

2023-2024

**FYPS**

**Warriors**

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# Fort Yates Public School

## “Home of the Warriors”

### **Vision**

Fort Yates Public School (FYPS) will develop lifelong learning by educating the whole child.

### **Mission**

Fort Yates Public School will develop students' intellectual, emotional, social, physical, artistic, creative, and cultural potential.

## **Non-Discrimination Policy**

FYPS does not discriminate based on gender, race, national origin, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title IV, Title VII, Title IX, and Section 504 of the Americans with Disabilities Act. Specific complaints may be referred to the School Superintendent or Board of Education. Complaints may also be filed with the North Dakota Department of Public Instruction at 600 East Boulevard Avenue, Bismarck, North Dakota, 58505. In addition, complaints may be forwarded to the Office of Civil Rights, U.S. Department of Education, Region 2 VII, Federal Office Building, 1244 Speer Boulevard, Suite #310, Denver, Colorado, 80204-3582.

## **Expectations**

It is our expectation that all students will reflect and display those significant values of Wowachantognaka (generosity), Woohitika (Courage), Wowasake (Fortitude), Woksape, (Wisdom), Tehila (Cherish), Wowicake (Honesty) and Waohola (Respect).

## **Attendance**

The Standing Rock Sioux Tribe requires compulsory attendance in the Standing Rock Community Schools for each child from age five (5) as of July 31 to 18 (Reference Title XXXV Education Code, Tribal Code of Justice, 35-501 & 35-603 c) and the North Dakota Century Code.

### Chapter 15.1-20 School Attendance

#### 15.1-20-01. Compulsory attendance.

Any person having responsibility for a child between the ages of seven and sixteen years shall ensure that the child is in attendance at a public school for the duration of each school year. If a person enrolls a child of age six in a public school, the person shall ensure that the child is in attendance at the public school for the duration of each school year. The person may withdraw a child of age six from the public school. However, once the child is withdrawn, the person may not re-enroll the child until the following school year. This subsection does not apply if the reason for the withdrawal is the child's relocation to another school district. This section does not apply if a child is exempted under the provisions of section 15.1-20-02. Students are expected to be regular and prompt in their attendance.

## **Absence Reporting Procedure**

The parent/guardian must make a verification call to the FYPS Main Office on THE DAY OF THE ABSENCE by 9:30 am. NOTE: If a verification phone call is not received the day of the absence, the absence will be unexcused. In the event that a student returns to school after the parent calls in, the student and/or parent must notify the main office at the time of the return. The Administration will make the final determination whether the absence is excused, unexcused, or exempt. Failure by the parents/guardians to contact the school regarding a student's absence can result in the student being dropped from FYPS enrollment records. Students who fail to attend class for ten (10) consecutive days of unexcused absences will be dropped from Fort Yates Middle School's enrollment records.

## **Tardiness**

Students are expected to report to class on time. A student is considered tardy if he/she is not in the classroom when the final bell rings.

## **Excused and Unexcused Absences**

The following categories list absences that will be classified as excused or unexcused absences. Any Absence in question will be determined by the building principal.

### Excused Absence

Illness

Medical/Dental Appointments

Grief

Emergencies

### Unexcused Absence

Babysitting

Shopping

Any Absence that cannot be classified as excused

Any absence due to a student attending a cultural activity not related to the FYPS will be excused if the parent notifies the school ahead of time. If the school is not notified prior to absence, the absence will be classified as unexcused. If a student misses school due to a vacation, prior notification must be given to the principal and the principal will determine whether the absence(s) will be excused or unexcused.

## **School-Sponsored Absences**

Although absences for school sponsored activities are exempt, it is the student's responsibility to complete assignments that will be missed. Any student participating in a FYPS sponsored activity (athletic competitions, music performances, club events, etc.) must attend the full academic day of the activity; if not, the student will not be allowed to participate. In addition, students must attend the full academic day following the activity/event.

Please refer to: North Dakota High School Activities Association or NDHSAA Rules of Eligibility/ Attendance on pages 8 and 9 of this handbook.

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school-sponsored absence.

## **Truancy**

Once a student reaches three (3) total (not consecutive) unexcused absences the school will send a formal letter out the parents/guardians.

Once a student reaches five (5) total (not consecutive) unexcused absences the school will send a second formal letter out the parents/guardians and a copy of the letter will be forwarded to Standing Rock

Children's Court. Also, once a student reaches five (5) total (not consecutive) unexcused absences the parents/guardians and student will be required to meet with the principal and an additional letter will be sent to Standing Rock Children's Court.

## **Leaving the Building**

Students must be checked out at the main office by a parent or guardian when they leave the school building for an appointment or due to illness. Failure to do so will result in an unexcused absence.

Students, who arrive to school after the beginning of the school day, or upon return from an appointment, must check in at the main office.

## **Make-Up Work**

It is the student's responsibility for making up missed assignments. School work from excused, unexcused, and exempt absences must be made up. Students are allowed three (3) school days to return completed assignments. Parents/Guardians are responsible for arranging to receive missing work, one full school day notice is required when requesting homework for a student.

## **Medical Appointment**

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is not possible, parents/guardian must check students out at the main office and, upon returning to school, present a signed medical/dental excuse from the doctor. The medical excuse must be filled out by the doctor and returned to the attendance office within 5 days of the absence in order for the absence to be medically excused. The appointment slip must specify the times and dates of the appointments and include specific information regarding the length of time the student will be medically excused from school. \*Physician exempt absences may not exceed 5 per semester. Exemptions apply only to the time allotted for the time of the appointment, unless noted by the physician\*

## **Academics**

Eighth grade students must pass all of their classes for the year to participate in the year-end recognition ceremony.

### **Grading Scale (Grades 5-8)**

Excellent	Above Average	Average	Below Average	No Credit
A 92.1-100%	B 84.1-92%	C 74.1-84%	D 64.1-74%	64%-Below

### **Honor Roll**

Students must maintain a 3.5 Grade Point Average (GPA) to be recognized on the quarterly and yearly honor rolls. Students may not have any failing grades.

## **Academic Progress Guidelines**

It is the responsibility of parents/guardians, teachers and students to keep informed of academic progress in the classroom. Parents/Guardians and students can access grades, assignments, attendance, etc. through the PowerSchool Parent Portal.

## **Lakota/Dakota Education**

FYPS recognizes the importance of maintaining the Lakota/Dakota history, culture, language, and way of life. The school will emphasize Lakota/Dakota History, Culture, Communications and Life Ways programs that will continually enhance the students understanding and awareness of the language, history, culture, and way of life. The programs will encourage and seek out the participation of students, parents, and the community. Curriculum for the Lakota/Dakota Culture Ways of Life, History and Communications is available.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held two (2) times per year. Parents will receive report cards, attendance reports, assessment information, and other important items during conferences. Information regarding Parent-Teacher Conferences will be made available to parents/guardians prior to conference times.

## **Enrollment**

Fall registration packets will be available two weeks prior to the start of the school year. It is necessary for parents/guardians to enroll their children annually (every year) since information provided in the enrollment packets can only be provided by custodial parents/guardians. Students may not be allowed to start the academic school year until the enrollment packets and required documents have been completed and returned to the administration office each and every school year.

A certificate of immunization is required for all children entering the school for the first time. It is the responsibility of the parent/guardian to forward all appropriate and accurate information as required by the student enrollment packet as well as all necessary documents needed to enroll a student. The student will need a copy of their birth certificate, social security card, Certificate of Indian Blood (CIB) and a recent immunization certificate. A record of the student's transcript must be received by the school prior to student enrollment.

Special Education students will need their complete Individualized Education Plan (IEP) records from their previous school. The school, by law, cannot enroll any student without all of the proper records listed above. Returning an enrollment packet is not a guarantee that the school will actually register a student. The Enrollment Committee and/or Administration will make the final decision whether a student is allowed to enroll. The school reserves the right to not enroll any student who is not in good standing with his/her former school. This could mean anything from fees/material/equipment owed to a former school, behavior issues, or attendance concerns. When registering, FYPS will request records for students transferring in after the parent/guardian has signed a release of information form.

## **Legal Custody**

In situations where one parent has custody or is considered the legal guardian of a student, documentation must be brought to the school and placed in the student's file. If changes are made during the school year documentation must be provided.

## **Special Education**

FYPS offer a comprehensive Special Education Program under the provisions of the Individuals with Disabilities Education Act, or IDEA. Identification of students with disabilities is completed through the appropriate referral, screening, and evaluation procedures as outlined in the school's Special Education Policies and Procedures Handbook. Fort Yates Public School offers services for students identified with disabilities in state-recognized disability categories.

FYPS School is required to ensure that a Free and Appropriate Public Education, or FAPE is afforded to all students with disabilities. FAPE must include special services in the least restrictive environment and may include related services, transition services, supplementary aids, and assistive technology.

School Administration reserves the right to waive or substitute courses for students experiencing extenuating circumstances such as residential/out-of-district placement, transfer, or other circumstances out of the student's control.

## **Section 504**

If an individual has a physical or mental impairment that substantially limits one or more of their major life activities, they may be eligible for 504 services.

A student must be determined eligible by a team. The team usually consists of teachers, Administration, counselors, special services staff, or school nurse. The 504 Coordinator can be contacted with questions. If a student is eligible under Section 504, then additional accommodations may be provided

with a 504 plan to meet the needs of the individual student. Parent involvement is essential in developing the 504 plan. If you have questions or concerns in regard to 504 services, please contact the school. ([www.dpi.state.nd.us](http://www.dpi.state.nd.us))

Optional curriculum will follow Century Code requirements as outlined in HB 1400 Section 15.1-21-02.3. For further information, please contact school Administration.

### **Student Success Team**

FYPS utilizes a Student Success Team as part of its Multi-Tier Support System. The process of this team is used to problem solve and plan general education modifications and instructional interventions for students exhibiting a pattern of academic, attendance, and/or behavioral problems to ensure that these students receive an appropriate education. In addition, this team will ensure all appropriate options are considered before referrals for special education evaluations are made.

### **Health and Wellness**

Parents/guardians are responsible for maintaining their child's health and wellness. Parents are also responsible for scheduling and transporting students to all medical, physical, vision, and dental appointments. For medical emergencies that require immediate attention, the student will be taken to the nurse/principal's office. In the event of an emergency situation only, a student will be transported to Public Health and the parent/guardian will be immediately and continuously contacted until successfully reached. Ambulance services will be called upon when deemed necessary.

### **Alcohol and Drug Testing**

Any student, with reasonable suspicion, who is suspected of being under the influence of drugs or alcohol during the school day, or during an extra-curricular/school-related function, will be required to submit to a drug or alcohol test according to the following:

A student is suspected of being under the influence of drugs or alcohol.

The incident is reported to the school administrator or designee.

School Administration or certified designee will attempt to contact the parent/guardian to inform them of the situation before the drug test is administered.

The school nurse or certified designee will administer a drug or alcohol test to the student in question. In the event of an initial positive testing result, the parent/guardian will be notified of the test results. Student will be disciplined in accordance with school policy based on the initial result. In addition, a criminal complaint may be filed against the student/parent.

All positive results must be confirmed by a North Dakota AB Services.

A referral to an appropriate outside agency (i.e., Indian Health Services) will be made on behalf of the student. Refusal by a student to consent to this testing procedure is considered an admission of guilt.

### **Medications**

If your child needs to take prescription medication during school hours, the medication must be presented in the original container with a label containing the student's name, dosage of medication, time and route (by mouth, inhaler, etc.) of administration, physician's name and special cares (i.e., refrigerate, take with food, etc.) and given to school staff. Any information regarding possible side effects of the medication will be provided to the administrator of the medication. All medications will be

kept in a locked area and records will be kept. If a medication is discontinued, a note from the physician is required, and the medication will be disposed of. Students will not be allowed to carry any (including non-prescription) drugs in school. The school should be informed of any allergies or health problems of the student and emergency contact persons.

### **Inoculation Required Before Admission to School**

“No child shall be admitted to any public, private or parochial elementary school, or day care center, childcare facility, head start program, or nursery school operating in North Dakota unless such child’s parent/guardian presents to the school authorities certification from a licensed physician or authorized representative of the State Department of Health that such child has received immunization against diphtheria, pertussis, tetanus, measles (rubella), mumps and polio myelitis.” (House Bill No. 1093). Forms are supplied by the North Dakota State Department of Health and are available at the schools. The form and all required immunizations must be completed by the first day of school. Immunization information will be assessed and parents/guardians will be notified if boosters are needed. FYPS abides by House Bill No. 1093 and will not enroll any students before all immunizations are up-to-date and the proper records are on file with the school.

### **Communicable Diseases**

When any symptom of a communicable disease appears, please keep your child at home. This includes chicken pox, scabies, pink eye, strep throat, and/or head lice. There are no facilities to maintain a sick student in school. When a student comes to school ill or becomes ill during school, the parent or guardian will be notified to take their child home immediately.

### **Lice Control**

Schools provide a focal point for the transmission of all kinds of communicable diseases, including head lice infestation. The presence of lice is not a sign of poor hygiene but only an indication that a person was exposed to lice. The problem is particularly common among children who are inclined to share a variety of articles, such as combs, caps and those who engage in contact sports, roughhousing, and in other activities involving body contact. The following procedures will be carried out: A group of school personnel will be designated to inspect and re-inspect students for lice and nits (eggs). All students may be screened at the beginning of the school year, after a school break, or following an outbreak. Students found to have head lice and/or nits will be sent home for treatment. Students who are sent home because of head lice and/or nits must be re-inspected when they return to school. All head lice and/or nits must be removed before a student may return to school. The parent/guardian will be contacted so that treatment can be administered.

We encourage parents/guardians to report cases so that the school and other parents/guardians can be alerted to a possible lice outbreak. Parental cooperation will help protect all children. When a case of head lice and/or nits is identified we will screen all classmates, and all siblings of the case. If head lice and/or nits infestation persists to be a problem in a family, referrals may be made to Social Services and the Public Health Nurses. The 7 Steps to Controlling Head Lice handout will be provided to parents whenever their child has been identified with head lice and/or nits. The school is only one link in the chain. Parents/guardians are also very important. By personally checking their child’s hair periodically and reporting any positive findings to the school they will help keep head lice under control. Everyone must cooperate with this problem.

## **Behavior**

Students should be in class to receive instruction to promote and improve learning. When a student is behaving in a manner that is impacting the learning of others, it is important to intervene. In cases when the student is not responding to the interventions of the classroom teacher further interventions must occur. If the student is removed from the classroom or learning environment, a behavior referral will be completed by the teacher and administration will take over the behavior management. Transportation and bussing are considered an extension of the school environment, and as such are subject to the Discipline Matrix. Please see the Behavior Intervention Flow Chart in the Appendix.

FYPS implements Restorative Justice in managing the more severe behavior occurrences. When any student is referred by any staff member for violation of school rules the following Restorative Plan will be followed:

Restorative measure represents a philosophy and a process that acknowledges that when a person does harm, it affects the persons they hurt, the community and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone. By applying restorative measures in schools, school personnel have another tool to use with children and youth to repair harm and teach problem solving skills.

Restorative practices guide teachers to teach children self-control through an understanding of personal needs, the use of problem-solving skills and an expectation that children and adults can make amends - restitution - for the harm that they cause.

An offending student is given the opportunity to participate in a restorative process as a means of making things right for victims and the school community. Restorative approaches can be used either in place of traditional discipline (detention, suspension, expulsion...) or as a re-entry tool upon re-entry from traditional discipline practices.

Models of Restorative Justice include

Peace making circles - group of individuals address issues in school.

Restorative meetings - wrongdoing occurs; classroom discusses impact on fellow students and school community.

Conferencing - conversation among people affected by behavior to explore the harm and how individuals were affected and how to repair the harm with a plan.

**STEP 1:**

1st Offense - Parents will be contacted if the principal judges necessary. Student will be removed from class where offense occurred for Restorative Justice Interventions.

**STEP 2:**

2nd Offense - Additional violations would result in additional time consequences and parental involvement. Any further offenses will follow the Pupil Fair Dismissal Act including all due processes by the law.

In case of severe violations involving safety or willful disruption, the principal may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case-by-case basis.

## DISCIPLINE MATRIX

Infraction Class	First Offense	Second Offense	Third Offense or More
<p><b>I. Class one infraction</b> Includes: nuisance objects, inappropriate behavior, disrespectful behavior causing a classroom disturbance, dress violations, minor horseplay, teasing/name calling, cutting class, building and transportation misbehavior, public displays of affection, driving without permission, minor technology misuse (as determined by the Acceptable Use Policy), unauthorized school facility access.</p>	<p>Verbal warning and/or (1) Loss of privilege, or (2) Detention and/or ISS for ½ day (3) and help the student correct the problem.</p>	<p>Verbal warning and (1) Loss of privilege, or (2) Detention and/or ISS for 1 day (3) and help the student correct the problem Inform the parent(s).</p>	<p>Work with parent(s) to correct the problem as needed.</p>
<p><b>II. Class two infraction</b> Includes: disregard for rules/insubordination, verbal threats, cheating, plagiarism, hazing/bullying, profanity, obscenity, obscene gestures, inappropriate hand and body gestures, harassment, tobacco use/possession, vape use /possession, setting up fights, theft of minor property, minor vandalism, aggressive pushing, destructive/excessive horseplay, cutting detention, falsifying school records.</p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and/or (1) Loss of privileges, and/or (2) ISS for 1 day Inform parent(s).</p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and/or (1) Loss of privileges, and/or (2) Suspension from school for 1 to 3 days Inform parent(s).</p>	<p>Work with parent(s) to correct the problem as needed.</p>
<p><b>III. Class three infractions</b> Includes: physical threats, fighting, blatant insubordination, failure to report a fight or physical threat, setting a false fire alarm, fraudulent reporting of theft, loss of school property, theft or destruction of felony rated property, major vandalism, disruption of school, sexual harassment, major technology misuse (as determined by the Acceptable Use Policy).</p>	<p>(1) Loss of privileges, and (2) Suspension from school for 3 to 10 days (3) Restore property and pay expenses, Inform parent(s).</p>	<p>(1) Suspension from school for 5 to 10 days pending an expulsion hearing at administrator discretion. (2) Restore property and pay expenses. Inform parent(s)</p>	<p>(1) Suspension from school for 10 days. (2) Write letter to school board and/or superintendent recommending expulsion. (3) Restore property &amp; pay expenses. Inform parent(s).</p>

**IV. Class four infraction**

Includes: Possession or use of alcohol, drugs, knife blades under three inches in length, or other weapons on campus or at school functions. Smell, behavior, and physical possession of drugs or alcohol will determine reasonable suspicion. Schools do not need drug tests or Breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner.

(1) Suspension from school for 5 to 10 days for possession or consumption of drugs, alcohol, or knife. (2) Suspension from school for 5 to 10 days for distribution of drugs or alcohol. (3) Parent support required for shortened suspension. Inform parent(s).

(1) Suspension from school for 5 to 10 days for possession or consumption of drugs, alcohol, or knife pending an expulsion hearing. (2) OSS for 10 days for distribution of drugs or alcohol pending an expulsion hearing. Inform parent(s).

(1) Suspension from school for 10 days for possession of drugs, alcohol, or knife pending an expulsion hearing. Inform parent(s).

**V. Class five infraction**

Includes: Attempt to sell or distribute drugs or alcohol, assault to a staff member, oral or written physical/verbal life threatening threats to a student or staff member, fighting with a staff member, assault towards a student or staff member, acts of reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, possession of a knife blade over three inches in length, and/or bomb threats.

(1) Suspension from school for 10 days pending an expulsion hearing. Inform parent(s).

The suspension mentioned in the matrix is In-School Suspension (ISS) or Out-of-School Suspension (OSS). When suspensions are not specified in the matrix, the school principal will determine which suspension is appropriate on an individual basis. If any offense does not clearly apply to a specific infraction class, the principal will determine the appropriate infraction class for the offense. If it is determined that progress is not being made, the administration may use its own judgment in determining what they deem appropriate consequences. If any laws are violated by students while in school, on school property, or at school functions appropriate law enforcement officials will be notified.

**Assault on Staff Members-**

Assaults against district personnel in a school building, on school grounds, enroute to and from school, or at a school-sponsored function should be immediately reported to the building principal or immediate supervisor. Assault is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person. A detailed incident report

form should be promptly submitted by the assaulted party to the immediate supervisor. The principal or supervisor will investigate the incident and recommend the action that should be pursued within 72 hours. The filing of any legal complaint will be the responsibility of the assaulted staff member.

Where an alleged assault upon a staff member occurs, the following actions shall take place:

- (1) The staff member and the alleged assailant shall be separated as quickly and safely as possible.
- {2} The principal shall advise the staff member to seek medical attention if appropriate and provide emotional and moral support to the staff member.
- {3} The principal or designate will conduct an immediate investigation into the alleged assault and if warranted, contact the police.
- {4} If the alleged offender is a student under the age of eighteen {18}, the parent/guardian must be contacted, and the police may be called and the police may file charges.
- {5} Consider removal of the student from the class of any teacher(s) that the student is alleged to have assaulted.

In the event that an alleged assault has been committed by a person not enrolled in the school or employed by White Shield School District, the principal shall attempt to determine the alleged offender's identity and report this to the police who may file charges.

The staff member will be made aware of resources available for follow-up assistance.

- {6} In the case of an unaided assault (no weapon involved), the recommended minimum length of suspension of a student offender is ten (10) days unless there are mitigating circumstances.
- {7} In the cases of an aided assault (weapon involved), the recommended consequence would be expulsion from school for the remainder of the school semester.

## **Discipline Program**

North Dakota Century Code

15.1-19-09. Students - Suspension and expulsion - Rules

a. The board of a school district shall adopt rules regarding the suspension and expulsion of a student. The rules for expulsion must provide for a procedural due process hearing in the manner provided for in subsection 2 of section 15.1-19-10, before the determination to expel a student is made. A student's parent or representative must be allowed to participate in the expulsion hearing.

## **Discipline Procedures**

Students must conduct themselves in a manner which does not interfere with the rights of others. These rights include the other students' right to learn, and the teachers' right to teach. All behaviors, which interfere with the educational process, will be met with some form of disciplinary consequence, such as after school detention, in-school suspension, out-of-school suspension, or removal from class. This section defines discipline categories such as Disruptive Behavior in the classroom and Insubordination and includes a matrix outlining discipline consequences. The matrix is subdivided into levels of severity. Also, below are statements defining certain disciplinary actions, and include suspension or expulsion from school. The administration may use its own judgment in determining what they deem appropriate consequences. Law enforcement may be contacted for the removal of students when deemed necessary by the administration. Some behaviors may require immediate suspension or expulsion from school. They include, but may not be limited to:

The School Policy on weapons/firearms, or look alike items calls for immediate expulsion procedures to be brought against any student bringing weapons/firearms onto school property.

Fighting, endangerment of others, threatening, coercion, stealing, intimidation, gross disrespect for staff and damage to school property or the property of others may result in immediate suspension from school, possible arrest and possible expulsion.

The Administration may use its own judgment in determining whether both students involved in a fight or other problems are equally to blame, and in assigning what they deem appropriate consequences. Consideration will be given to such factors as past disciplinary history and attitude.

Parents, students, and staff members who have been victims of unlawful acts have the option to file charges with the law enforcement agencies in addition to consequences levied by the school. Behavior, which is in violation of the law, will be reported to law enforcement agencies. Students may be suspended out of school (OSS) for up to ten (10) days at a time. Since such action temporarily takes away the student's right to attend school, the following due process will be observed for out-of-school suspensions:

### **Criminal Offense**

Any student who has committed a criminal offense, not school related, may be suspended from school if, in the judgment of the administration, it upsets the school climate in any adverse manner. This includes but is not limited to threats of violence against staff, students, or school property.

### **Suspension**

Students who violate school handbook policies are subject to out-of-school suspension. Suspension will not be initiated without contact with the student's parent/guardians and an explanation of the violation. Suspension of any students on an Individualized Education Program (IEP) will follow IDEA.

### **Suspension In School**

In-school suspension is used for students to regain control of their behavior. Teachers will contact the parents at their first opportunity for discussion on the behaviors that led to the in-school suspension. After a student is sent to the in-school suspension room, they either sit quietly until they regain control of their behavior reflecting on their behavior using an age/grade appropriate reflection form or complete academic coursework. The in-school suspension monitor also guides their reflection to ensure that it is being done correctly.

In-school suspension may be imposed when circumstances warrant greater consequences than detention. In-school suspension will also be assigned for excessive discipline notices. The teacher(s) shall provide assignments for each day of suspension and students are expected to work while in 155. Students must complete all assignments before returning to class. The student will remain in school but will not be allowed to attend classes for the designated in-school suspension period. The student will bring to the suspension room all textbooks, along with papers, as needed to complete the assignments. The student will not be allowed out of the room except for lavatory purposes with an escort. The noon meal will be eaten in a designated area of the lunch room. Behavioral problems during the suspension period could result in additional in-school suspension time, or an out-of-school suspension.

Students will not be allowed to participate in curricular or extracurricular school activities during the suspension period. This includes music, athletics, programs, lyceums, and all practices or meetings during the suspension. In-school suspension will have to be completed before the student can again attend classes. Any exception will have to be approved by a principal. Only an administrator can assign in-school suspension. Students may not be removed from in-school suspension without the permission of an administrator.

### **Suspension Out of School**

Out-of-school suspension may be imposed for repeated minor infractions and for serious infractions. A student suspended out-of-school may not be on the school grounds or at school functions for the entire day of the suspension. If the suspension includes Friday, then the limitations extend through the weekend. Students may be suspended out-of-school for not more than ten (10) consecutive school days without a due process hearing. Only an administrator can assign out-of-school suspension.

Parents will be informed in writing, why the student was suspended, and for how long. During the period of suspension, the student will not be on school grounds for any reason, nor attend a school activity.

The student will be notified of what he/she is accused of doing.

The student will be informed of the evidence that indicates guilt.

The student will be given the opportunity to tell his/her side of the story.

The student will be informed of the consequence(s).

### **Expulsion**

Students who are guilty of serious misconduct or who consistently violate adopted school rules and school board policy may be recommended to the superintendent for expulsion from school for the balance of the school term, pursuant to the following procedures:

The principal shall immediately notify the parents or legal guardian that their child is being considered for expulsion and shall send his/her recommendation of that effect to the Superintendent.

The Superintendent shall review the recommendation of the principal. If there appears to be cause for dismissal, the Superintendent will notify the parents in writing of the date and the specific charges against the student.

The hearing before the Superintendent shall be recorded for later transcription if the parents and/or local guardian and/or legal representative so desire one. The Superintendent will take formal action and will notify the parents/guardians in writing of such action. The Superintendent may request the parents or guardians to attempt conciliation at any time between the notification of the hearing and the hearing itself. If no attempt at conciliation is forthcoming the hearing should commence on schedule. Procedural due process shall govern the hearing. Parents or students have ten (10) days to appeal a decision in writing. The Fort Yates Public School District #4 will not accept students transferring here during the school term who have been expelled from another school.

Disruptive behavior in the classroom: challenging the instructor's authority in class, inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom, threats/challenges to do physical harm (even when stated in a joking manner) use of obscene or profane language, excessive talking, late arrival to, or early departure from, class without permission use of personal electronic devices such as pagers, cell phones, PDAs, consumption of food,

coming to class under the influence of alcohol or another controlled substance, bringing individuals to class who are not enrolled, including infants/children, improper use of equipment, materials, or resources, inappropriate conduct while on field assignments or off-campus placements, plagiarism, and cheating.

### **Insubordination**

Refusal to follow a reasonable directive from authorized school personnel will be considered insubordination and may result in an immediate suspension. This includes swearing or using obscene language or gestures relative to the situation.

### **Positive Behavior Interventions and Support (PBIS)**

PBIS is founded on the following guiding principles:

Social and behavioral competence and character are learned in the home, school, and community.

Prevention is more effective than reaction.

Teaching positive behavior is more effective than assuming students already have these skills.

Teaching positive behavior is more effective than punishing negative behavior.

Effective instruction incorporates research-validated methods that are designed and delivered with a high degree of fidelity over time and across settings.

Instructional and behavioral decisions are based on data.

Systemic change produces long-term sustainability and is best undertaken at the local level by members of the school and community.

School staff and students established school wide expectations:

Be Respectful

Be Responsible

Be Safe

A matrix outlining responsible, respectful, and safe behavior has been created for each individual school and locations where school activities are held. All students and staff are responsible for abiding by the expectations outlined in the matrices.

In order to ensure the implementation of the PBIS philosophy a teacher team and a student team have been established. The teacher team is responsible for guiding, directing, and monitoring all PBIS activities throughout the school year. These activities may include but are not limited to organizing monthly awards assemblies, management of the positive behavior ticket reward system and store, community service-learning projects, peer teaching, and building positive, professional relationships among staff members. The student team consists of students nominated by their peers through an election process for demonstrating positive behavior at school. These students are role models for exemplary behavior and must demonstrate the expectations outlined on the behavior matrixes. The student team may be responsible for assisting with all awards assemblies, helping with the operations of the PBIS store, creating and maintaining a character pillar of the month bulletin board, promoting staff appreciation, and providing the teacher team with feedback.

The School Wide Information System (SWIS) is an information system used to provide school personnel with accurate, timely, and practical information for making decisions about discipline. All staff members are responsible for collecting ongoing information about discipline events, which in turn are entered into the School Wide Information System. SWIS provides summaries of this information for use in the design of effective behavior support for individual students, groups of students, or the whole student body.

Students who misuse their freedom or fail to be responsible students while in class or on the school grounds may be placed in recess detention or after school detention. Students who are placed in recess detention will lose their use of the playground. While in the detention room students will have to work quietly while seated at a desk.

### **Fort Yates Public School Responsible, Respectful, Safe Behavior**

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Arrival/Dismissal</b>	Wait with respect for bell to ring. Hold the door for others. Make sure shoes are clean as possible.	Upon arrival, walk straight to where you are supposed to be. Use trash can for trash. Remove all head gear.	Walk through doorways.
<b>Assembly</b>	Use polite audience manners. Remain seated unless permission to leave is given. Respect the space of others. Participate appropriately.	Listen, watch, and learn.	Always walk, sit in area assigned and face forward. Stay with your class. Walk to and from assembly area.
<b>Bathroom</b>	Use an inside voice. Respect the privacy of others. Politely wait to use the sink or hand dryers.	Use toilet and sink appropriately. Wash hands with soap. Keep the bathroom clean. Tell an adult about any problems. Return to class as soon as possible.	Get permission to use the bathroom. Walk carefully when the floor is wet by the sink.
<b>Classroom</b>	Listen to directions. Respect other's space. Do not laugh at ideas/opinions of others. Raise your hand and wait to speak. Keep your head up and look at the person who is speaking.	Do your best work. Complete and hand in work by due dates. Take care of and bring the right materials. Come to school ready to learn – get enough sleep and proper nourishment. Be on time and be prepared.	Always walk. Sit appropriately on chairs or in desks. Use school tools or other items appropriately.
<b>Computer Lab</b>	Follow computer class rules. Use equipment and space properly. Wait patiently for help.	Close all computer programs before leaving. Clean up after yourself. Ask if you want to print.	Push in chairs when ready to leave. Watch out for cords. Keep food/drinks outside of lab.
<b>Library</b>	Listen and follow directions. Take turns. Be polite. Follow food/drinks rules.	Take care of library materials. Return library materials when due in correct place. Bring pencils to class. Wait quietly while waiting for instructions.	Always walk to and from the library. Keep your own space. Sit where directed.
<b>Lunchroom</b>	Use an inside voice. Politely wait in line to be served. Use good table manners. Wait quietly to be excused	Eat a healthy meal. Clean up after yourself.	Always walk. Use utensils appropriately. Sit on bench with feet on floor facing table.
<b>Music Room</b>	Speak, sing and play instruments only when directed. Listen respectfully to others in class and during performances.	Use only your own equipment. Return musical materials to proper place. Be on time and be prepared.	Sit on chairs and stand on risers safely. Always walk.
<b>Hallway</b>	Use a quiet voice. Let others pass. Keep hands, feet, and objects to self.	Go straight to where you need to be. Be a good role model for others. Stay with your class.	Face forward; keep to the right. Walk at all times. Keep the floor clean. Hands, feet, objects to self.
<b>School Grounds</b>	Keep hands, feet or other items from marring vehicles to self.	Use trash containers for all items that need to be thrown.	Follow rules of the road when near vehicles and street. Hands, feet and objects to self.
<b>School Buses</b>	Use inside voices. Listen to directions from driver. Respect space of others.	Place trash in appropriate location. Take care of your own items.	Hands, feet, object to self. Remain in line while bus arrives. Dress for the weather. Remain seated as bus moves.
<b>Prom/School Dances</b>	Interact politely. Dress for the occasion.	Be on time. Be a good role model. Clean up after yourself.	Follow school rules. Make good choices. Watch out for cords.
<b>Gym</b>	Make sure shoes are as clean as possible. Use equipment and space properly. Listen and follow directions.	Take care of and bring the right clothing. Use only you own equipment. Use trash containers for all items that need to be thrown.	No horse play – hands, feet and objects to self. Use weight room equipment properly. Get permission to leave classroom area.

Parents/guardians will be notified to pick up their child if the child is placed in after school detention or he/she may ride the second bus. Students are expected to conduct themselves in a manner suitable to their age and grade. Students who are willfully disobedient or consistently disturbing classes are subject to corrective discipline.

Students may get detention for the following reasons, which include but are not limited to:

- Disrespectful behavior toward any of the students, teachers, or other school staff
- Disruptive behavior in class or school
- The use of offensive language
- Misuse or abuse of school or another's property
- Neglect of studies (a student is expected to come prepared for the day's lessons and to have completed the homework)
- Ignoring or breaking classroom and school rules
- Wrestling, karate, boxing, etc.
- Throwing rocks, snowballs, etc.
- Insubordination: direct refusal to comply with a direction given by an adult
- Playing tackle football

Recurrent misconduct will result in longer periods of detention. A meeting with the student's parents and in-school suspension may follow continuous misconduct. All detentions and suspensions will be assigned by an administrator.

### **Athletics and Extra Curricular Activities**

FYPS offers the following Athletic and Extra-Curricular programs for students in grades 6-8. Prior to participating in any of the following school sponsored extra-curricular activities, a parent/guardian of participating students must attend a mandatory meeting with athletic directors/ coaches. An athletic agreement/contract and a current annual physical evaluation form must be signed and on file before students are allowed to participate.

Boys' and Girls' Basketball

Boys' and Girls' Cross Country

Football

Boys' and Girls' Track

Girls Volleyball

Wrestling

School sponsored clubs

Additional activities may be added if funding allows.

NDHSAA Rules of Eligibility/Attendance: ([www.NDHSAA.com](http://www.NDHSAA.com))

You may represent only the school that you attend.

You must be enrolled and attending classes no later than the beginning of the eleventh (11<sup>th</sup>) school day of the semester.

If you enroll after the first (1<sup>st</sup>) day of the semester and before the eleventh (11<sup>th</sup>) day, you must have been in attendance as many school days as you missed before you can participate in any interscholastic contest. The only exception is for a student who has had a change of residency into the SRCHS/Public School boundaries district. (Reference NDSHAA by-law Article XIV Section I.)

If you enrolled for 30 days in any one semester or participate in an interscholastic contest in a lesser period, it will count as one of the eight (8) semesters you are allowed for interscholastic eligibility during your high school career.

#### FYPS Rules of Eligibility/Attendance:

Students must be in attendance the entire day to participate in any after-school activities on that day or the following weekend event. The only exception is a verifiable medical appointment.

\*Physician exempt absences may not exceed five (5) per semester. Students must present a doctor's statement prior to the beginning of the activity, or that student will be ineligible for that activity.

Students are required to be in attendance the entire academic day of and following an athletic/ extra-curricular event or they will be ineligible for the next scheduled athletic/extra-curricular event.

Students who receive an incident report on any academic school day will not participate on that day in any sport or extra-curricular activity, including practices.

All participants are in grades must be passing all of their classes (No NC's allowed) with grade checks every two weeks on the Monday (or first instructional day) of the academic week of the grade check schedule. If a student does not meet these requirements, he/she will be subject to immediate suspension from competition pursuant to NDHSAA eligibility rules.

A student may regain eligibility if he/she meets the requirements at the time of the next grade check. Grade checks will be completed every two weeks on the first day of the academic week of each grade check, by 12:00 pm.

The Athletic Director/Principal will be responsible for informing coaches and/or advisors of student eligibility. Coaches and/or advisors will then inform student-participants and enforce eligibility policies.

Students are expected to conduct themselves appropriately during all activities and events, both at home and away. Students who misbehave during athletic and extra-curricular events will be subject to disciplinary action and/or possible ban from future events.

Students who are suspended may not participate in any practices, athletic events, extra-curricular activities, or any other school sponsored events during the day or days during which the consequence is being served.

#### NDHSAA Pre-Participation Physical Evaluation

Prior to participation (including practice), a student participating in NDHSAA sanctioned athletic activities and representing his/her school must have on file with the superintendent, principal, athletic director or school nurse an annual NDHSAA Physical Examination form completed by a qualified health care professional (i.e., Doctor of Medicine or Osteopathy, Nurse Practitioner or Physical Assistant under the supervision of a physician). The Physical Examination is valid for one school year; a physical examination completed before April 15 is not valid for participation the following school year.

#### Discipline Extra Curricular Activities

Misconduct at games and school sponsored events will result in removal of the student from the event and/or suspension from future events. The student may be required to sit with parents if allowed to attend future events.

Students involved in extracurricular sports or other activities sponsored by the school are subject to all rules of conduct expected during regular school attendance. Students are also subject to rules of conduct and training rules established by the coaches and advisor.

Students involved as spectators in extracurricular sports or other activities sponsored by the school are subject to all rules of conduct expected during regular school attendance. Students attending as spectators are expected to sit in spectator seating.

1. Coaches and advisors are required to ensure that students follow eligibility guidelines in order to be allowed to participate. Students who have been in detention or suspension or have been assigned detention or suspension for major misconduct in school the day of an extracurricular event will automatically be prohibited from participation in any games or events scheduled during that day. The coach or advisor may suspend, with administrative approval, the student from further involvement for the rest of the season for misconduct or violation of training rules. In such cases, parents will be notified in writing or verbally for the reasons of such action.
2. Students who were ineligible in the preceding semester are ineligible for two (2) weeks in the subsequent semester. Fall sports will refer to the previous semester for eligibility.

## **Transportation Policies**

### **Student Conduct on School Buses and Consequences for Misbehavior**

#### **A. Rules at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. Fighting, harassment, intimidation or horseplay prohibited.
8. Use of alcohol, tobacco, vapes, or drugs is prohibited.

#### **B. Rules on the Bus:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.,

5. Keep your arms, legs and belongings to yourself.
6. Fighting, harassment, intimidation or horseplay is prohibited.
7. Do not throw objects while on the bus.
8. Eating, drinking or using tobacco or drugs is prohibited.
9. Weapons or dangerous objects are prohibited on the school bus.
10. Appropriate Winter weather clothing is required when temperatures reach freezing.

### **Messages and General Announcements**

Throughout the day we get many requests to deliver messages to students or to make general announcements. All general announcements are given over the school intercom at times that will not disrupt the school day. All effort must be made by the parents/guardians to see that students are not disturbed during the day for messages. We will not disturb a student unless it is an emergency. Students must know before they leave for school where they are to go after school.

Your cooperation, early communication, and limited after school changes will help ensure their safety. Last minute changes create confusion for the child and result in him/her being delivered to the wrong place. Please communicate any changes for your child with family members.

Student safety is of utmost concern to us. Children taken to the wrong residence in the event of a late change will be returned to the school if they cannot get into their home.

### **Money at School**

Students are discouraged from bringing money to school however, on occasions it may be necessary for students to bring money to school for field trips etc. Lost or misplaced money is not the responsibility of the school.

### **Warrior Store**

FYPS promotes positive behavior through a variety of strategies and interventions. One of these is the use of Warrior Bucks for positive behavior. Students may purchase items with their Warrior Bucks at the Warrior store.

### **Search and Seizure**

FYPS reserves the right to search any and all persons entering the school property. FYPS also reserves the right to search lockers, book bags, wallets, purses, vehicles, and other property located within school boundaries. The searches will be conducted by school administration or others appointed by school administration when "Reasonable Suspicion" and/or "Probable Cause" have been determined. The school also reserves the right to request a K-9 unit from law enforcement services to aid in the searches and seizures.

### **Student Book Bags**

Students are allowed to bring book bags, gym bags, and purses to school. However, these bags are subject to search each and every morning by the school's personnel. School bags and backpacks will be

placed in student lockers or designated area. If a bag is too large to be accommodated by the student locker, these bags are subject to confiscation. All students will pass through a metal detector each and every morning. Students must empty their pockets and remove all metal objects on them. Students as well as their possessions, when under reasonable suspicion, are subject to search at any time. Law enforcement will be called in if necessary. If any disallowed items (i.e., food or beverages, personal electronic devices, lighters, tobacco, vapes, weapons, drugs, alcohol) are found on the student or in their bags, the student will be subject to disciplinary action in accordance with school policies. Continued violation of this policy may result in the loss of a student's privilege to bring a bag/purse to school. The Administration will be the determining officials.

### **Surveillance Cameras**

Surveillance cameras have been installed in the hallways, office, and classroom areas to help maintain a safe and orderly learning environment. Note: Video tapes and observations obtained through these cameras may be turned over to law enforcement or to victims for uses permitted by law. The cameras in the halls, offices, buses and classrooms are in a public facility where students have no reasonable expectation of privacy.

### **Lockers**

Lockers are the property of the school and are provided for student use and will only be used by assigned student. Lockers should be used to house textbooks and other school materials, coats, and other outdoor items. Lockers are subject to inspection for cleanliness, pest control, missing items, controlled substances, explosives or other items considered potentially harmful to other students or to the school building. Since the lockers are school property, they may be searched by building administration or other designated personnel when deemed necessary. Violation of any improper locker use will result in loss of locker privileges. "Reasonable suspicion" or "probable cause" will be factors in all searches and seizures. This applies to other school property and personal property including book bags, wallets, and automobiles.

### **Sexual Harassment**

It is a violation of policy for any member of the student body or school staff to harass another through conduct or communication of a sexual nature.

This policy shall be in effect in any building used by FYPS, or on the grounds of any such building, school property, or vehicle used by the school for transportation purposes.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

- submission to such conduct or communication is made a term or condition, either explicitly or implicitly, while obtaining an education, advancement or grade,
- submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's education,
- such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating intimidating, hostile, or offensive employment conditions or educational environment.

"Harassment" 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 is defined above, but not limited to:

- Sexual or “dirty” jokes
- Sexual advances
- Pressure for sexual favors
- Unwelcome touching such as patting, pinching, or constant brushing against another
- Displaying or distributing of sexually explicit drawings, pictures, or written materials
- Sexual gestures
- Touching oneself sexually or talking about one’s sexual activity in front of others
- Spreading rumors about or rating other students as to their sexual activity or performance, whether online or in person.

Any person who believes he/she has been the victim of sexual harassment by any employee or student at the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to any staff, teacher, counselor, administrator, Title IX coordinator or directly to the superintendent. The person receiving the complaint shall refer it to the Administration for investigation. Filing of a complaint or reporting sexual harassment will not affect the future employment, work assignments, or grades of any individual reporting suspected harassment.

The right to confidentiality, both of the complainant and of the accused, will be respected consistently with the school district’s legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. Any person making false accusations regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge for employees or suspension and possible expulsion for students. Legal References: 1964 Civil Rights Act, Title VII; 1972 Education Amendments, Title IX; 45 CFR Part 86, Regulations.

### **Harassment Policy**

It is policy of the FYMS that all students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. It is also the policy that all staff have a right to work in an environment free from any type of harassment, intimidation, or victimization.

Harassment occurs when a series of intentionally cruel incidents that are hostile and aggressive are directed towards a person. A person is being harassed when he or she is exposed to negative actions on the part of one or more people. Harassment also occurs when actions of one or more people create an intimidating, hostile, or offensive learning environment for an individual or small group of individuals.

The School Administration reserves the right to call Law Enforcement when altercations of a serious nature occur, when an act results in bodily harm to another, or when school administration feels the act is serious enough to warrant the intervention of Law Enforcement.

The School Administration reserves the right to end any meeting (whether official or unofficial) where any participant is subject to any form of harassment or intimidation. Any offending persons will be asked to leave the school property immediately. Law Enforcement will be notified as needed.

## Bullying

Bullying is defined as conduct prescribed in NDCC 15.1-19-17 through NDCC 15.1-19-22.

1. "Bullying" 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:
  - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
  - b. Places the student in actual and reasonable fear of harm.
  - c. Places the student in actual and reasonable fear of damage to property of the student; or
  - d. Substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology, social media or other electronic media.
  - Protected classes are classifications/characteristics protected from discrimination by NDCC 14-.02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), status with regard to marriage or public assistance.
  - School property or the term on-campus refers to all property owned or leased by the school district, school buses, and other vehicles, or any school district - sponsored or school sanctioned activity.
  - School-sanctioned activity is defined as an activity that:
    - Is no part of the school district curriculum or extracurricular program; and
    - Is established by a sponsor to serve in the absence of a district ; and
    - Receives school district support in multiple ways (i.e., not school facility use alone);
    - Sponsors of the activity have agreed to comply with this policy; and
    - The school district have officially recognized through board action as a school- sanctioned activity.
  - A School-sponsored activity is an activity that the school district has school has approved through policy or other board action for the inclusion in the public school extracurricular program and is controlled and funded primarily by the school district
  - School staff includes all employees of the Fort Yates Public School District I, school volunteers, and sponsors of school-sanctioned activities.
  - True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

## **Classroom Hallway Rules:**

1. Students must follow all classroom rules as outlined by individual classroom teachers.
2. Students must report to their class. Students may not go to class or another classroom or any other part of the building without first reporting to their next class.
3. Students must have their hallway pass/planner signed by school staff/faculty when they are outside of the classroom during class time.
4. Students must come to class prepared with books, materials, pens, pencils, paper, etc. Students will not be allowed to go to their lockers to get these things during class time.
5. Students must respect their teachers and peers. Profanity, name writing, put downs, arguing, fighting, and other inappropriate behavior is prohibited.
6. Students are not allowed to wear bandanas or any other item showing or implying gang-affiliation in school. These items are subject to confiscation.
7. Students are not allowed to bring food or beverages, other than closed, bottled water, into the school building. Other food or beverage items are not permitted and will be confiscated.
8. Students are to be in their classroom when the bell rings.

## **Dress Code**

FYPS encourages students to use sound judgement when considering dress. Appropriate dress is conducive to a positive learning environment. Concerns can arise when dress and grooming become a potential danger to the student or classroom.

## **Personal Appearance**

Experience has proven that student's conduct and application to school work is affected to a marked degree by personal appearance. Students who wear inappropriate clothing to school will be required to change, either at school or at home before returning to class.

Students who are neat and clean tend to feel better about themselves and thus do better in school. Inappropriate clothing includes, but is not limited to:

- (1) Hats will be allowed for students in the school. Hats will be removed when the morning honor song is played. No "hoodies" on your head or hoods up on sweatshirts will be allowed to be worn in the building. You must have a medical reason and doctor's slip to wear hoodie up. Hoodies will not cover the ears.
- (2) Sunglasses are not allowed.
- (3) Clothing displaying alcohol, drugs, tobacco, weapons, violence, profanity, gang colors, symbols, gang dress, sexual innuendos, or other inappropriate messages are not allowed.
- (4) Coats/jackets must be left in your locker while you are at school. The principal, in the case of a heating system failure or other unusual conditions, may grant exceptions.
- (5) No baggy jeans, short shorts (Daisy Dukes), crop top shirts baring the midriff,

or shirts/blouses that allow under garments to show.

(6) No chains.

(7) Shorts & skirts must not be shorter than the tips of your fingers when standing.

Inappropriate clothing will not be allowed in school. If student do wear clothing that is not suitable for school, they will be asked to refrain from wearing it in the future and will be asked to turn the T-shirt inside out or the parent/legal guardian may be called to bring in a change of clothing.

### **Electronic Devices**

Students are not permitted to use cell phone or other electronic devices (tablets, laptops, gaming devices, watches) during the school day in any unauthorized area of the school building.

“Use” of a cell phone includes text messaging. “Unauthorized area” means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the building principal. Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device. If a student’s cell phone or other electronic device is confiscated, the building principal may search the confiscated property upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any

student using a prohibited device contrary to this rule or in a manner that causes substantial disruption

to the educational environment. The building principal is authorized to make exceptions to the prohibition set forth this policy for health, safety, emergencies or as required by an individual education program. CD players, iPods, MP3 players, gaming devices, etc. are not to be used in any classroom.

Violation #1 – The electronic device is confiscated and turned into the security office. The student may pick up the phone at the end of their school day and are given a warning.

Violation #2 – The electronic device is confiscated and turned into the security office. The student will contact his/her parent. The parent is required to pick up the cell phone.

Violation #3 – The electronic device is confiscated and turned into the security office. The student will contact his/her parent. The parent is required to pick up the cell phone. Cell phone is no longer allowed in the school building for the remainder of the school year. Continued violation of this policy will result in a required parent meeting, loss of test exemption, or suspension. If in matrix the language will stay

FYPS endorses the use of technology for educational purposes and delivers digital literacy as an important aspect of the school program. Selective, quality and empowering uses of technology provide learning opportunities and the ability for students to develop skills they will need in the future.

Technology has an important role to play when students use it as instructed by their teacher and as part of the requirements of the curriculum for IEP purposes.

## **Technology**

Refer to the IT Technology policy.

### **Internet Use Policy**

Students and parents/guardians are required to read, sign, and return the internet usage agreement before Internet access will be granted. This agreement ensures that the student will use the internet under the supervision of a staff member and only for educational purposes.

Failure to adhere to this internet agreement or failure to abide by the computer usage rules outlined above may result in loss of computer privileges and/or disciplinary action.

Parents/Guardians will have access to the Student Information System and can access grades, attendance records, and class assignments through any computer with internet capability.

### **Technology Tools Acceptable Use**

FYPS offers students, faculty, and administration access to internet enabled devices, its computer network and the internet. In providing network and Internet service throughout the school, the goal is to facilitate access to resources, improve communication, and encourage innovation. IT Technology policy – add form to appendix

While our intent is to make Internet access available to further educational goals and objectives, staff and students may find ways to access other materials as well. Staff and students are responsible for assuring that school technology is being used for educational purposes only. The school regards this access as a privilege, not a right. Account holders are expected to act in a responsible, ethical manner, and to abide by local, state and federal law. (For any questions about proper educational usage please contact the Technology Department)

### **Technology and Communication Rules**

The school's technology and communication tools are provided for staff and students for educational purposes.

- Access is a privilege - not a right.
- Accessible DOES NOT mean acceptable
- Access entails responsibility.

Individual users of the school's technology and communication tools are responsible for their behavior over those networks. It is expected that users will comply with the school's standards. FYMS takes precautions to restrict access to objectionable material. However, it is not possible to have full control of access to resources and materials on the Internet due to mandatory enrollment in the state web filter. We reserve the right to block content that negatively impacts the academic performance or productivity of students and staff.

Network administrators may review files and communications to maintain system integrity and ensure

that users are using the system responsibly. Communications on the network are often public in nature and users should not expect that files stored on the school's servers will be private. Use of school technology for personal business is deemed unacceptable and will not be supported by the school.

School staff members will model and guide students toward appropriate usage of school technology and communication tools. It is the teacher's responsibility to log out of their computers when they are no longer in their field of sight.

The use of electronic resources, technologies, and the Internet must be in support of education and consistent with the educational goals, objectives, and priorities of FYPS. Acceptable and appropriate use is an extension of the educator's responsibility in his/her classroom.

Inappropriate/Unacceptable use includes, but is not limited to:

- a. Social Media and streaming sites
- b. Sending or displaying offensive messages or pictures
- c. Use of personal technology devices
- d. Using obscene language
- e. Harassing, insulting or attacking others
- f. Damaging or tampering with any technology or communication tools (casting, remote access of devices)
- g. Violating copyright laws
- h. Attempt to discover or use another's login name or password or sharing passwords.
- i. Trespassing in another's folders, work, or files
- j. Intentionally wasting limited resources (Streaming non-educational movies, music)
- k. Employing the network for commercial purposes
- l. Bypassing school Internet filters without authorization
- m. Storing of movies or music
- n. Allowing students to use a staff computer
- o. Storing of software used primarily for hacking, eavesdropping, or network administration.
- p. Unlawful or inappropriate use of flash drives or other storage devices.
- q. Accessing web content considered to be illegal, unethical, lewd, reasonable suspicion
- r. Sharing pictures of classmates or staff

Violations may result in loss of access to technology and communication tools as well as other disciplinary or legal action. If users identify a security issue, they are to report it to their onsite technology staff, security staff or building administration.

### **Computer Lab**

To make the computers conducive to the learning and achievement process the following rules will be enforced:

- Students must be under the direct supervision of a staff member while in the lab at all times.
- The lab must be cleaned after every use and follow lab rules.
- The computer labs are for academic and esports purposes only. They will not be used for casual “surfing,” streaming music, playing games, downloading music, sending emails, etc.
- No pop, candy, gum, sunflower seeds, food, etc. allowed in the computer lab.
- Bypassing, or attempting to bypass the computer network, non-curriculum social media connects, security systems, or other electronic equipment is prohibited.
- Attempting to alter or altering any computer software or hardware is prohibited.
- Be careful of messages or other graphic and inappropriate messages on the computers as well as someone asking for personal information, attempting to arrange a meeting, or soliciting.
- You are prohibited from visiting websites that promote violence, gang activity, inappropriate music or visual images, sexually explicit material, drugs, alcohol, or any other information deemed inappropriate.
- Fort Yates Public School utilizes software and online programs that require the use of a headset. The school also participates in several online assessments that require audio and voice responses be given.
- The school will provide each student with a headset for use with school computers. If the headset is damaged or lost, it is the responsibility of the student to pay a replacement fee of \$15.00. Once the fee is provided to the Principal, the Technology Department will be notified that a headset is needed and for which student. It is required that student’s use the school assigned headset due to program compatibility issues. At the end of the school year students will hand in the headsets to their teacher for storage over summer break. The headsets will be labeled with student’s name and will be re-assigned to the student at the beginning of the next school year. The headsets will follow student’s overtime while they attend FYPS. This is to cutdown on yearly replacement costs.
- Headsets will be handed in when students transfer schools or graduate. These headsets will be cleaned and tested for reassignment.

### **Lost and Found**

Students are encouraged to mark all clothing and materials (coats, jackets, shoes, boots, mittens, caps, notebooks, etc.) brought to school whenever possible. This should be done before the items are used and brought to school. Students should report any lost items to their teacher. Any items not claimed at the end of each semester will be disposed of. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** The school district will not be responsible for loss, damage, or theft of any electronic devices brought to school.

### **Office Rules/Student Messages**

In order to prevent interruptions during the school day the following office rules have been

implemented:

1. Students will not be called from class to take phone calls or receive visitors unless it is an emergency. Messages will be relayed to the student via office personnel.
2. Students will not be allowed to use the telephone unless approved by the Administration office.
3. Students will contact the receptionist when requesting office assistance with permission from school staff.
4. Students are not allowed to loiter in the office area.
5. Students may only be checked out from school by authorized persons listed in the student's file, unless otherwise approved of by parents/guardians.
6. Students may not purchase soft drinks from vending machines during school hours.

### **School Closing**

When adverse weather conditions or other unforeseen circumstances make it necessary to close the school, the official announcements will be carried by the following radio stations:

Radio: KOLY AM 1300/ KMLQ 101.7/STAR99/KLND 89.5

(School Website) [www.fort-yates.k12.nd.us](http://www.fort-yates.k12.nd.us), [Facebook](#)

TV: KFJR and KXMB

Information will also be disseminated via PowerSchool, the telephone and text information system available to parents. When school is dismissed early due to inclement weather, all other activities and athletic events may be postponed. The school will do its best to keep parents and the community informed at all times of weather-related closings and cancellations.

### **Public School Student Hours:**

The FYPS day begins at 8:00 am and ends at 3:00 pm.

### **Visitors**

ALL visitors must check in at the office.

### **Crisis Evacuation Plan**

The Crisis Response Plan has been created to help prepare for an act of violence in school, severe weather, fire, tornado, or other emergencies. Students and staff are made aware of the plan procedures.

Parents/Guardians will be notified, as is possible, of emergency situations via Code-ED.

Fire & Tornado Drills – refer to flip book

FYMS will conduct regular fire drills and one tornado drill per school year as required by state law. Teachers and other staff will explain drill procedures and go over the appropriate evacuation routes.

- When the fire bell rings while you are in class, stay with your class and follow the classroom teacher's

instructions for evacuation. If the bell rings while you are in the lunchroom or other area follow the instructions of the nearest supervisory staff.

- Stay with your group. The teacher in charge must be able to do an accurate student count and may need to give you additional directions.
- When exiting the building during an emergency or drill, walk rapidly, do not run! Know where the nearest escape and exit doors are in proximity to your location.
- When leaving the classroom take only valuable possessions with you and exit quickly. DO NOT under any circumstances go to your locker, the bathroom, or any other part of the building.
- Upon exiting the building, students will be directed by staff to a safe location and distance away from any fire danger. Students are to remain in their group in an orderly fashion until the “all clear” signal is given.
- When the tornado siren rings, students are to report to their designated area and wait quietly. When the command is given, students are to assume a crouched position, facing an inner wall away from all windows. They are to put their head down on their thighs and clasp their hands over the top of their heads. Students will remain in that position until the “all clear” signal is given. Evacuation plan included in appendix.

### **Pandemic Preparedness; Management; and Recovery School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school plays an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school to provide your child with the best educational opportunities possible.

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

Students will be expected to participate in blended and remote instruction as required by the school. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

During a pandemic or other health emergency, the school will ensure that educational opportunities are available to all students.

School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

In accordance with school or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

Please do not hesitate to contact school officials if you have any concerns regarding your child's education, health or safety.

### **Asbestos Hazard Emergency Response Act**

The Asbestos Hazard Emergency Response Act requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards. The high school and elementary school have a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent regulations. A copy of the inspection report which details the locations of these materials and proper management procedures is available for public inspection during normal working hours at the high school, middle school and elementary school.

### **Student Education Records Notification of Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years

of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day Fort Yates Middle School receives a request for access.
2. Parents or eligible students should submit to the respective school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
4. Parents or eligible students who wish to ask the Fort Yates Middle School to amend a record should write the respective school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. It is the requirement the school to make a reasonable attempt to notify the parent or student of the records request. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Fort Yates Public School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office Department  
of Education 400  
Maryland Avenue, SW Washington, DC 20202-852044

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))  
To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve

instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate and designated officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- FERPA permits a school non-consensually to disclose personally identifiable information from a student’s education records when such information has been appropriately designated as directory information. “Directory information” is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information will include information such as the student’s name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

## **Student Records**

Each student has a confidential student file that contains information that shall not be removed from the office in which they are kept in student records.

A cumulative record and a permanent academic card shall be maintained for each active student. These records shall contain only verified information of recognized importance and may be used for the benefit or welfare of the student. It shall be directly accessible only to the professional staff, the student, and his/her parent/guardian. No information contained in the cumulative folder may be divulged except:

- (1) With the written consent of the parents, legal guardian, or the student, if under eighteen (18) years of age. The consent must specify which records are to be sent and to whom.
- (2) In compliance with a judicial order.

Parents or legal guardians of younger students have the right to challenge the contents of school records if they believe the records are inaccurate, misleading, or in any way violate the student’s rights. Any information removed from a student’s files must be replaced with an explanation including the source of the information, the reason for removal, the disposition of the removed material, the name and title of the person removing the material and the date of the removal.

## Due Process

Due process requires that an individual be informed of any infractions against him or her. Students must be provided with a verbal or written notice of any infractions and given the opportunity to present their statement regarding the infraction through an informal hearing with the Administration. The student and the parent/guardian will be notified on all major incidents/infractions. The student will be allowed to appeal the charges. If Administration decides that the student will be suspended, a written notice shall be provided to the parent/guardian. Any student suspended and brought to their residence must have a parent/guardian or other responsible party present before the student may be left at the residence. Appropriate confidentiality and other lawful processes, which protect the integrity of the student, will be followed. If a student/parent has a grievance, he or she must follow the grievance process outlined in this handbook.

In the Individuals with Disabilities Act (IDEA), the discipline section is designed to ensure that children with disabilities will be able to adhere to school rules. It includes provisions regarding removal of students from their current placement when their behavior significantly violates school discipline codes and states the requirement of IDEA for the continuation of services for students with disabilities when he or she is subject to disciplinary action. The Multi-Disciplinary Team and parent/guardian will meet when a disciplinary action requires a change of placement.

School personnel have the authority to change the placement of a child with a disability for a period of no more than 10 cumulative school days to an appropriate alternative educational setting, another setting, or suspension to the extent that these alternatives would be applied to children without disabilities.

If Administration feels that the conduct of a student warrants expulsion, in accordance with the consequences outlined in this handbook or other extenuating offense, the following process will take place:

1. The student will be immediately suspended from school.
2. Administration will forward a written recommendation for expulsion to the Superintendent within one (1) school day of the infraction.
3. The Superintendent will review the evidence involving the student to determine if an expulsion hearing is required.
4. The Superintendent will respond in writing to the student and parents/guardians within three (3) school days of receipt of the evidence related to the infraction. If the Superintendent determines that an expulsion hearing is to take place, the written notice of the date, time, and location of the hearing as well as the rights of the student will be sent to the student and parents/guardians.
5. The School Board Chairperson will conduct the expulsion hearing. The expulsion hearing will be conducted in executive session of the School Board meeting. No Board action will be taken until the executive session is completed. The expulsion hearing will be closed to any person other than the student, parents/guardians, board members, superintendent, principal, and any witnesses necessary by either party. All parties may have legal counsel

present.

6. The School Board shall notify the student and parents/guardians, in writing, the result of their decision within two (2) school days following the expulsion hearing.

### **Grievance Procedures**

If a student and/or parent/guardian is not satisfied with an action taken by the Administration, the complainant shall be required to follow this grievance procedure to resolve the matter. All written communications regarding any student grievance shall be placed in the student's disciplinary file. The following procedures will be followed during the grievance process:

Step 1: The student and parent/guardian will meet with administration to discuss the matter in an effort to informally resolve the grievance. Administration shall document the outcomes of the informal conference in a memorandum and provide a copy of the memorandum to the student and parent/guardian within one (1) school day.

Step 2: In the event that the student and parent/guardian is not satisfied with the outcome of administration's decision, the student and parent/guardian shall file a letter of concern to the Superintendent within two (2) school days following the conduct of the informal meeting, and the action which they prefer to be taken on the matter. The superintendent shall conduct a meeting with the student, parent/guardian, and administration within two (2) days of receipt of the letter of concern to review the matter. A written decision on the matter will be issued to the student, parent/guardian, and administration.

Step 3: If the student and parent/guardian is not satisfied with the decision of the Superintendent in step 2 of the grievance process, the student and parent/guardian may request a Letter of Concern Review with the school board by submitting a written request to the Superintendent within three (3) school days following completion of the Step 2 process. The Superintendent will consult with the school board and schedule a Letter of Concern Review with the school board within ten (10) school days from the receipt of the request for a Board Letter of Concern Review.

Step 4: The School Board Chairperson will conduct the Letter of Concern Review. The Letter of Concern Review activities will be conducted in executive session. No school board action will be taken until the executive session is completed. Any school board actions regarding the Letter of Concern Review will be conducted in an open session by the school board. Letter of Concern Review session participants will be the grievant, their legal counsel if they desire, and administration. The School Board's decision on the matter shall be final.

Step 5: The school board shall notify the student and parent/guardian of their decision regarding the Letter of Concern, in writing, within two (2) working days, following the conduct of the Letter of Concern Review.

**\*\*SHOULD THE STUDENT/PARENT EXERCISE THIS PROCESS OUTSIDE OF THE TIME-FRAMES OUTLINED IN THE GRIEVANCE STEPS, THE GRIEVANCE WILL NOT BE HEARD FOR CONSIDERATION.\*\***

**\*\*\*SIGN AND RETURN TO SCHOOL\*\*\***

Please sign and return to your child's teacher. If you have more than one student in school please sign for each child.

**I have received, read, and understand the 2023-2024 Fort Yates Public School Student/Parent Handbook.**

Parent/Guardian Name \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_





