

Dakota Memorial School Student Handbook

2023-2024



Dakota Memorial School Purpose: "Our greatest contribution is to be sure there is a teacher in every classroom who cares that every student, every day, learns and grows and feels like a real human being." - Donald Clifton

The mission of Dakota Boys and Girls Ranch is to help at-risk children and their families succeed in the name of Christ.



Dakota Memorial School, Fargo

7045 15th Street South
Fargo, North Dakota 58104
701-551-6808



Dakota Memorial School, Bismarck

1227 35th Street North
Bismarck, North Dakota 58501
701-221-5310



Dakota Memorial School, Minot

6301 19th Avenue Northwest
Minot, North Dakota 58703
701-857-4211

At Dakota Memorial School, we help the most troubled, complicated, and amazing kids by providing best-in-class education, where we look kids in the eye, walk with them, and help them become their best selves in this world and in Christ.

At Dakota Memorial School, we surround each student with the support and tools they need to succeed in school and to engage in content and activities that fit their unique strengths and challenges.



A **Trauma-Sensitive School** is one in which all students feel safe, welcomed, and accepted while addressing trauma's impact on relationships and learning. Trauma-sensitive culture is at the center of our educational mission.

Balanced Learning Environments in classrooms and throughout the school increase learning engagement by meeting student's environmental and sensory needs through specialized workstations, sensory lighting, and brain-friendly seating.

Our **CONNECT Advisory Program** builds positive mindsets, skills, and attitudes that enable students to succeed in school and in life. CONNECT activities are developed to strengthen social emotional learning, assist in transitions throughout life, and improve executive skills, while maintaining the integrity of our trauma-sensitive school culture.

Spiritual Life Services give all students the opportunity to examine their beliefs as they develop their self-worth, belonging, and purpose. We believe all students deserve to be respected, understood, and loved.

Skilled Teachers and Staff are specifically trained to teach and engage with students who have complex learning needs. Innovate professional learning, aligned to current findings in neuroscience, gives our teachers the skills they need to increase our student's academic performance. In addition, staff participate in self-care training, so they understand the importance of their own well-being.

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Communication

Effective two-way communication between families/guardians and Dakota Memorial School is necessary for your student’s success. The more parents/guardians, teachers, and administrators share relevant information with each other about a student, the better equipped we will be to help the student achieve academic and social-emotional success. Communication via voice call, text and email is an essential part of the team process.

Attendance

North Dakota State Law requires all children between 7 and 16 to attend every day school is in session. It is the school administration's responsibility to monitor student attendance and communicate with students and their parents/guardians to ensure their children are in school unless they have a valid reason for their absence. **The parent/guardian must notify the school when their child is absent. Students will be marked unexcused if the school is not notified.**

Schoolwork missed during an absence shall be made up regardless of the reason for the absence. The effort to make up schoolwork is the student's responsibility upon returning to school. If a student needs to be absent, arrangements must be made in advance. The student shall make up the work in advance when possible.
NDCC 15.1-20-02.1

To Report an Absence: Call DMS Main Office (Bismarck- 701 221-5310 / Fargo- 701 551-6815 / Minot- 701 857-4211).

Types of Absences:

Excused: Excused absences are those caused by illness, injury, or emergency; or absences granted by the administration.

Unexcused: with Parent/Guardian’s Knowledge and/or Consent: If there is no contact by parent/guardian with the school the student will be marked unexcused. Parents/guardians must call the school to change the unexcused absence. If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file a Report of Suspected Child Abuse or Neglect with Zone Directors. Habitual absences are defined as ten or more absences per semester.

Truancy: Truancy is defined as an absence from school without the consent of a parent/guardian or the administration and appropriate action will be taken.

Note: In-School Suspension (ISS) and/or Out-Of-School Suspension (OSS) will **not** be counted as days of absence under this policy. In addition, required appointments are not counted as days of absence but students must make up their classwork.

Students are expected to arrive at school and class on time and to attend all classes as scheduled. If a student is late for school, the student must report to the DMS Main Office . Notifications will be sent to parents/guardians when their child has excessive absences, excused or unexcused. A student who misses more than 10 days per semester may jeopardize their promotion to the next grade or earning of course credits.

Credits lost due to poor attendance may be made up in the regular school program, summer school, or via online credit recovery. Credit Recovery is an option for students with attendance issues but is not an alternative to regular school attendance. After-school credit recovery transportation is the responsibility of the parent/guardian.

Tardiness: A student who is tardy to school or class for unexcused reasons is subject to disciplinary action. The administration will address excessive tardiness.

Homework Request Policy

Please notify the school prior to being absent for family vacations or extended home visits. Homework assignments can be obtained before the absence and are due within five school days after return. The student and teacher will schedule a time to take missed tests.

Student Illness During School

If a student becomes ill during the school day, we will contact parents/guardians and make an appropriate plan. School staff will call emergency services as necessary.

General Information

Accidents and Injuries

All accidents and injuries should be reported immediately to a staff member. Any student with a minor injury will be treated with appropriate first aid procedures. All Ranch employees are certified in CPR/1st Aid.

In the event of a severe injury to a student, parents/guardians will be notified as soon as possible. If the injury is not life-threatening, the school will work with the parent/guardian to determine where treatment will be sought and how to transport the child. In an emergency, we will call 911 and follow the recommendations of emergency responders. If we cannot reach the parent/guardian and the accident is serious, the student shall be transported to the hospital emergency room by ambulance.

Allergies

Parents/Guardians must provide written medical documentation to notify the school of the child's allergies before the school year begins or as soon as the child is diagnosed. All inhalers/epi-pens will be kept in a locked med cabinet during the school day. Students may use as needed.

Appointments – Check In/Check Out

All students are required to check in/out with the office.

Backpacks/Bookbags

All student backpacks will be placed in a locked supervised area upon arrival. Backpacks may be checked by school personnel.

Books – Library/Text

Students are encouraged to check out books from the DMS library. Students are responsible for damaged/lost books. If students want to have books not owned by DMS, they must receive approval of the administration.

Care of School Property

DMS has pride in its education facilities. We strive to keep coat racks, walls, floors, restrooms, etc. in good condition. If a student commits vandalism, disciplinary action will be taken, and they may be required to pay for damages.

Cell Phone/Telephones

Students can use the phone in the school office with staff permission. **Cell Phones and Smart Watches** are to be placed in student boxes within the office for safekeeping. DMS reserves the right to search an electronic device if there is reason to suspect that the device contains evidence a student violated the law or school rules. The consequences for violation of this policy are at the discretion of the administration. DMS is not responsible for lost devices.

Daily Opening Exercises

The Pledge of Allegiance, daily announcements, historical facts, birthdays, other celebrations, and a moment of silence will be completed each school day. Any student not participating in the opening exercises is expected to remain quiet and respectful during this time.

Binder/School Supplies

A binder and all necessary supplies are provided by the school. Non-school items will be removed and safely stored until they can be taken home. Students are required to carry all necessary supplies to each class.

Dress Code

Parents, guardians, and residential staff are responsible for ensuring that students are dressed appropriately for school. Students must also consider the weather when dressing. Disruptive dress or appearance is prohibited. If you have any questions, please consult the school administration. Inappropriate attire may result in the student's temporary removal from class until the issue is resolved. The following are general guidelines for the dress code at Dakota Memorial School:

GENERAL:

- Underwear is worn under clothing.
- Close-toed shoes (e.g., tennis shoes) must be worn in physical education and CTE classes. No slippers are permitted in school.

OUTERWEAR:

- Hats are never to be worn in the school building.
- Heavy winter wear such as winter coats, gloves, scarves, etc. are **never** to be worn in the classroom.

TOPS AND PANTS/SHORTS/SKIRTS:

- T-shirts or other tops that advertise or promote alcoholic beverages, smoking, vaping, drugs, profanity, comments related to bodily functions, gang affiliation, sex, satanic references, or disregard for human life are unacceptable.
- Clothing should be opaque (not see through) and cover the entire chest, sides of body, midriff, and undergarments.
- Undergarments must be worn.
- Skirts and shorts must be mid-thigh in length. Students can wear shorts for the months of August, September, and May ONLY, or at the discretion of the principal.
- Low-cut pants or shorts, and jeans with holes that expose undergarments are unacceptable.
- Any holes in pants or shorts must be lower than mid-thigh.
- Chains are considered safety hazards and are not allowed.

ACCESSORIES:

- Rings, necklaces, bracelets, and non-smart watches are appropriate.
- All piercings must be small and snug fitting. No hoops or dangly jewelry are allowed.
- Sunglasses may not be worn in school.

Entrances and Exits

All students are checked in daily. Items deemed inappropriate will be securely stored until the end of the school day. Safety requires the use of metal detectors for all students. We will notify the student's parent/guardian if we identify any safety concerns.

- All DMS doors are locked. All visitors must enter through the office entrance and be screened by the administration before entering.
- All visitors are required to wear identification badges while at the Ranch. These are available in the school office.

Extracurricular Activities

Dakota Memorial School has a cooperative agreement with the local public schools to allow DMS students to participate in extracurricular activities in the local public school district. Students must obtain approval to participate. The parent/guardian is responsible for any additional fees related to the activity. Students approved to participate in extracurricular activities must follow the rules as outlined by Dakota Memorial School, the local public school district, and the NDHSAA.

- **SCHOLASTIC ELIGIBILITY:** Students participating in extracurricular activities through a local public school are not permitted to fail any class. Eligibility will be determined weekly.

Field Trips / Extracurricular Activities

While on trips in connection with school activities, the school will supervise students. Students will be transported in school vehicles and must return in the same manner. Inappropriate behavior will result in the individual student and/or the group returning immediately. All parents/guardians must give permission for students to attend off-site activities.

Guidance Services

A district guidance counselor is available to help students determine and understand their interests, abilities, limitations, and opportunities to make positive choices and identify their goals, talents, and strengths.

Hallway Conduct

Students are expected to have appropriate conversations and interactions in the hallway. Running, pushing, and shoving are not permitted. Students must be with or visible to staff during school hours. Behavior that poses a safety concern will be referred to the administration.

Insurance

Students are not covered under any group accident fund. Dakota Memorial School does not carry hospitalization or accident benefit fund coverage for any of the students enrolled and does not assume any financial responsibilities directly or indirectly related to or connected with the school. Any bill encountered from a school injury will be the responsibility of the parent/guardian. Students enrolled in work-study classes are covered by worker's compensation insurance through Dakota Boys and Girls Ranch.

Lockers/Personal Cubbies/Coat Racks

According to North Dakota state law, school lockers/cubbies/coat racks remain the property of the school and school authorities have a responsibility and a right to examine the contents of the locker/cubby/coat rack for reasons of health, safety, and security.

Dakota Memorial School is not responsible for loss, theft, or damage to personal items. Students are encouraged to NOT bring personal items, including money.

Lost and Found

Dakota Memorial School is not responsible for personal items. Lost and Found is in the office.

Meals and Snacks

Dakota Memorial School serves a variety of excellent, well-balanced meals. Daily school snacks are provided. Breakfast, lunch, and snacks are free of charge for all students. If your child requires special dietary considerations, please contact the administration.

Medication

When medication is to be taken during school hours, DMS requires a signature from the parent/guardian granting permission to administer. The following information must be included on the ORIGINAL PHARMACY LABELED CONTAINER: child's name; the name of the medication; the amount of dosage; time of administration; strength of medication and route; instructions for administration, special care (such as refrigeration); and name of physician or other legally designated health care professional. Outdated prescriptions will be returned to parents/guardians.

Written permission of parent/guardian is valid for no longer than the current school year. At the end of the school year, school personnel will properly dispose of any medication not picked up by the parent/guardian.

Messages at School

We will NOT call students away from class to answer the phone except in emergencies.

Outside Food or Beverages

Students are not allowed to bring food or beverages into DMS.

Safety and Security

The North Dakota Century Code requires schools to have regular drills to ensure the safety of our students and staff. Students will be instructed on proper procedures and behaviors during drills. Safety binders and signage are in each room with proper locations and procedures. These drills are important and practiced monthly. Safety is the #1 priority at the Ranch. A copy of the Emergency Crisis Plan may be requested from the administration.

School Closing, Weather Related

In severe weather, school may begin late, be dismissed early, or be closed. If this occurs, parents/guardians will be notified. Parents/guardians are asked to use their best judgment regarding whether it is safe for their child to be transported to and from school. If the local public school has a delayed start time or closes school for the day, students who reside in the district are excused from school. Parents/guardians of students will be notified of the dismissal time.

School Day

Our day begins at 8:30 a.m. and concludes at 3 p.m.

- Students may arrive no earlier than 8:25 a.m. and are expected to be picked up at the scheduled dismissal time.

Transition

Student Transition Portfolios contain information about a student's time at Dakota Memorial School including trauma-sensitive school strategies, Choice-Ready component progress, individual accommodations and modifications, current assessment data, and individual goals achieved and in progress.

- Transition plans incorporate individual goals, promote health, indicate community involvement/interests, identify successful coping strategies, list outpatient services/programs, and outline collaboration with sending schools and parent/guardians for learning supports.
- Dakota Memorial School will share this information with parents/guardians, future schools, and the student. Transition meetings may be held prior to student discharge or upon request.

Transportation

Transportation is the responsibility of the school district of residence or parent/guardian.

- Parents/Guardians must contact the transportation provider if the student will not be riding.

- Unsafe behavior by students during transportation will be addressed. Disciplinary action may result.
- Anyone other than the school district of residence transporter is required to sign out the student and to provide photo identification if the individual is unknown to school staff.
- Students will only be permitted to leave with individuals authorized by their parent/guardian.
- No student will be permitted to leave the school with any individual who appears under the influence of drugs and/or alcohol.

Students are not permitted to drive themselves to/from school nor to park on school grounds without permission from the Superintendent. Any student in violation of this rule may have their vehicle towed at their expense. All vehicles parked on Ranch property are subject to search.

Academic Information

Accreditation

Dakota Memorial School is accredited by the North Dakota Department of Public Instruction and Cognia™. District and school improvement work is designed to maintain and improve the educational opportunities at DMS.

Course of Study

All courses are defined and listed in the DMS course handbook in the DMS office of each campus or with the building Principal.

High School Curriculum:

Students may receive up to 7 credits per school year.

Freshman	Sophomore	Junior	Senior
Pre-Algebra/Algebra (1) English 9 (1) PE/Health Social Studies Elective Physical Science (1) Financial Literacy (.25) Advisory (.25) School and Life Skills Elective	Algebra/Geometry (1) English 10 (1) World History (1) PE Biology (1) Financial Literacy (.25) Advisory (.25) School and Life Elective	Algebra II or Consumer Math (1) US History (1) English 11 (1) Science Elective PE/Health Elective(s) Drivers Education (Book Only)	Math Elective Science Elective Problems of Democracy (1) English 12 (1) PE/Health Elective(s)

Elementary/Middle School Curriculum:

Elementary/middle school students must meet the required North Dakota Department of Public Instruction educational minutes.

Course Enrollment Changes:

Class change requests are accepted and approved **only** by the building principal.

Curriculum

The curriculum at Dakota Memorial School is based upon the standards and benchmarks set for each grade level and subject as determined by the North Dakota Department of Public Instruction. Course offerings meet the needs of each student based on personalized educational plans.

Grading

Grades will be earned under the following guidelines:

A = 100-92%

B = 91-82%

C = 81-72%

D = 71-62%

F = 61% and below

Graduation

DMS students in grades 9-12 must earn 22 (*21) high school credits to be eligible for graduation.

15.1-21-02.1 High school graduation requirements.

Before a school district, a nonpublic high school, or the center for distance education issues a high school diploma to a student, the student must have successfully completed at least twenty-two units of high school coursework from the minimum required curriculum offerings and passed the required ND Civics Test.

15.21-02.3. *Optional high school curriculum requirements:

If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request permission to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, please contact the principal to review further necessary actions.

Individual Education Plans (IEP) and Section 504 Plans

Dakota Memorial School will initiate an IEP meeting within 30 days of enrollment for eligible students. DMS will initiate a meeting for students on a Section 504 Plan as required by law.

Intervention

Additional tutorial support is available for all students. Staff are available to assist students as needed to better understand concepts, improve grades, and/or participate in credit recovery. This support may be used as a Tier 2 Intervention for any student failing or in danger of failing any class.

North Dakota Choice Ready

Dakota Memorial School works in partnership with sending schools for alignment to the North Dakota Choice Ready Initiative. Choice Ready is a component in the North Dakota accountability system to measure whether high schools are preparing students for success upon graduation.

Promotion and Retention

Students who have mastered the appropriate skills will be promoted. A student may be retained at the request of, or with the consent of parent/guardian in case of special difficulties such as immaturity, ill health, or frequent absence from school.

Standards and Benchmarks

Curriculum decisions and practices are based on Standards-Based Education. Best practices, training, and implementation will be provided to teachers during fall workshops, professional development days, and professional learning community time.

Student Assessment/Progress

The main purpose of any reporting plan is to communicate students' behavioral and academic progress. Parents/Guardians and School Districts are informed of student progress in several ways.

- Report cards/transcripts are provided at the end of each quarter.
- Power School, our internet-based reporting system, is available to access student grades and attendance.
- Individual teachers may use DMS Progress Reports to document student behaviors.
- Parent/Guardian/Teacher Conferences
- Standardized Testing
 - North Dakota State Assessment
 - ACT
 - ASVAB
 - Choices/Vocational Assessment
 - STAR Assessments

School Celebrations and Opportunities

Dakota Memorial School intentionally works to build a vibrant and effective school community to foster competence in social and emotional skills. By recognizing contributions and celebrating accomplishments we help students develop a sense of belonging. Celebrations and opportunities may include but are not limited to:

- ✓ Honor Roll luncheons
- ✓ Student of the Quarter recognition
- ✓ Moving in the right direction celebrations
- ✓ Notes of appreciation
- ✓ Entry into state and national academic contests
- ✓ Recognition/display of work in local, state, and national publications/venues
- ✓ Student Council
- ✓ Seasonal celebrations
- ✓ Birthday recognition
- ✓ School store
- ✓ Opportunities to work on campus
- ✓ Positive communication at home
- ✓ Talent shows
- ✓ Numerous before and after-school clubs and activities

DMS is always exploring new ways to celebrate and recognize success within our school community. Please let a teacher or administrator know if you have any ideas to add.

DMS Learning: Using Trauma, Brain-Based and Mindful Strategies

Our trauma-sensitive culture ensures that each child has an environment conducive to learning. Students, staff, and parents/guardians have the opportunity to collaboratively introduce research-based strategies to support students and provide what they require for educational success. DMS supports the development of a personalized plan for success. All educational strategies utilized by DMS are research-based and focused on future implementation.

ReGroup/ReFocus

A teacher is responsible for redirection and strategy implementation in the classroom. If interventions/strategies prove unsuccessful, the teacher may decide to implement a ReGroup or ReFocus .

- **ReGroup:**
 - A regroup is used when classroom interventions/strategies are effective within the classroom.
- **ReFocus:**
 - A refocus is used when classroom interventions/strategies are ineffective and occur outside of the classroom.

Mindful Interventions

Mindful interventions are used and encouraged when students begin to understand the trauma-sensitive strategies they require to be successful learners. Specific programs and activities use research-based techniques to enhance learning and are suggested by special education case managers, behavioral specialists, or occupational therapists. Staff document and celebrate the appropriate use of mindful strategies.

Conduct

Student Expectations:

- ✓ Always remember that each person is important and deserves our utmost respect.
- ✓ Follow school rules and the laws of the community, state, and nation.
- ✓ Value the individual property of others and the school and consider the needs and rights of the school and all members of the school community.

Parent/Guardian Expectations:

- ✓ Assume primary responsibility for the child and their behavior.
- ✓ Recognize the school's priority is student success.
- ✓ Collaborate in conferences regarding the health, behavior, or academic progress of their child.

Staff Expectations:

- ✓ Set high standards for student academics AND behavior.
- ✓ Exhibit respect for students that positively helps them develop good character traits.
- ✓ Plan a flexible program to meet the individual needs of students.
- ✓ Communicate with parents/guardians.

STUDENT EXPECTATIONS

Our school beliefs are grounded in respect, a good attitude, and pride; therefore, the following is a list of UNACCEPTABLE BEHAVIORS that we hope you never experience in our school. The following behaviors are unacceptable to our students and staff of Dakota Memorial School.

VIOLENCE

VIOLENCE/THREATS: Dakota Memorial School respects the health and safety of all individuals. Physical violence, verbal or written threats, or any activity which could cause harm to others, will lead to disciplinary action.

FIGHTING: Dakota Memorial School does not allow ANY FIGHTING among students. A student who takes any physical action toward another student is considered a participant in a fight. Students are to always keep their hands to themselves. Pushing, shoving and other aggressive behavior will not be tolerated and will result in disciplinary action.

HARASSMENT/EXTORTION: Harassment by students at Dakota Memorial School is prohibited. Any student who is a victim of harassment or related activities is expected to report such actions to the principal. Physical or verbal threats against other individuals will not be tolerated. Students are always to respect the individual rights of others. When a student or group of students verbally and continually torment another student, the action will be considered harassment. This also includes bullying. Bullying is defined as “a person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.” Bullying is unacceptable and will result in disciplinary action.

ILLEGAL ACTIVITIES

SMOKING/POSSESSION OF TOBACCO & RELATED PRODUCTS: Dakota Memorial School prohibits smoking and possession of tobacco and tobacco-related products (e.g., e-cigarettes, vapes, and look-alike devices) by students. This also means students may never bring matches or lighters on school property or buses; to do so is a safety violation. A police referral may be required. For additional information refer to the POLICIES section of this handbook.

DRUGS AND ALCOHOL: Dakota Memorial School does not tolerate the use or possession of illegal drugs or look-alike drugs, marijuana, narcotics, controlled substances, alcoholic beverages, or intoxicants of any kind, or drug apparatus or paraphernalia. Using, possessing, or being under the influence of any of the items listed above, by any student while on school property or at any function connected with Dakota Memorial School, will result in suspension, notification of civil authorities, and initiation of expulsion procedures in accordance with Dakota Memorial School Drug and Alcohol Policies. For additional information refer to the POLICIES section of this handbook.

POSSESSION OF ILLEGAL OR DANGEROUS OBJECTS: Dakota Memorial School forbids the possession and/or use of any items that are considered illegal or dangerous. Possession and/or use of any item that could be considered a weapon or explosive (including fireworks) will result in disciplinary action and notification of civil authorities. Possession of a weapon of any kind and/or the use of a tool or school supply with the intent to use it as a weapon will result in disciplinary action and confiscation of the weapon.

NDCC 15.1-19-10

OBSCENE/ILLEGAL ACTIVITIES: Students are prohibited from engaging in any activity that is obscene or any activity that is prohibited by local, state, or federal law.

FALSE FIRE ALARM: Misuse of fire alarms or fire equipment is a violation of public codes. The fire alarms and equipment are to be used only in case of fire. Violators will be disciplined.

UNACCEPTABLE BEHAVIORS

CHEATING / PLAGIARISM: Copying work written by someone other than yourself and claiming it as your own is called plagiarism, and is a serious moral and legal offense, which may result in disciplinary action. In addition, when using internet references, merely copying and pasting information is plagiarism and is not tolerated for school assignments.

DAMAGE TO PROPERTY/VANDALISM: Dakota Memorial School will not tolerate damage to school property or intentional damage to property and/or possessions of another individual. Any littering on school property is prohibited. Such damage will result in disciplinary action and compensation for damages. In addition, the student may face prosecution by civil authorities.

DISRUPTIVE ACTIVITIES: Students shall not participate in any activity that could be considered disruptive to the educational process. The school will not tolerate any reference to violence or gang affiliation.

GAMBLING/SELLING: Any form of gambling is prohibited. This includes card games, flipping coins, or selling chances for personal gain. Students are also prohibited from the unauthorized selling of any item at Dakota Memorial School.

HALLWAY MISCONDUCT: Orderly hallway conduct is required of all students at Dakota Memorial School. Running, pushing, or shouting in the hallways is prohibited. Students are to move to assigned classrooms without loitering. Any student who is in the hallway during class time must have an escort.

INSUBORDINATION: All students are to follow the instructions and directions, both written and verbal, given to them by teachers, the principal, and staff members (administrative assistants, custodians, cafeteria personnel, bus drivers, etc.). Failure to follow the instructions or directions of any staff member is considered insubordination.

PHYSICAL DISPLAYS OF AFFECTION: Dakota Memorial School prohibits public displays of affection such as holding hands, kissing, and hugging.

PROFANITY: Profanity and/or obscene language (written or verbal) by any Dakota Memorial School student will not be tolerated.

SNOWBALLS: Throwing snowballs is dangerous to others and to the building and is **NOT** acceptable behavior.

THEFT OF PROPERTY: Dakota Memorial School will not tolerate the theft of school property or possessions of another individual. Such thefts will result in disciplinary action and compensation for losses. In addition, the student may face prosecution by civil authorities.

TRESPASSING: Trespassing is unauthorized presence on school property without the direct supervision of school personnel. No student is to be on any Dakota Boys and Girls Ranch property during or after school hours, unless under the supervision of Ranch personnel.

TRUANCY: It is the responsibility of all students at Dakota Memorial School to attend school every day they are physically able to do so. All students are expected to be in their assigned area or assigned activity from the time they arrive on school property until they leave school property. A student who is not in attendance when they are physically able or who are not in their assigned area or activity while in school is considered truant. Credit may not be given for work missed due to truancy.

DISCIPLINARY ACTION

Violation of Student Expectations may result in one or more of the following actions being taken by school authorities.

STUDY OF RULES / RESTITUTION: Teacher clarifies the expected behavior. The principal may also assign restitution and work with behavior.

PARENT CONFERENCES / PHONE CALLS: Parents are often asked to come to school for conferences when student behavior is unacceptable. Teachers and/or the principal will facilitate these conferences.

DETENTIONS: A teacher may recommend a student detention on designated days during the week. The classroom teacher will monitor the student during detention. Teachers must notify the Administration when detention is warranted.

IN-SCHOOL SUSPENSION (ISS): Student behavior that warrants ISS is in this handbook. The suspension will be at the discretion of the administration. Students with repeated behaviors will be referred to the Building Level Support Team (BLST). Parents/Guardians will be contacted when students are placed in ISS.

OUT-OF-SCHOOL SUSPENSION (OSS): A student may be suspended from attendance at Dakota Memorial School. Repeated or severe violations of any rules for student behavior could result in suspension. Parent(s)/Guardian(s) are responsible for at-home supervision of suspended students. Students are NOT allowed on school property during the out-of-school suspension unless permission is granted by administration.

The student and parent/guardian may be required to meet with the administration immediately upon returning to school after suspension.

Students will be provided a suspension meeting (Due Process) on the alleged misconduct, which includes:

- 1.) A summary of the charge(s) against the student.

- 2.) A summary of the evidence against the student.
- 3.) An opportunity for the student to explain their conduct.

Suspension from school attendance is a serious matter. Suspension is an excused absence; however, the student will be **required** to make up assignments.

CITATION FOR WILLFUL DISTURBANCE: *North Dakota Century Code 15.1-06-16: Disturbance of a public school.* It is a class B misdemeanor for any person to 1. Willfully disturb a public school that is in session; 2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or 3. Rebuke, insult, or threaten a teacher in the presence of a student.

EXPULSION FROM SCHOOL: A student may be expelled from Dakota Memorial School for one or more semesters. Expulsion is preceded by suspension from school and a due process hearing. Repeated or severe violations of any rule for student behavior could result in a request for expulsion.

SEARCHES: Although not deemed “disciplinary action,” searches may be used to monitor student conduct and behavior. To ensure the safety of students and staff, coats, backpacks, and individual students will be searched on a daily and/or random basis for contraband such as tobacco products, medication, drugs, alcohol, pornography, weapons, or any material deemed objectionable or inappropriate in a school setting.

If contraband is found during a search, the student's parent/guardian will be notified and informed of the reason for the search as well as the results of the search. Contraband will be confiscated, and parents/guardians may be asked to come to the school to retrieve it. Consequences for possession of contraband may include in-school suspension, out-of-school suspension, criminal charges, and/or an education meeting to complete a functional behavioral assessment and/or to determine appropriate educational placement. Due process will be provided.

DMS Technology Conduct

We believe technology use by students is an important privilege. The school will attempt to provide opportunities for technology use as often as possible. With increasing technology, there is also an increase in the responsibility of students to be ethical in the use of computers. Student misuse or unethical practice may result in disciplinary and/or legal action and the loss of technology use. The Dakota Memorial School technology policy can be viewed in the policy section of this handbook.

NETWORK ETIQUETTE

- Be polite.
- Use appropriate language.
- Keep your personal address, phone number, and/or passwords private.
- Don't be disruptive to others.
- All communications and information accessible via the network should be assumed to be private property.
- Illegal activities are forbidden.
- Discuss on-topic subjects in appropriate topic-designated discussion areas.

Policies and Forms

Alcohol, Tobacco, and Drug Use

All students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, Dakota Memorial School recognizes its basic legal and ethical obligation to prevent alcohol, tobacco, and other drug use and to maintain a safe and drug-free educational environment.

The school also has an obligation to provide drug prevention education units which are an integral part of the standard curriculum. These units are necessary to prepare students for decision-making against alcohol, tobacco, and other drug use. These units are based on accurate information concerning health and developmental hazards.

Dakota Memorial School, in accordance with the Safe and Drug Free Schools Act Guidelines, recognizes that the unlawful possession, use or distribution of illicit drugs, alcohol, or tobacco by students on school premises or as part of any of its activities is wrong and harmful. It is mandatory that students refrain from the use or possession of illicit drugs, alcohol, or tobacco.

- DMS believes a strong and supportive team is important. If a student is found using or possessing alcohol/drugs or found guilty by a court of law for use or possession, DMS will work closely with Drug Court officials and parents/guardians in supporting and following the recommendations of the Court.
- DMS requires a Release of Information signed by parent/guardian to share pertinent information with all services involved.

Records on the use of student drug/alcohol use/treatment will be confidential and not made part of the student's permanent educational record. North Dakota law requires these records be confidential. They may not be released without the written consent of the student. If the student is under fourteen years of age, the records may not be released without the written consent of the student's parent or guardian.

Minors who are fourteen years of age or older may obtain alcohol or other drug treatment counseling without parental consent and without notification of the minor's parent under North Dakota Century code 14-10-17.

NORTH DAKOTA'S COMPREHENSIVE SCHOOL POLICY FOR TOBACCO USE

Updated November 22, 2017

Definitions

For the purposes of this policy:

- *Electronic smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- *Possession of Tobacco Products means:*
 - a. Actual physical possession of the tobacco product while on school property;

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

Rationale for Regulating Possession & Use

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

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

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

Use & Possession Prohibitions

1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited.

This policy includes all events on school property that are not sponsored by, or associated with, the school. Use of tobacco is prohibited in all school/organization vehicles.

3. **Additional:** Dakota Memorial School will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

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

Communicating to Students, Staff, & Public

This policy will be printed in employee and student handbooks. Dakota Memorial School shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all campus schools and property, such as, but not limited to: school playgrounds, athletic fields, and school-sponsored events (on campus property). Parents/Guardians will receive notification of policy in the Parent/Student Handbook.

Responsibility for Violations

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

Tobacco Cessation Services

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

Updated 7.1.2022

Bullying Policy

Definition

For purposes of this policy Dakota Memorial School will follow NDCC 15.1-19-17.

1. Bullying is defined in NDCC 15.1-19-17.
 - a. "Bullying" means:
 - i. 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-sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student or
 4. Substantially disrupts the orderly operation of the public school; or
 - ii. Conduct that is received by a student while the student is in a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the public school.
 - iii. "Conduct" includes the use of technology or other electronic media.

The Superintendent of Dakota Memorial School will place this definition in student and staff handbooks and develop guidelines to help students and staff identify this conduct.

Prohibitions

While at Dakota Memorial School, on school premises, in a public school, or in Dakota Boys and Girls Ranch vehicle a student may not:

- Engage in bullying; or
- Engage in reprisal or retaliation against:
 - A victim of bullying;
 - An individual who witnesses an alleged act of bullying;
 - An individual who reports an alleged act of bullying; or
 - An individual who provides information or participates in an investigation about an alleged act of bullying.
- Knowingly file a false report with Dakota Memorial School

Reporting Procedures for Alleged Policy Violations

Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall inform the building Principal as soon as possible. If the alleged violation implicates the building Principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Corporate Compliance Officer of Dakota Boys and Girls Ranch.

If school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences including, but not limited to a reprimand, modification of duties, suspension, or a recommendation for termination/discharge in accordance with any applicable law. .

Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing the written complaint form (see page 24): The complainant can include their name on this form or file it anonymously. The form can be obtained from any administrator, teacher, guidance counselor, or the main office. The form may be returned to any school staff member or returned to the main office.
2. File an oral report with any school staff member.

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

Reporting to Law Enforcement and Other Forms of Redress

When a school staff member has reasonable suspicion that a bullying incident constituted a crime, they shall report it to law enforcement. Nothing in this policy shall prevent a victim or their family from seeking redress under state and federal law.

Documentation and Retention

Dakota Memorial School will develop a form to report alleged violations of this policy. The form should

be completed by school staff when they:

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

All reports of an alleged violation of this policy received by Dakota Memorial School will be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy will be retained by Dakota Memorial School for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from Dakota Memorial School, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

Upon receipt of a report of an alleged policy violation, the designated administrator will first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class will be investigated in accordance with Dakota Boys and Girls Ranch harassment/discrimination policy, including the timelines contained therein.

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

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

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Documentation will be shared with the victim and alleged perpetrator during the investigation.

Disciplinary and Corrective Measures

If a student is found to have violated this policy, they will be subject to disciplinary consequences and/or corrective measures. When determining the appropriate actions to be taken, the administration will consider the totality of the circumstances. Measures may include, but are not limited to:

- Written documentation in Power School
- Referral to school counselor
- Student phones parents/guardians in the presence of administration
- Development of a behavioral adjustment plan
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement
- Modification of the perpetrator's schedule
- Conference with perpetrator, parents/guardian, and school administration
- Referral to law enforcement
- If applicable, report the incident to the administrator of the website on which the bullying occurred
- Completion of bullying curriculum

For bullying that occurs outside of Dakota Memorial School, but is received in school (e.g., cyber bullying), Dakota Memorial School only has the authority to impose disciplinary measures if the bullying disrupted the educational process or posed a real threat. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.

If the perpetrator is a school staff member, Dakota Memorial School shall take appropriate disciplinary action including, but not limited to a reprimand, modification of duties, suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When Dakota Memorial School confirms that a violation of this policy has occurred Dakota Memorial School will inform the parents/guardians and implement the victim protection strategies. These strategies will be implemented on a case-by-case basis. Strategies may include, but are not limited to:

- Additional education for all students and applicable staff on the implementation of this policy
- Notice to the victim's teachers and other staff to monitor the victim and his/her interactions with peers
- Assignment of a staff member to escort the student between classes
- Assignment of staff to areas of the school where bullying has occurred
- Modification the perpetrators schedule to avoid contact with the victim
- Alternative placement of the perpetrator within Dakota Memorial School
- Alternative placement of the perpetrator outside of Dakota Memorial School

Prevention Programs & Professional Development Activities

Dakota Memorial School will dedicate a portion of each fall workshop to a review of the bullying policy. Students will review the bullying policy on the first day of school each fall with their teachers.

Professional development could include, but not be limited to:

- Participation in "Bee Kind" activities during Anti-Bullying Week

- Teach tolerance at teachable moments
- Role Play – student vs. student, teacher vs. student, etc.
- Employ a prevention program as suggested by NCDDPI
- Guest Speakers and Assemblies

Complementary Documents:

Dakota Boys and Girls Ranch Human Resource Manual—See Bamboo HR

Dakota Memorial School Student Bullying Complaint Report Form

Reporting person (optional): _____

Name of victim: _____

Name of any adult already contacted: _____

Today's date: _____

Name(s) of bully (ies): _____

Date of incident: _____

Where did the incident(s) happen? Check all that apply.

- | | | | | |
|--|--|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Restroom | <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Playground |
| <input type="checkbox"/> School Bus | <input type="checkbox"/> Internet | <input type="checkbox"/> Cell phone | <input type="checkbox"/> Shop Escort | <input type="checkbox"/> Lunch Escort |
| <input type="checkbox"/> Softball/Soccer Field | <input type="checkbox"/> Off School Property | | <input type="checkbox"/> School Escort | |

Other (Please describe.) _____

Please check the box that best describes the actions of the bully. Check all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name-calling, threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student the target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money, or exploiting
- Spreading harmful rumors and/or gossip

- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

If you select other, please describe: _____

Why do you think bullying occurred?

Please provide the names of all witnesses to the incident.

Please describe the physical injuries or property damage that occurred from the incident.

Have you or the victim missed school or made changes to daily routines due to the incident(s)?

Thank you for reporting.

Please return this form to the building principal.

-----**For Office Use**-----

Received by: _____

Date received: _____

Date Action Taken: _____

Action Taken: _____

Parent/guardian contacted: _____

Circle One: Resolved Unresolved

Refer further to: _____

Computers, Internet, and Electronic Devices

These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to the resources of the technology and networks of Dakota Memorial School computers and internet access.

Access to Dakota Memorial School networks and computer systems is granted subject to school procedures and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect agency standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Dakota Memorial School staff will provide appropriate supervision to students while accessing the internet, and the school will use filtering systems to block access to inappropriate sites. Any student attempting to and/or accessing inappropriate material will lose computer privileges as deemed appropriate by the principal. In addition, any student whose core treatment team, parent, guardian and/or court order indicates that internet/computer access is to be denied, will not be given internet access while in school.

Appropriate Use: Appropriate use of information technology resources includes instruction, independent study, authorized research, independent research, and official work of the administration, support services, residential programs, and extensions of Dakota Memorial School.

Authorized use of Dakota Memorial School owned or operated computing and network resources is consistent with the education, research, and service mission of Dakota Memorial School.

Authorized users are: 1) faculty, staff, and students of Dakota Memorial School; 2) anyone connecting from a public information service; 3) others whose access furthers the mission of the school and whose usage does not interfere with other users' access to resources.

It is the responsibility of all users and those who access the system to be aware of the potential and possible effects of their computer and network use. The users are responsible for the security and integrity of Dakota Memorial School information stored on their assigned computer systems.

Confidentiality and Privacy: Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. In general, the school will treat information stored on computers as confidential. However, there is no expectation of privacy or confidentiality for documents and messages stored on Dakota Memorial School Ranch-owned equipment. Additionally, e-mail and data stored on the DMS network of computers may be accessed by the school for the following purposes:

- Troubleshooting hardware and software problems
- Preventing unauthorized access and system misuse
- Retrieving school related information
- Investigating reports of violation of these procedures or local, state, or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail

The privacy or confidentiality of documents and messages stored on Dakota Memorial School-owned equipment cannot be guaranteed. Users of electronic mail systems should be aware that, in addition to

being subject to authorized access, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties.

Examples of Prohibited Use: Use of DMS network and computer systems is conditioned upon compliance with this and other school procedures, agency policy and all applicable laws. Though not exhaustive, the following list is provided to emphasize that these activities are NOT allowed on DMS networks or computer systems.

- Using facilities, accounts, access codes, privileges, or information for which you are not authorized.
- Accessing or attempting to access sexually or otherwise inappropriate material.
- Sharing your user login and password information with others.
- Viewing, copying, altering, or destroying anyone's files without explicit permission from that individual.
- Representing yourself electronically as another user.
- Unlawfully harassing others.
- Creating and/or forwarding chain letters.
- Posting or mailing obscene materials.
- Game playing that interferes with academic or administrative use by others.
- Making, distributing, or using unauthorized copies of licensed software.
- Unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs, or other information formats.
- Obstructing others' work by consuming large amounts of system resources, such as disk space, CPU time, etc.
- Unauthorized testing of systems and/or resources, such as using program loops, introducing destructive software e.g., "virus" software, or attempting loop crashes.
- Running or otherwise configuring software or hardware to intentionally allow access to unauthorized users.
- Attempting to circumvent or subvert any system's security measures.
- Advertising for commercial gain.
- Distributing unsolicited advertising.
- Disrupting services, damaging files, or intentionally damaging or destroying equipment, software, or data belonging to DMS or other users
- Using computing resources for unauthorized monitoring of electronic communications.
- Violating any DMS procedures, Ranch policies or any local, state, or federal law.

In cases of doubt, users bear the burden of responsibility to inquire about the permissibility of external network use prior to execution. Such questions should be directed to the administration.

Reporting Violations: All users should immediately report any discovered unauthorized access attempts or other improper usage of Dakota Memorial School computers, networks, or other information processing equipment to the administration.

Sanctions: Persons in violation of these procedures are subject to the full range of sanctions, including the loss of computer or network access without notification, disciplinary action, dismissal, suspension, and/or legal action. Some violations may constitute criminal offenses, as outlined in North Dakota statutes and other local, state, and federal laws; the school will carry out its responsibility to report such violations to the appropriate authorities.

Non-Discrimination Policy

Dakota Memorial School supports the provisions of Title IX of Education Amendments of 1972, Title XI of the Civil Rights Act of 1963, and Section 504 of the Rehabilitation Act of 1973. Dakota Memorial School does not discriminate based on gender, race, color, national origin, age, or disability in employment and in those programs and activities offered to its students. It is the expressed intent of Dakota Memorial School to provide equal opportunity for all students free from limitations of race, color, national origin, gender, or disability.

Section 504 of the Vocational Rehabilitation Act

Dakota Memorial School supports the provisions of Section 504 of the Vocational Rehabilitation Act of 1973, as amended, which commit all North Dakota schools to the elimination of discrimination based on handicapping condition in those programs and activities which receive federal funds as well as in all other programs and activities offered to its students. It is the expressed intent of Dakota Memorial School to provide equal opportunities for all students, free from limitations based upon handicapping condition.

The concept of equal educational opportunity will serve as a guide for the staff and administration in making decisions relating to employment of personnel, school facilities, extracurricular activities, curriculum, and activities and regulations affecting students and employees.

Dakota Memorial School does not discriminate based on race, color, national origin, gender or handicap in its educational programs, activities, and employment policies/practices.

Sexual Harassment

Dakota Memorial School will maintain a learning and working environment that is free from sexual harassment. Any member of the school staff/agency staff who harasses another staff member or student, or any student who harasses another student or staff member through conduct or communication of a sexual nature is in violation of this policy. It is also a violation for a student or staff/agency member to sexually harass through conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- Sex-oriented verbal or written “kidding,” abuse, or harassment
- Pressure for sexual activity
- Remarks to a person with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching or intentional brushing against another person’s body

Suggesting or demanding sexual involvement accompanied by implied or explicit promises or preferential treatment or threats concerning one’s employment or education .

Student Health and Safety Policy

Immunization

Law requires students to be immunized under Section 23-07-17 of the North Dakota Century Code. Ranch Nursing Services will ensure proper immunization of residential students and the Coordinator of Student Services will assist in obtaining proper immunization records for Day Program students. If an epidemic breaks out in school, we will contact the parent/guardian of Day Program students who have not verified immunization and the child will need to go home. Dakota Memorial School requires

verification of immunizations and accepts statements from physicians or another healthcare authority. The school or county health unit can provide information regarding the minimal requirements. Dakota Memorial School requests all immunization records from a student's home school district.

Communicable Disease

Research shows that the risk of getting a significant contagious disease in a school setting is extremely small. However, school staff will decrease the possibility of exposure to blood-borne pathogens, including HIV, by using universal precautions. Universal precautions mean protecting oneself from exposure to blood or body fluids using latex gloves, masks, or eye goggles; cleaning blood and body fluid spills with soap and bleach solution and water; and disinfecting and decontaminating infected waste before disposing of it in a sanitary landfill. All staff at DMS are trained in the proper procedures to reduce risks when coming in contact with blood-borne pathogens and will treat all bodily fluids as if they are contaminated. Students will receive education regarding contagious diseases, blood-borne pathogens, and HIV/Aids.

Pandemic

In the event of a pandemic epidemic where the North Dakota Health Department closes statewide schools, Dakota Memorial School will continue to provide education services via alternative methods.

Medications and Drugs

School personnel may not dispense or administer medication to a student except upon the written authorization of a parent/guardian. For school personnel to administer any medication at school, the parent/guardian must follow this procedure:

- The medication brought to school must be promptly given to school staff and never left with the student in school bags or coats.
- The medication sent or brought to school must be accompanied by a signed authorization from the parent/guardian for its dispensation.
- The medication must be in the properly labeled pharmacy container that includes the student's name, physician's name, time, and dosage to be administered.
- The medication will be kept in a secure location. A staff member will be assigned to dispense and monitor consumption of medications.
- The staff member administering the medication will record the time medication is dispensed as well as their initials.
- Over-the-counter medications will be dispensed as authorized. The staff member administering over-the-counter medications will record the time, medication, and dose of the medication as well as their initials.

Student Records

Students' permanent education records are maintained at their school district of residence or in the last North Dakota public school attended for those students who are the financial responsibility of the North Dakota Department of Public Instruction. Dakota Memorial School (DMS) maintains an education record for each student that contains pertinent scholastic records from the permanent education records, attendance, health records and any education documents generated by Dakota Memorial School.

Copies of official documents generated by DMS regarding a specific student are provided to the student's parent, legal guardian, school district of residence, special education unit of residence, and any other authorized individual.

A record locator is maintained in the DMS electronic file indicating the location of all other known locations of education records for the student under their legal name.

- Electronic copies of all reports will be maintained at DMS for no less than six months and no longer than 12 months from a student's date of withdrawal from DMS and/or discharge from the Ranch.
- A notice is sent to the student's parent/guardian if the student is less than 18 years old and directly to the student if they are 18 or older, indicating that the education records are no longer needed to provide educational services to the student.
- Individuals have the right to request records be destroyed or be provided to them should they need them for any purpose.
- The **only** information retained at Dakota Memorial School will be the student's name, grade level completed, dates of attendance, transcript, diploma, and the record locator.
- Records of students who did not respond to the notice will be destroyed after 12 months.
- All academic and personal records pertaining to individual students are protected by the Family Educational Rights and Privacy Act (FERPA). They are confidential and can only be inspected by students (if age 18 or older and eligible), parents (until the student reaches 18), and school officials.
- DMS reserves the right to have a teacher, counselor, or school administrator present when records are inspected to interpret the contents of the file.
- Copies of records will be made available within 10 school days of an authorized request.
- Parents/Guardians or students (if age 18 or older and eligible) shall have the opportunity for a hearing to challenge the contents of their child's school record to ensure that the records are not inaccurate, misleading, or otherwise contain inappropriate data.

DMS cannot permit access to or release student records to any individual, agency, or organization other than the following without the written consent of their legal guardian:

- Other school officials within the school.
- Officials of other schools or school systems in which the student intends to enroll.

Parents/Guardians or students (if age 18 or older and eligible) have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. FERPA Administrative Office: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.