligible for another week, at which time his/her grades will be reviewed again.
e. If a student is failing more than one subject at the time of an academic eligibility check, that student will be considered ineligible immediately and will not be placed on warning status.
f. Eligibility checks for all students happen on the Friday directly following the end of the 3rd, 6th, 9th, 12th, 15th and 18th weeks of each semester. Those dates for the 2026-2027 school year are as follows:

Semester 1	Semester 2
9/11/26	1/22/27
10/2/26	2/12/27
10/21/26	3/12/27
11/13/26	4/9/27
12/4/26	4/30/27
12/18/26	5/21/26

g. Eligibility checks for warning status and ineligible students happen weekly.

Eligibility for Starting Each Semester

- **1st Semester**—Students receiving passing grades for at least 4 academic units in the previous year for year-long classes or semester 2 classes will receive a 3-week grace period until the first grade check. Students not receiving passing grades for at least 4 academic units in the previous year will be ineligible until the first grade check at the end of the third week of the semester. Eligibility grade checks in Semester 1 will be based on Semester 1 grades.
- **2nd Semester** – Students meeting GCC eligibility requirements at the end of the 1st Semester will receive a 3-week grace period until the first grade check of the 2nd semester. Students not meeting the eligibility requirements at the end of Semester 1 will either be placed in warning status if they end the semester with only one failing grade or ineligible status if they were failing more than one class for Semester 1. Eligibility grade checks in Semester 2 will be based on Semester 2 grades.

Attendance and Extracurricular Eligibility

Students must be in attendance for a full day to be eligible to participate in after school activities. The only exceptions are for unavoidable medical appointments or family emergencies. Administrative approval is needed to be eligible to participate if not in attendance for a full day.

Transportation & Uniform While Ineligible

The school will not provide transportation for an ineligible student to attend an activity or event if the transportation leaves prior to school dismissal. Ineligible students will not be allowed to be in uniform or represent the school during a contest or public performance. Ineligible students can be on the sidelines/team bench during events.

Travel to and from Practices

Student are required to use school-provided transportation when practices occur at a location outside of Cooperstown or away from the school. Parent and guardians who need students to drive to practice must sign a consent form prior to the student athlete driving him/herself. If a violation of the policy listed on the consent form occurs, students will ride to and from practice in the school provided transportation. Transportation may not be provided to and from practices held on days without school, such as Christmas vacation.

Travel to and from Home Events

When home games occur at a location outside of Cooperstown or away from the school, the school will provide transportation to the game or event. Transportation home from the game or event will not be provided, but may be

arranged if needed. Policies for sign out procedures after home games will be set by the activities director.

Travel to and from Away Events

All participants must depart with the team/group from the school in school provided transportation to away events. After an event or activity, parents wishing to transport their child home must sign their child out with one of the coaches. Parents can only sign for their own child(ren). Exceptions to this policy will be handled on a case-by-case basis by the coach, advisor, principal and activities director. These decisions will always be made in advance of leaving for the event.

Junior High Practices

There may be junior high practices held on Wednesdays. Junior high students will be able to practice on Wednesday nights if junior high practice is being held, and they do not have other obligations, including church activities. They will not be required to practice on Wednesday nights and will not be penalized for missing Wednesday night practices. Junior high practices over vacation times, such as Christmas vacation, will be limited.

Tobacco, Alcohol & Other Drug Use

The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any student who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive weeks for the first offense and a period of 18 consecutive weeks for any subsequent offense.

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

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 consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s) if occurring within eighteen weeks of the previous offense. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

Failure to Comply

Failure to comply with regulations will result in:

- Suspension from participating in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense.
- A student must finish the season in good standing as per NDHSAA Rules in order to receive any awards. However, any student that violates this policy during a particular season is not eligible for any awards for that activity including lettering. The season begins with the first day of practice.
- A student who is elected to office in a school organization shall not perform the duties of that office during suspension.
- Students who are found to be in violation of this policy must complete a minimum of 6 hours of prevention education or chemical abuse counseling. This program must be approved by the administration. All costs are the responsibility of the student. Students will not be reinstated to any school activity listed below until the school receives documented proof of successful completion of this program.
- 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., summer for all students, 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.

Activities will not be considered complete until immediately after the return home from an event that completes a season. If a student is not participating in extracurricular at the time of the infraction, the student can earn awards on the same basis as all other participants when the suspension is terminated.

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 shall issue notice to the student of this suspension. The period of suspension shall begin from the date and time the school administrator gives notification to the student. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this NDHSAA rule. The ruling will be determined by the hearing officer.

Due Process Procedures (North Dakota High School Activities Association)

1. If there is a rule violation, promptly notify the student personally and the parents will be notified by mail. Inform them of the rule, the facts of the violation, and the procedure for appeal.
2. Conduct a hearing. Involve the superintendent and/or principal, the athletic director, the coach of the activity involved, the witness to the violation, and the student's parents. Allow the student to testify, to have witnesses, and to question all witnesses.
3. Put the results of the hearing in writing and send a copy to the student, and the student's parents.
4. On the second and subsequent offenses, all penalties will remain the same except: suspension shall be for 18 weeks.

Practice and Travel while Suspended

Students who are under suspension, which does not include a removal from school, are encouraged to practice with their respective teams. The school will not provide transportation for a suspended student to attend an activity or event if the transportation leaves prior to school dismissal. Suspended students will not be allowed to be in uniform or represent the school during a contest or public performance. Suspended students may be on the sideline/team bench during events. For suspensions which include a removal from school, attendance at extracurricular practices and events is prohibited.

Period of Enforcement

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

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).

FEES & ACTIVITY PASSES

Griggs County Central School has adopted a "pay-to-play" activity fee schedule with the hope of balancing our athletic and activities budgets and thus enabling us to ensure that we are providing the best possible extracurricular experiences to our students. A copy of the fee schedule was sent home in the back-to-school mailing. It is also available from the main office. We have a year-round activity ticket available to students, couples, senior citizens and families. Activity fees must be paid before the first event or students not paid up will not be allowed to participate.
Other charges that may be separate from the participation/activity student fee:

- A project in a course that is in excess of the material requirements of the course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and costs of such projects must be paid as the material is used.
- Rental charges on school-owned musical instruments if a student uses the school instrument (including percussion).
- The yearbook, graduation announcements, or class rings should the student elect to order any of these items.
- Admission to the school play and one-act play. Your activity ticket will not give you admittance to the plays.

FIELD TRIPS AND ACTIVITIES

Many valuable learning experiences are gained on field trips. Parents are asked to sign and return the yearly registration form sent out for their child in order to allow their children to take part in field trips and other activities held off of school grounds. Students are expected to act responsibly and represent our school in a positive manner while on field trips. Students who display significant inappropriate behavior will be disciplined and may be denied participation in further field trips or activities. Students who do not receive parental permission will be expected to be in school and will be offered alternate educational activities.

FITNESS CENTER ACCESS

Students in grades 7-12 have access to the RC Cooper Fitness Center and the Hannaford Community Fitness Center. Students who use the facilities must abide by all facility rules, including any rules governing supervision and hours of operation.

FOOD AND DRINK POLICY

Federal regulations prohibit food or snacks outside of our breakfast and lunch program or our federally monitored fresh fruit and vegetable program. No outside food or snacks can be provided to students by teachers, staff, parents, or community members. See "CLASS MEETINGS/PARTIES" for information on parties/celebrations.
Food and drink will not be allowed in the hallways or classrooms with the exception of water. Student containers for water may be inspected by staff at any time. If the container is found with a substance other than plain water, the student may be instructed to dispose of the liquid. Refusal to comply with the search and/or disposal will result in disciplinary action. All students eating hot lunch or cold lunch, must eat within the cafeteria area. If students bring snacks and/or drinks for themselves to consume, they must be kept in a backpack.

GRADING SCALE

Letter grades are assigned based on the following percentage ranges:

A	94-100
B	87-93
C	80-86
D	70-79
F	Below 70

GRADUATION

Ceremony

Only seniors who have met all the requirements of GCC and the North Dakota Department of Public Instruction will be allowed to participate in the graduation ceremony.

Graduation Speakers

Two student graduation speakers will be selected each year. The following process will be used to select the speakers:

At the end of semester one, the senior class will select three potential speakers from their entire pool of classmates The three selected will be asked to give a prepared, three-minute speech to the Faculty Council. All other students in the class will be invited to also perform a speech.

The first speaker will be chosen by the faculty council from the pool of three students nominated by the class (if they perform a speech). Once speaker number one is chosen, the second speaker will be chosen from the remaining pool of students who performed a speech. The second speaker might be one of the initial three chosen by the class or might be another class member who was not chosen by the class but chose to perform a speech.

Foreign Exchange Students will be able to earn a "Certificate of Completion of Program of Study." These students must complete U.S. History, American Government and a junior or senior English class. Students who successfully meet these requirements will be able to participate in the graduation ceremony.

Graduation Requirements

To graduate from Griggs County Central High School, a minimum of 22 high school credits are needed in grades 9, 10, 11, and 12. A credit is a full year's work in a subject in which the class meets for one class period five times a week. To compute credits, the final mark at the end of the semester is used.

Students in grades 9-12 will be placed in their grade based on their number of credits. The following scale will be used:

Freshmen	successful completion of the 8th grade
Sophomore	4 credits
Juniors	10 credits
Seniors	16 credits

Administration may make exceptions to this policy.

The following credits are required for graduation from the Griggs County Central High School:

4	credits language arts (speech is included in English 10)
3	credits social studies
3	credits science
3	credits math (including 1 credit from *either* Algebra I or Basic Algebra)
1	credit combination of physical education and health
1	credit Fine Arts/Tech. Ed/Foreign Language
7	credits electives (which could include driver's ed.)
22	**TOTAL CREDITS**

GUIDANCE

The guidance department of Griggs County Central High School exists for one purpose - to help students and staff personnel. It is important that students become aware of services available so that they can take advantage of all the services offered by the guidance department. Our career advisor is available to assist and advise each student about personal problems, academic problems, career choices, course selections, college choices and scholarship applications. The guidance department also assists in student orientation information services and student appraisal.

HEAD LICE

Routine screening elementary students will be done when there has been positive verification of lice in the surrounding area. Guardians of students with verified lice or suspected lice will be informed with the option of sending their student home. Individuals should be treated as quickly as possible after diagnosis. If there is a verified case of head lice in a class, steps may be taken to minimize activities that may involve head-to-head contact with other children or sharing of any headgear until after the child has been completely treated.

HONOR ROLL (Grades 6-12)

At the end of each semester, an honor roll will be published.

- The 4.0 honor roll recognizes the academic achievements of those students who have maintained a 4.00 average in all course work during the marking period.
- The A honor roll recognizes the academic achievements of those students who have maintained a 3.67 to 3.99 average in all course work during the marking period.
- The B honor roll recognizes those students who have maintained a 3.00 to 3.66 average for the marking period.

Numerical averages are based on a 4-point system where: A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, F = 0.00

ILLNESS OR INJURY

In case of an accident or a student becoming ill while they are at school, parents will be notified as soon as possible. The child will be given proper care and attention necessary until someone comes for them. In the event that a parent/guardian cannot be reached, the person designated as an emergency contact will be notified. If a parent or emergency contact cannot be reached, GCC reserves the right to use their judgment in obtaining medical help for the student.

IMMUNIZATIONS

The required immunizations are as follows:

	Number of Required Doses		
Vaccine Type	**Kindergarten-6**	**Grades 7-10**	**Grade 11-12**
DTaP/DTP/DT/Tdap/Td*	5	5	5
Hepatitis B	3	3	3
IPV/OPV[¥]	4	4	4
MMR	2	2	2
Varicella (Chickenpox)	2	2	2
Meningococcal[¶]	0	1	2
Tdap[⊖]	0	1	1

Students may be exempt from immunization requirements for the following reasons:

- Medical Exemption: Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- Personal Belief or Religious Belief Exemption: Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- History of Disease Exemption: Requires a certificate signed by a physician stating that the child has a reliable history of disease. History of disease exemptions may only be claimed for hepatitis B, varicella, measles, mumps, or rubella.

Exclusion

All children need to be up-to-date according to the school immunization requirements or have claimed an exemption by October 1st of each school year or they must be excluded from school. Children enrolling in school after October 1 have 30 days to be up-to-date or claim an exemption or they must be excluded from school.
In the event that you are exempt from immunization (see reasons above), an appropriate form will have to be filled out.

LOCKERS

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when not in use, and your coats or other outdoor garments. You should keep your locker clean and neat and not use it as a storage place for old papers and other garbage. Your locker is subject to periodic inspection for cleanliness, and may be entered by the principal or a teacher at any time . Refer to the Search & Seizure Policy. Pictures or signs that display alcohol, drugs, tobacco or items of a sexual nature will be removed.

Each student is to use only the locker assigned to him/her at the beginning of the year. Switching to another locker or using one of the extra lockers will not be permitted.

There are no locks on your locker. Students may purchase a combination lock from the office for $6 or buy their own lock. The combination must be registered in the office with the awareness that lockers may be searched at any time. Though the Griggs County School District accepts no responsibility for articles lost or stolen from lockers, meaning the district cannot reimburse you if your personal property is stolen, students should report any missing items to the office so that action to find missing items may be taken.

MEDIA CENTER

The library is a quiet place for reference work and recreational reading. Please follow the few simple rules in effect. Students should:

- Return books on time and in the manner required by the librarian.

- Have a pass signed by your instructor and by the librarian excusing you from class to visit the library.
- Never bring food or drink into the library

MEDICATIONS

Schools are authorized to provide medication to students only if personnel on the staff have completed a medication administration training and attained certification. Griggs County Central School uses the following procedures when administering both prescription and over-the-counter medications.

Prescription Medication Administration

- Medications must be in original container. The label should include the name of the student, the name of the medication, the name of the prescriber, and instructions for administering the medication including dosages.
- A current medication permission form must be on file with the school office. Information on the permission form includes student name and date of birth, administration instructions, physician contact information, and parent/guardian information. Forms must be updated annually.
- Written authorization and instructions from health care provider must be on file with the medication.
- Parents must deliver the medication and proper paperwork to the school.

Non-Prescription Medication Administration

- Non-prescription medication must be provided by the parent/guardian. The school cannot supply any over-the- counter medications. A form from the school paramedic is available for any exceptions.
- Medications must be in their original container/packaging; baggies or other containers are not acceptable.
- A current medication permission form must be on file with the school office. Information on the permission form includes student name and date of birth, administration instructions, physician contact information, and parent/guardian information. Forms must be updated annually.
- We cannot give any medication to students that isn't their own medication. Siblings may share over-the-counter medications; however, each student must have their own permission form on file.
- Parents must deliver the medication and proper paperwork to the school.

Students are not allowed to have any medications, prescription or over-the-counter, in their lockers, back packs, or on their person. If a student is found with ANY medication other than when it is being administered by authorized school personnel, it will be confiscated, and a parent/guardian will be called.

NATIONAL HONOR SOCIETY

To be eligible for membership, the candidate must be a sophomore with a 3.75 GPA, a junior with a 3.50 GPA, or a senior with a 3.00 GPA. The principal shall review academic records of students and will notify those eligible that for further consideration for selection to the GCCHS National Honor Society Chapter, they must complete the Student Activity Information Form, which is available from the principal's office. At that point, all faculty members are invited to make comments on candidates. However, the five appointed members of the faculty council must make actual selection. In addition to academic requirements, potential members are also evaluated based on leadership, service and character by the five-member faculty council.

PARENT-TEACHER CONFERENCES

Two conferences will be held each year. The dates are listed on the Master Calendar. Additional conferences may be scheduled with teachers, the school counselor, and administration on an as needed basis.

RECESS

All students K-5th have a 20-minute recess built into the schedule. Students are expected to take advantage of the fresh air and movement opportunities. Please ensure that your child is dressed appropriately for the weather. Children will go outside each day unless inclement weather requires conducting recess inside. Inclement weather conditions include, but are not limited to, heavy rain, thunderstorms, snowstorms, extreme cold, high winds, or any weather condition that poses a risk to the safety of students during outdoor activities. The National Weather Service Windchill Chart will be used when determining if students go outside in the winter months. Any temperature, adjusted to account for wind chill, colder than -10 degrees Fahrenheit will result in inside recess.

Supervision: During recess, qualified staff members will provide active supervision to ensure the safety and well-being of students. They will monitor the playground areas and enforce the recess rules. If there is no supervisor on duty, the playground is off limits. There is no supervision prior to 8:00 am or after 3:00 pm. The school is not responsible for students playing on the playground during those times.

Behavior Expectations:
Students are expected to follow these behavior guidelines during recess to promote a safe, inclusive, and enjoyable environment for all students during their break times:

a) Respect for Others: Students must treat their peers, staff, and equipment with respect, kindness, and consideration. Bullying, harassment, or any form of physical or verbal aggression is strictly prohibited. Listen to, obey, and respect playground supervisors. Refrain from using inappropriate language.
b) Inclusion and Cooperation: Students are encouraged to include others, cooperate, and engage in positive interactions with their peers. They should avoid excluding or isolating any student.
c) Playground Equipment: Students must use playground equipment appropriately and safely. They should not misuse or tamper with any equipment, and they should follow any specific instructions or restrictions provided by staff.
d) Game Rules: Students participating in organized games or sports during recess must follow the established rules and regulations of the specific game or sport. Fair play, sportsmanship, and teamwork are expected.
e) Personal Safety: Students should engage in activities that promote personal safety, such as avoiding running on slippery surfaces, refraining from climbing on unsafe structures or fences, avoid leaving the playground area without permission, and using equipment properly. Rough play or dangerous behavior is not permitted.
f) Safety of others: Students should engage in activities that do not create a hazardous environment for their peers by refraining from excessively physical play such as tackle sports and play fighting, throwing objects such as wood chips, ice, snowballs, rocks, sand, etc., and activities that are potentially dangerous in a large group such as roller blading, skateboarding, scooters, etc.
g) Conflict Resolution: Students are encouraged to resolve conflicts peacefully and appropriately. They should seek the assistance of a staff member if they need help in resolving a dispute or disagreement.
h) Personal Belongings: Students are responsible for their personal belongings during recess. Valuables should be left at home to avoid loss or damage.

Reporting Concerns: Students should report any safety concerns, conflicts, or incidents that occur during recess to a staff member immediately. This allows for prompt intervention and resolution.

Consequences: Violations of the recess rules may result in appropriate consequences, including but not limited to verbal warnings, loss of recess privileges, time-out, and communication with parents/guardians. Severe or repeated violations may lead to further disciplinary actions in accordance with the school's disciplinary policy.
Consequences for students who violate recess and/or playground rules are:

- 1st Offense – Warning
- 2nd Offense – Student will be issued a restriction in recess privileges that may be, at minimum, the remainder of the recess.
- 3rd Offense – The student will be sent indoors to report to the main office for referral to an appropriate staff member.
  *Any serious offense will result in an immediate discipline referral to the principal and consequences will be assessed dependent on the severity of the violation utilizing the administrative discipline plan.

REPORT CARDS

The K-6th grade school year is divided into 4 quarters. Progress by each student will be shown by the distribution of a report card following each quarter.
The 7th-12th grade school year is divided into two semesters. Progress by each student will be shown by the distribution of a report card following each semester.
Additional progress reports will be sent as the need arises.

SCHEDULE CHANGES

7-12 Students will have 3 days at the beginning of each semester to change their schedule. All changes must be made through the principal's office by getting an add/drop slip and having it signed by the teacher whose class you wish to drop, the teacher whose class you wish to add, and a parent or guardian. Once all of these signatures have been attained, the final determination as to approval will be given with the principal's signature.

SCHOOL RECORDS

School records are maintained under your legal name as submitted on your birth certificate when you register as a new student. School records include all directory information for academics and extracurricular activities. The District shall comply with all required components of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) when maintaining, retaining, granting access to, disseminating, and disposing of student educational records. See the district policy FGA for more information.

Directory information includes: Student's name, School ID Number, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, The most recent educational agency or institution attended.

The school has on file your grades, attendance, standardized test scores, and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records have followed you to this school and are on file.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the principal. You may have copies made of anything in the school records, at a minimal cost to you, but you are not permitted to take the original record out of the office. You or your parents or guardian may place any statements or items in your record that you wish to, if it pertains to your schoolwork or record.

You may also request that items be removed from your file. In the event that you or your parents or guardian makes such a request and it is denied, you may appeal the decision to the next higher school official, and ultimately to the school board.

The Griggs County Central School District diligently guards the confidentiality of your school records. This means that we will not, without first receiving consent from you or your parents or guardian, send transcripts of grades or give other information from your records to schools, colleges, or prospective employers.

SEARCHES OF STUDENTS & STUDENTS' PERSONAL PROPERTY

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

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

The use of a handheld metal detector may occur when there is reasonable suspicion that a student possesses an item that could pose a danger to themselves or others, including weapons or prohibited items.

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

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

Involvement of Law Enforcement
The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property. Illegal substances found during searches of students/students' personal property may be turned over to proper authorities.

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

SECURITY
Griggs County Central uses security cameras throughout the school building, parking lots, school busses and the playgrounds. The security cameras are there to promote school safety and provide a safe learning environment for all GCC's students.

All school doors will be locked during school hours. The main office door will remain accessible via the buzzer system during school hours. All people entering the building are required to check in at the office and wear a visitor badge.

SENIOR CLASS FUND & TRIP
Senior class funds not designated to a particular purchase or fund prior to the final day of the school year will be returned to the general fund and left to the discretion of the superintendent and business manager. Seniors may elect to take a class field trip and use their class funds toward the trip. If class funds are to be used, the class advisor must submit the trip details to administration for approval. A day missed by seniors to attend a senior class trip is counted as part of the ten days per semester policy. *See ATTENDANCE.*

SENIOR HONOR STUDENTS
The following tier system is used for honors recognition:
- 3.33 (B+ average) - 3.49 CUMLAUDE
- 3.5 - 3.74 MAGNA CUMLAUDE
- 3.75+ SUMMA CUMLAUDE

The GPA of all seniors will be checked at midterm of semester 2 of the senior year to determine honor student recognition. Any changes to a student's GPA after the midterm check will not affect honor student status.

STUDENT ASSEMBLIES
All students are required to be in attendance at assembly programs and pep rallies unless the student has been excused by the principal. Proper behavior is expected at assemblies. In the event you are not able to conduct yourself in an orderly manner, you will be excused from the assembly and disciplinary action will be taken.

STUDENT ORGANIZED SCHOOL ACTIVITIES

Proposed school activities must first be approved by the group advisor and then checked with the schedule of events and cleared with the administration. All activity arrangements and invitations are to be handled by a duly appointed student committee under the supervision of the group advisor. All activities must be chaperoned. Dates and hours of activities are to be cleared by the administration.

All students will be expected to conduct themselves in a proper manner and to abide by the rules established for all school functions. Those who do not choose to conduct themselves accordingly will not be permitted entry to future school activities and will be dismissed from the one in which they are in attendance.

The doors to the school will be locked at some point after the scheduled starting time of the activity. Any student leaving the building after the doors are locked will not be readmitted. The advisor must substantiate any circumstance that may require you to leave the building so that you may be readmitted. Please check the Dance Policy for further information.

STUDENT PERSONAL TECHNOLOGY

The Griggs County Central Public School is committed to providing the necessary support for academics and student wellbeing 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 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:

- School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
- 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 homeschool 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:

- Violates a district student conduct policy;

- Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
- Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
- Is obscene or pornographic as defined by community standards.
- Is reasonably forecasted to materially or substantially disrupt the educational environment;
- Poses a direct threat to the physical safety of the school population; and
- 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. S 15.1-07-39, the Griggs County Central Public School 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. S 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.

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 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:
   - The Individuals with Disabilities Education Act [20 U.S.C. 1400];
   - Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]; or
   - 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 the supervising adult, which could be administration, teacher, coach, advisor, 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 prohibited 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:

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.

Measures that may be imposed by administration include, but are not limited to:

First violation: confiscate device, contact parent, administrator returns device to guardian at the end of the school day, student receives:

- 60 minutes of detention for a first violation that occurs between the start of school and the Friday before the Labor Day weekend in accordance with school discipline procedures and policies.
- In-school suspension ("ISS") for the remainder of the school day for a first violation that occurs on a school day after Labor Day in accordance with school discipline procedures and policies.

Second violation: confiscate device, contact parent, administrator returns device to parent during a conference/meeting, develop a compliance plan, student receives in-school suspension ("ISS") for the remainder of the school day and the following school day in accordance with school discipline procedures and policies. The administration may impose a remediation course to be completed prior to a return to learning.

- First and subsequent violations may cause a students' limitations/allowances for school-related activities and device exceptions for school-approved devices used by a student privilege to be revoked.

Third violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 1-5 days OSS may be imposed in accordance with school discipline and suspension procedures and policies. The administration may impose a remediation course to be completed prior to a return to learning.

*Repeated offenses beyond a third violation may be grounds for recommendation for expulsion. Due process procedures contained in the District's suspension and expulsion policy and regulations shall be followed.

*If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move the consequence(s) to the next level of violation, and a loss of any school-issued devices for a minimum of one school day.

*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.

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. S 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.

Policy Implementation:

Students in grades 6-12 may be in possession of their device within locked pouches during school hours. There is a daily process for securely storing all devices within the locked pouches upon entering and exiting the building. Students are responsible for caring for their pouches in the prescribed manner. Violations will be handled based on whether loss or damage is accidental or purposeful. *See Damage to School or Personal Property.*

PreK-5 student phones/devices must be turned off and remain in the student's locker or backpack the entire day. At no

point during the school day should a student be in possession of their device. Violators of this policy will receive one warning prior to following the consequences listed above. Multiple violations of this policy may result in the student being issued lockable pouches to assure adherence to North Dakota law.

TARDY PROCEDURE

Tardiness occurs when you are late to school in the morning or when you are late to any class during the school day. Teachers will indicate tardiness on their daily absentee report. It is necessary that students be in class and prepared for the lesson to begin when the tardy bell rings. Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities being conducted in the classroom. Tardies will be checked and consequences issued at each weekly grade check. Tardiness to class will be dealt with according to the following procedures:

- **1-3 tardies in a semester** – Office warning slip issued
- **4-8 tardies in a semester** - **Student conference** with administrator and **parent contact**. May include a reflection form or goal-setting sheet. Assigned **"Time Owed"** — student makes up missed minutes before school, after school or during lunch. Each tardy equals 15 minutes of detention.
- **8-9 tardies in a semester** - In addition to **"Time Owed"** and a **parent contact,** student **loses privileges** (e.g., extracurricular eligibility, field trips, open-campus lunch) for the week following. Student creates a **Tardy Improvement Plan** with an administrator.
- **10 or more tardies in a semester** - In addition to **"Time Owed,"** a **parent contact,** and **loss of privileges**, further administrative action will be taken including one or more of the following:
  - School service (e.g., assisting in library, custodial tasks)
  - Behavior contract
  - Schedule review/adjustment or referral to counselor/social worker
  - Possible in-school suspension for continued violations

TECHNOLOGY - ACCEPTABLE USE

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

Education

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

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students.

The school may implement monitoring and filtering systems to ensure compliance with the acceptable use policy and to maintain a safe digital environment for students. Students should be aware that their Chromebook usage may be monitored.

Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes.

Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system.

Teachers and administrators will exercise supervision of student use.

Prohibitions

Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material;

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

Violations

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

Consent

All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies. (See Yearly Student Registration Form for signature of consent of Griggs County Central's Technology-Acceptable use Policy.)

CHROMEBOOKS (for students in grades 6-12)

Chromebook Availability

Chromebooks are available for students in grades 6-12 to use at school from 8:00am – 4:00pm. Each student in grades 9-12 will be assigned a Chromebook that is their device for the duration of the school year. The expectation is that students arrive at school, retrieve their Chromebook from the cart, use the device during the day, and return the Chromebook before leaving school. Students in grades 6-8 will have Chromebooks available to them in their classrooms.

Chromebook use at Home

If a student has a legitimate need to take a Chromebook home to continue or finish schoolwork, the following conditions must be met:

- A signed **Chromebook Loan Agreement** must be filed in the office (See Yearly Student Registration Form for Chromebook Loan Agreement Signature)
- A student must make a **request** to take Chromebook home
- The student may sign out a **charging cord** from the main office. Cords must be returned to the office once the Chromebook is brought back to school. Students will be billed for the replacement cost for cords not returned.

Chromebook Usage

- The Chromebook device is an educational tool that is not intended for gaming or social networking. Students agree to comply with all policies in the Acceptable Use section of the GCC Student Handbook.
- Students will only be able to log into their Chromebook using their @griggscountycentral.org account. Personal Gmail accounts will not be accessible on their Chromebook.
- All Chromebook use, whether at school or home, is monitored by GoGuardian software.

Chromebook Care

- Additional stickers, labels, tags or markings of any kind are not to be added to the device or the device case unless prior approval is granted by Griggs County Central Public School Administration.
- Do not place heavy objects on top of the Chromebook or lean on the Chromebook. The Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.
- Ensure the keyboard area is clear of all foreign objects before closing the lid. The number one cause of screen cracks is an object sitting on the keyboard when the lid is closed.
- When carrying the Chromebook, use two hands and hold it by the base.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Avoid using cleaning solvents. Only use a water dampened towel or a product intended for use on the screens of electronic devices.

- When students are not using their Chromebook, they should store them in a safe location, such as the Chromebook cart.
- Under no circumstances should Chromebooks be left in an unsupervised area.
- Damage or malfunctioning Chromebooks should be reported to a teacher or administrator who can put in an IT request of the student's behalf.
- The student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act. The replacement cost of a Chromebook is $250, and damage will be billed as repaired.

CHROMEBOOK LOAN AGREEMENT

Students and parents/guardians must carefully read this agreement prior to signing the Loan Agreement Signature section of the Yearly Student Registration Form. Any questions can be addressed to the Griggs County Central Superintendent: Tom.Maus@k12.nd.us

Device and Accessories

- The student will receive one device and a charger is available by request for use at home. This equipment is, and at all times remains, the property of Griggs County Central Public School. It is loaned to the student for educational purposes only.
- The student may not deface or destroy this property in any way. The student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.
- All material on the device is subject to review by school staff. Griggs County Central has set up these machines to be **managed and monitored.** If there is a police request, Griggs County Central School will provide access to the device and network accounts associated with the student's use of the device.
- If the device is stolen while in the student's possession, a police report must be made by the family and a copy of the incident report provided to Griggs County Central Public School.
- If the device is accidentally lost or damaged while in the student's possession and outside of the school building the student attends, the parent/guardian will submit a signed and witnessed report of the event.
- The device and charger will be returned at any time when requested by Griggs County Central Public School. If the student withdraws from Griggs County Central, the student must turn in the device and charger before his/her last day of attendance. If the student withdraws from Griggs County Central and does not return the device and charger, the incident will be turned over to the Griggs County Sheriff's Office and/or the student's parent/guardian will be billed for the current value of the device and charger.
- The student acknowledges and agrees that his or her use of the device is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the District property and to return the same in good condition upon request by Griggs County Central Public School.

Software/ Networking

- The student may not install or use any software other than software owned and approved by the District and made available to the student in accordance with this receipt and agreement.
- The student and family understands that Griggs County Central Public School will not provide individual technical assistance with home Wi-Fi connections.

Use

- The device is to be used only for non-commercial, educational purposes, in accordance with district's policies and rules, the Griggs County Central Public School Acceptable Use Regulation, as well as local, state, and federal statutes.
- This device has been set up for and is intended to be used by only the student it has been assigned to. The student agrees to let no other person use this device. (NOTE: Parents/babysitters/older siblings, etc. are permitted to monitor their student's activity on the device and to provide supervision and help)
- Inappropriate use of the device may result in the student losing his or her right to use the device.
- Devices should not be left in potentially unsafe areas. No food or drink is allowed next to your Chromebook while it is in use.
- The student agrees to keep a backup of any important school work and understands that if he/she does not

and the device becomes non-operational, they will lose their work.

This Loan Agreement MUST be read and the Chromebook Loan Agreement Section of the Yearly Student Registration Form must be signed and dated by the student with access to the device and by a parent/guardian before any device will be issued.

TOBACCO USE POLICY

Definitions

For purposes of this policy:

- *Electronic smoking* device means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- Possession of Tobacco Products means:
  a. Actual physical possession of the tobacco product while on school property;
  b. Use or consumption of the tobacco product while on school property;
  c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
  d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

Rationale for Regulating Possession & Use

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

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

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

Use & Possession Prohibitions

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

   This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.
3. **Additional**: The District will not allow advertising of tobacco products in school buildings, on school property, at school functions, on district property, or in any school publications. This includes clothing that advertises tobacco products.

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

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

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

VIOLENT & THREATENING BEHAVIOR

It is the intention of the Griggs County Central Public School Board and administration that the learning environment shall be safe, drug free, and conducive to learning. The School Board and administration recognize that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which students and staff are entitled within this school system. Behaviors categorized as violent or threatening will not be tolerated on school premises or at school activities.

Violent Behavior
The Griggs County Central School District prohibits all acts of violence and aggression, including, but not limited to, possession of a weapon or other dangerous instrument, verbal or physical violence (including assault), vandalism of school property, stalking, and gang affiliation and/or activity.

Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with the applicable law. *See ADMINISTRATIVE DISCIPLINE PLAN*. In addition, the District may take legal action against the perpetrator. Students and school district employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Threatening Behavior
The Griggs County Central School District considers that a valid threat is a statement made orally, in writing, or using any other medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property. These behaviors, categorized as threatening or aggressive, will not be tolerated.

Reporting
Any staff member who has knowledge of, witnessed or received a threat or threatening behavior shall report it immediately to the principal or Superintendent. Students are to inform a teacher, counselor, or principal when they have knowledge of threats. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

Threat Assessment
Upon receipt of a threat report, the building principal shall contact the Superintendent. The Superintendent shall determine if the report constitutes a valid threat as defined above, or whether given the nature of the threat, it should be handled internally or turned over to law enforcement.

VISITING POST-SECONDARY SCHOOLS

Days missed by seniors to visit post-secondary institutions are counted as part of the ten days per semester policy. *See ATTENDANCE.*

VISITORS

We request that all visitors report to the main office and sign in to receive a visitor badge.

WEATHER ANNOUNCEMENTS

Administration will send out announcements on the Instant Alert System, School Website & social media, and KXJB radio.

Parent/Student Statements of Receipt and Responsibility

The Yearly Student Registration Form includes Signature of Consent sections for the following:

Student Handbook Recognition

I hereby acknowledge that I have received access to an electronic copy of the 2026-2027 PreK-12 Handbook by the Griggs County Central Public School administration and I acknowledge physical copies are made available at Back-to-School Night, in the vestibule near the main office, and upon request in the main office. I have read and I do understand the 2026-2027 Griggs County Central School Handbook. I will follow these guidelines and observe the policies set forth by the Griggs County Central Public School Board and Administration to the best of my abilities. If I have questions regarding the student handbook or its policies, I can refer these questions to the proper administration.

User Agreement and Parent Permission Statement

*As a **student** at Griggs County Central and user of the Griggs County Central Schools computer network, I hereby agree to comply with the above stated rules of Acceptable Use for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.*
*As the **parent or legal guardian** of the minor student listed above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, including setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.*

Textbook, Devices, and School Materials Statement

By signing the Yearly Student Registration Form, I acknowledge that I understand that textbooks, devices, and other school materials are the property of the school. The condition of textbooks, devices, and other school materials will be documented at the time they are issued. If lost or damaged to the point they cannot be reissued, I will be charged the replacement cost of the item(s).

Chromebook Loan Agreement Statement (Students in grades 6-12)

*Students and parents/guardians must carefully read the loan agreement prior to signing the signature page located in the Yearly Student Registration Form. The form must be signed and dated by the student with access to the device and by a parent/guardian before any device will be issued for **at home use**.*
Any questions can be addressed to the Griggs County Central Superintendent: Tom.Maus@k12.nd.us
*By signing below, I acknowledge that I understand the Chromebook loan agreement and agree to comply with the rules and expectations of the agreement. By signing as a parent/guardian, I am authorizing my student to take his/her Chromebook out of the school building for **at home use**.*

Open Campus Lunch Permission Statement (Students in Grades 9-12 only)

As a parent/guardian of the student listed on the Yearly Student Registration Form, I hereby authorize Griggs County Central School to allow my 9-12 grade student to leave the school over the lunch period during the 2026-2027 school year. This is a privilege that may be lost as a consequence of policy violations.

Please return the Yearly Student Registration Form (separate sheet with important contact and demographic data) to the front office.