



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Kristin Baesler, State Superintendent

North Dakota School for the Deaf Resource Center for Deaf and Hard of Hearing

Student-Parent Handbook



1401 College Drive North
Devils Lake, ND 58301-1596
<http://www.nd.gov/ndsd/>

Dr. Connie Hovendick, Superintendent

"Looking Back With Pride, Looking Forward With Confidence"
"A School Without Walls"

Revised June 2016

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Welcome

North Dakota School for the Deaf/ Resource Center for Deaf and Hard of Hearing

OVERVIEW

NDSD/RCDHH provides the entire spectrum of educational services for deaf and hard of hearing students. We provide sign language classes, interpreters, audiology and outreach services, health services and much more. Our goal is to provide the best services for you and your family to achieve success. Please feel free to visit with us at any time. We encourage your involvement.

PURPOSE

To develop, coordinate, and maintain a comprehensive continuum of services for all citizens who are deaf or hard of hearing (infants through senior citizens).

MISSION

To provide an environment in which individuals who are deaf or hard of hearing can access the services and support that they need to become and remain integrated, productive citizens of the state.



For additional information or clarification please refer to NDSD/RCDHH Policy and Procedure Manual or contact Administration.

NDSB/ RCDHH Directory

Location	Phone Number	Transportation Routes- Cell	
Audiology	701-665-4413	Minot	701-739-9014
Blackhurst Dorm	701-665-4418	Bismarck	701-230-8104
Bulldog Parlor	701-665-4428	Grand Forks/Fargo	701-740-9015
Business Office	701-665-4400 800-887-2980 (toll free)		
Business Office Manager	701-665-4405		
Business Office Assistant	701-665-4403		
Communications	701-665-4423	Outreach Services	
Conference Room	701-665-4427	Adult Services (DL)	701-665-4401
Director of Student Life	701-665-4404 701-351-2668 (cell)	Adult Services (GF)	701-795-2792
Education Office	701-665-4425	Bismarck	701-328-3987
FAX	701-665-4409	Devils Lake	701-665-4411
Food Services	701-665-4408	Fargo	701-231-6036
Health Services	701-665-4406	Grand Forks	701-665-4420
Library	701-665-4433	Minot	701-858-3357
NDSB 1 IVN Room	701-665-4436	Rolla	701-477-5062
Outreach: Coordinator	701-665-4411		
Outreach: Parent/Infant	701-665-4420		
Plant Director	701-665-4424	Other Important Numbers	
Pool	701-665-4414	Video Phone at Blackhurst Dorm	701-355-64810
Power House	701-665-4415		
Superintendent	701-665-4410		
Teachers' Lounge	701-665-4421		
Technology Coordinator	701-665-4412		

ACADEMICS

ATTENDANCE POLICY

North Dakota state attendance laws govern students attending any ND school. School attendance is an essential part of any educational system. Regular attendance provides continuity, interaction and learning in the classroom. The purpose of this policy is to establish expectations for student attendance, establish consequences for absences, and explain conditions and procedures for absences. This policy applies to all students of NDSB/RCDHH.

Students should be in school every day unless they are too sick to be here, or otherwise specified by their IEP. This allows no more than ten (10) absences per semester. A student who arrives after 10:30 a.m. will be considered absent one half day. Students who leave school before 2:00 p.m. will be considered absent one half day. Attendance concerns may be reported to Social Services. All students whose poor attendance has caused a notable deficiency in learning may be retained at the present grade level if, in the judgment of the IEP team, such an action is advantageous to the student.

The North Dakota School for the Deaf recognizes three types of absences.

1. Excused absences

- a. Caused by personal sickness, death in the family, funerals, school sponsored activities, court appearances, medical/dental appointments and other family emergencies. If student must see a doctor, dentist or other medical specialist, the family is encouraged to make appointments on weekends or school breaks.
- b. Students may be excused to accompany their parents/guardians on family vacation. Students must actually accompany their parent/ guardian. NDSB/RCDHH encourages families to plan vacations during school breaks.
- c. Pre-arranged absences with the approval of the Superintendent.
- d. Additional medical absences will be granted if there is a written doctor's excuse stating that the student should not be in school. A written doctor's excuse must be turned in within five (5) days.

2. Unexcused absences

- a. Are caused by (but not limited to) truancy, oversleeping, transportation problems (one per semester will be excused), noticeable tardies (see additional information in this section), shopping trips, babysitting, work, personal business, hunting.
- b. If the absences become habitual, the Superintendent may file a Report of Suspected Child Abuse or Neglect with Social Services or the State's Attorney for appropriate action.

3. Truancy (also known as cutting or skipping)

- a. Is defined as being absent from one or more classes without the consent of parent/guardian or school officials.
- b. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.
- c. Is further defined as failure to report to the office after being sent there, leaving class without teacher's permission, abuse of pass usage, failure to leave upon checking out and failure to go to class upon return to school.

PROCEDURE

1. Excused absences

- a. Parents/guardians may inform the Education Office Administrative Assistant by phone, voice, e-mail, TTY, or in writing.
- b. NDSB/RCDHH staff (dorm counselor, nurse, teacher, coach, etc.) will notify school officials of student absences, immediate or long-range. The Education Office Administrative Assistant will inform staff of students' absences through inter-office communication, office white board, and/or in person.
- c. All make-up work is to be completed prior to the student leaving for a pre-arranged excused absence. Each teacher will write missed work in the student's agenda book.
- d. A doctor's note may be requested for repeated or long-term absences due to illness (after 3 absences). In such a case, the request will be made to the parents through the Education Office.
- e. Students who become ill or who are injured at school will be directed to Health Services. The nursing staff will report the absence of students who are being cared for in Health Services.

- f. Students are expected to make up all assignments missed due to absence. If the work is not completed, the teacher may retain the student after school (or some other scheduled time) to complete the work.
- g. No student may leave early without the parent/guardian informing the Education Office staff or school staff.

2. Tardiness

- a. Any time a student comes to class late, there will be communication from the sending staff member.
- b. For excessive tardiness, a meeting with the Superintendent, IEP manager, parent/guardian, and student will be held to determine consequences and resolution to the problem.

CLASS PLACEMENT

The organization of the school shall be:

- Preschool: age 3+
- Elementary: grades K-8

Students within the preschool, kindergarten and elementary shall be grouped according to student need (academic, social and behavioral).

EDUCATIONAL PROMOTION

Students shall be promoted with the satisfactory completion of all required classes or as determined by the IEP team.

GRADING SYSTEM

As one measure of student growth and progress, quarterly reports are issued in academic and residential areas. Also, midterm grades are issued four times a year for grades 5-8. The grades recorded may reflect a modified curriculum to meet the needs of individual students.

Students are evaluated in their academic coursework using the following scale:

- | | |
|---------------|------------------|
| A+ = 100-98 | C = 85.99-84 |
| A = 97.99-96 | C- = 83.99-81 |
| A- = 95.99-94 | D+ = 80.99-79 |
| B+ = 93.99-92 | D = 78.99-77 |
| B = 91.99-90 | D- = 76.99-75 |
| B- = 89.99-88 | F = 74.99-0 |
| C+ = 87.99-86 | INC = Incomplete |

All incomplete (I) grades must be made up within two (2) weeks after the quarter or the student will be given a failing grade for the incomplete assignments. The student will be given a final grade after all class grades, including the failing grades, have been averaged together. The Superintendent may grant additional time when special circumstances are noted.

Developmental skills in academics, social skills and personal development for students in grades 1-4 are evaluated using the following scale:

- 5 = Consistently exhibits skills
- 4 = Exhibits skills most of the time
- 3 = Meets requirements
- 2 = Experiencing difficulty, but making progress
- 1 = Experiencing difficulty, needs improvement

Preschool/Kindergarten students are evaluated using a checklist of age appropriate skills and progress using the following scale:

- A = Almost always
- S = Sometimes
- E = Emerging
- NY = Not Yet
- NA = Not Assessed yet

Residential students are evaluated in the areas of grooming skills, eating skills, social skills, responsibilities, personal management skills, and knowledge of self and family using the following scale:

- E = Excellent growth
- S+ = Growth beyond the expected level
- S = Growth at a satisfactory level
- I = Improvement in growth is noted but it is not yet at a satisfactory level
- NI = Area of concern which needs improvement
- NA = Not applicable.

INDIVIDUAL EDUCATION PROGRAM (IEP)

The Division of Special Education of the Department of Public Instruction has prepared guidelines to assist special educators and parents in the comprehensive task of preparing an Individualized Education Plan (IEP) for

students with disabilities. The preparation of an IEP is required to ensure that individuals with disabilities have adequate educational planning to accommodate their unique instructional needs, and that these needs are met in appropriate learning environments. Parent participation is strongly encouraged. Due process guidelines are available at IEP meetings. Every student enrolled at NDSD/RCDHH shall have an Individualized Education Program as required by Public Law (P.L.) 101-476, Individual Disabilities Education Act.

SEE POLICY AND PROCEDURES MANUAL FOR MORE INFORMATION.

OPPORTUNITIES FOR INCLUSION IN PUBLIC SCHOOLS

NDSD/RCDHH students shall be enrolled in classes at other schools according to the goals and objectives stated in their IEP. The following factors will be considered: student and/or parent preference, communication skills (including expressive and receptive language), ability to utilize an interpreter; appropriateness of indirect (via interpreter) communication with instructor(s), social needs and skills; academic progress and course electives. Students shall be provided support services while enrolled in the inclusion courses.

STUDENT ACADEMIC RECORDS (Parental Annual Notification)

Each year parents and students will be reminded of the student records policy of the NDSD/RCDHH. Parents of students or students 18 years or older who wish to view any or all of the school records pertaining to the student should contact the office personnel for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records at no cost.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the school personnel and the parent or adult student cannot agree, they may request a hearing from the Superintendent.

Record information will not be released to most persons or agencies without the written consent of parents. To facilitate the prompt placement of the student in the new school, NDSD/RCDHH may forward school records without parent consent, or the parents may request a copy of the records. Similarly, without parent consent, NDSD/RCDHH forwards

transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of NDSB/RCDHH's student educational record policy, contact school personnel. Parents who have questions or concerns about the student record policy may direct them to the Superintendent or Lead Teacher.

NDSB/RCDHH does not release 'directory information' without permission of the parents. Directory information includes name, address, and telephone listing.

NDSB/RCDHH may release the contents of a student's educational record for reasons permitted by law, such as, but not limited to, health and safety reasons after taking into account the totality of circumstances and determining an articulable and significant threat to the health and safety of the student or others exists.

NDSB/RCDHH may or, when required by law, shall release students' personally identifiable information from student educational records to authorized representatives, as defined by FERPA, in accordance with PII disclosure agreement requirements and other safeguard procedures mandated by FERPA regulations. De-identified information may be released upon request if the request meets conditions permitting release of such information under law.

WEATHER RELATED SCHOOL CLOSURE

Because NDSB/RCDHH is a residential school; school may remain open during inclement weather conditions however in most circumstances NDSB/ RCDHH will follow the same school closures as Devils Lake Public Schools because many of our students are enrolled in public school classes. When school has to start one or two hours late due to inclement weather, NDSB/ RCDHH will use the following policy:

- **If school starts one-hour late, the school day begins at 9:35 a.m.**
- **If school starts two-hours late, the school day begins at 10:35 a.m.**

When public school classes have been cancelled students shall remain in the dormitory under supervision. On homegoing days, if inclement weather causes residential students' homegoing transportation to have an early

departure, parents will be contacted. If transportation is cancelled, arrangements shall be made for supervision and housing at NDSU/RCDHH. Students remain under supervision until parents arrive to pick up their child.

NDSU/RCDHH serves students throughout the state of North Dakota. If weather advisories in other areas of the state influence decisions regarding homegoing transportation schedules then parents shall be notified. Because of these factors, parents must maintain the availability to be contacted by the school on homegoing days. When no travel is advised then school vehicles will not transport until the advisory has been lifted.

Any changes in transportation for departure days or returning days, please contact the Administrative Assistant in the Education Office at 701-665-4425 or 701-350-1052. If unable to make contact with staff in the Education office, please contact the Director of Student Life at 701-351-2668.

STUDENT RULES & DISCIPLINE

GENERAL RULES FOR STUDENTS

- Water is allowed in the school building during school hours. However, soft drinks are not permitted during school hours.
- Students may not wear hats or jackets in the classroom. Students may wear them in the hall if they are going to, or returning from mainstream classes.
- Students are not permitted to enter the teacher/staff lounge without permission.
- Adequate time is provided between classes for restroom use.
- Students must bring books, notebooks, pencils/pens, and any other required materials to class.
- Student lockers or personal storage areas are to be kept orderly. Book bags/personal items should not be left in the hallways, classrooms, or lounge areas.
- No alcohol, tobacco (cigarettes or chew), drugs, or pornographic material. Students engaging in these behaviors will be subject to suspension or expulsion.
- Students who do not know how to swim will be required to wear life jackets while in the pool.

BEHAVIOR MANAGEMENT

The school's policy emphasizes the prevention of major problems through early intervention/remediation of minor offenses with the cooperation and support of parents.

- At the beginning of each school term, students will assist staff in establishing and/or revising behavior expectations for each area.
- Approved rules/consequences shall be posted in each area and reviewed with students.
- Consequences between dorm and school shall not overlap unless approved by administration.
- All staff members are responsible for enforcing rules.
- If the behavior in question is not modified by natural consequences, the staff member shall utilize the progressive discipline procedure as identified on the following pages.

POSTIVE BEHAVIOR SUPPORTS

NDSD/RCDHH has adopted Response to Intervention Positive Behavior Supports. It is a systems approach for establishing the social culture and behavioral supports needed for a school to be an effective learning environment for all students. It is a 3-tier program, emphasizing prevention of problem behaviors and the development of pro-social skills. The goal is to reduce discipline referrals while increasing academic performance. For further information, consult the DPI website.

The IEP manager will monitor each student's behavior incident reports. Should a behavior be reported on a behavior incident report form 3 or more times indicating ineffective consequences or should cumulative concern for the student exist, the case will be referred to the Behavior Management Committee (IEP manager, school administration, residential administration, and others deemed necessary). This committee shall review and approve policies regarding behavior management. For more information, see NDSD/ RCDHH Policy and Procedures Manual.

All staff is responsible directly or indirectly for student supervision and for redirecting misbehavior. When unacceptable behavior (serious or repeated) is witnessed, staff members shall submit a written report to the Educational Facilitator or Director of Student Life using the behavior incident report form. Behavior incidents involving medical, legal, and sexual matters shall be reported immediately to the administration.

PROGRESSIVE DISCIPLINE

Disruptive behavior, physical or verbal, will not be accepted. Students may be subject to suspension, expulsion, or other school discipline for misconduct including use or possession of alcoholic beverages, tobacco, illegal drugs or chemicals in school buildings or on school grounds, missing class, truancy, leaving the building without permission, insubordination, fighting, gambling, theft, harassment, breaking and entering, or vandalism. Students are obligated and shall comply with North Dakota law and school policy at all times during their attendance at school, school functions, and proximity to the school grounds. Eighteen year-olds follow the same policies.

Students may be brought directly to the law enforcement center for violations of ND Law or School District policy (school officials will attempt to notify parents).

INSUBORDINATION, INSOLENT AND FIGHTING

Insubordination is failure to obey rules as directed by those in authority. Insolence is being haughty and contemptuous or vulgar in behavior or language. Fighting will not be tolerated. All three are cause for suspension.

Building principals and Attendance officer may cite students for disturbance of public school under North Dakota Century Code 15.1-06-14 which will result in a referral to juvenile authorities. Fighting may result in suspension and referral to juvenile authorities, and police intervention.

Under no circumstances shall any acts of violence be permitted by students or toward students. This includes confrontations between students and all staff, professional and classified. Devils Lake Public School authorities shall take appropriate steps to make sure acts of violence are dealt with in an appropriate manner and that violent behavior is not considered an acceptable form of conduct. Any acts of these violent behaviors are not acceptable and will be dealt with accordingly, which may include suspension and or expulsion. For more information, see NDSD/ RCDHH Policy and Procedures Manual.

BULLYING

In order to provide a safe environment for all students and since our students may attend classes in the Devils Lake Public Schools System, NDSD/ RCDHH has adopted the DLPS policy for Bullying.

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

1) “Bullying” means:

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

- Is so severe, pervasive, or objectively offense that is substantially interferes with the student’s education opportunities ;
- Places the student in actual and reasonable fear of harm;
- Places the student in actual and reasonable in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school; or

B. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
- Places the student in actual and reasonable fear of harm;
- Places the student in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school.

2) "Conduct" includes the use of technology or other electronic media.

- **Protected classes** are classification/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, sexual orientation, or status in any group protected by federal or state law.
- **School property** or the term **on-campus** refers to all property owned or leased by the District, school owned technology, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- **School-sanctioned** activity is defined as an activity that;
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The district has officially recognized through board action as a school sanctioned activity.
- **School-sponsored** activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- **School Staff** includes all employees of the Devils Lake Public School District, school volunteers, and sponsors of school-sanctioned activities.
- **True threat** is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

PROHIBITIONS

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, the use of district owned technology, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

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

REPORTING PROCEDURE FOR ALLEGED POLICY VIOLATIONS

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously, is required to contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member is required to report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member is required to file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

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

a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously. (Found on the DLPS web site.)

c. File an oral report with any school staff member.

d. Use the school district's Text-a-Tip system. (Posters are found in each school building with the Text-a-Tip phone number.)

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

REPORTING TO LAW ENFORCEMENT & OTHER FORMS OF REDRESS

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, he/she is required to report it to the school's administration. If an investigation by school district personnel results in a reasonable suspicion that a crime might have occurred, school district personnel are required to notify law enforcement. Also, nothing in this policy shall prevent a victim and his/her family from seeking redress under state and federal law.

DOCUMENTATION & RETENTION

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

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

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

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

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

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

INVESTIGATION PROCEDURES

School administrators (i.e., a principal, an assistant superintendent, 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 shall at first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with district’s harassment/discrimination policy, including the timelines contained therein.

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

1. Identification and collection of necessary and obtainable physical evidence may be unobtainable, i.e., a private social networking profile). The investigator shall use the district’s Bullying/Harassment Investigation Protocol;
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies. Investigations shall be completed within 60 calendar days unless the administrator documents good cause for extending the deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

DISCIPLINARY & CORRECTIVE MEASURES

Students that the District has found to have violated this policy shall be subjected to disciplinary consequences and/or corrective measures. When determining the appropriate responses to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Create a behavioral adjustment plan.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond.
4. Impose in-school or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (i.e., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

VICTIM PROTECTION STRATEGIES

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.

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

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

In order to provide a safe environment for all students and since our students may attend classes in the Devils Lake Public Schools System, NDSD/ RCDHH has adopted the DLPS policy for Non-Discrimination & Anti-Harassment.

General Prohibitions

The Devils Lake Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law. It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law.

The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

- **Disability** is defined in accordance with NDCC 14-02.4-02 (5).
- **Discrimination** is defined in accordance with NDCC 14-02.4-02 (6).
- **Employee** is defined in accordance with NDCC 14-02.4-02 (7).
- **Harassment** is any physical or verbal conduct related to an individual's race, color, religion, gender, sex, sexual orientation, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.

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

- a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.
- b. It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.

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• **Sexual harassment examples** may include, but are not limited to:

- a. Sexual or "dirty" jokes
- b. Sexual advances
- c. Pressure for sexual favors
- d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- e. Displaying or distributing of sexually explicit drawings, pictures, and written materials
- f. Graffiti of a sexual nature
- g. Sexual gestures
- h. Touching oneself sexually or talking about one's sexual activity in front of others
- i. Spreading rumors about or rating other's sexual activity or performance
- j. Remarks about a person's sexual orientation

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The District will attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

Dr. Connie Hovendick, Superintendent at NDSB/ RCDHH is the Title IX and Nondiscrimination Coordinator. She can be contacted at: 1401 College Drive N., Devils Lake, ND 58301; (701) 665-4400.

CIVIL RIGHTS GRIEVANCE- STUDENT

All students have the right to file a grievance if they believe their civil rights have been violated.

Any concerns about student civil rights shall first be directed to the students' teacher or dormitory counselor. If the concern is not resolved, the student may follow this procedure:

1. The student may contact the Lead Teacher/ Director of Student Life in writing about this concern using the ADA grievance filing form. The Education Facilitator/Director of Student Life will reply in writing within three (3) working days, or
2. The Lead Teacher or Director of Student Life will meet with the school's administration for the purpose of providing a written response to be made within five (5) working days, or
3. If the student does not accept the outcome, he/she may share the concern with his/her parents. The parents may choose to take this concern to the Department of Public Instruction.

DRESS CODE

Styles of dress, hair styles, and grooming habits are based on personal preferences. However, NDSB/RCDHH will set certain standards of dress and grooming in order to protect the health and safety of students, preserve the educational process, and train students in appropriate styles, i.e. school, work, party, etc.

Dress and grooming are important to the student body at any school. We ask that students use common sense in their personal appearance and do not wear clothing that can be hazardous in learning situations, such as labs and shops, or disreputable in nature. Clothing that causes a disruption to the educational environment will not be allowed in school. Students must wear shoes at all times. Writing on clothing, jewelry or accessories that advertises alcohol, tobacco, drugs, bars or parties where alcohol is used shall not be worn in school. Nor shall clothing, jewelry or accessories containing sexual, profane, obscene or other inappropriate remarks or situations be worn in school.

Morning staff will assist younger students in choosing clothing for the day which are clean and weather appropriate and meet the standards of

healthfulness and safety. Students who arrive at breakfast or school improperly dressed Will be required to make appropriate changes before being allowed into class. If situations repeatedly occur when teachers, staff, and administrators make a judgment that apparel is offensive or inappropriate, the student and his/her parents shall be notified.

Parents/guardians are responsible for providing appropriate outerwear for their child(ren) using school transportation. (See 'Transportation')

ELECTRONIC DEVICES

Personal electronic devices including, but not limited to, radios, CD/DVD players, cell phones, Smart Phones, iPads, MP3's, pagers and other similar devices are to be turned off during the school day. These items shall not be used during mealtime or after bedtime. Devices will be locked in the dorm office overnight and returned to students the next morning. Students who do not follow these guidelines will have his/her equipment confiscated and be subject to disciplinary sanctions such as detention or suspension.

TECHNOLOGY

NDSD/RCDHH provides an excellent opportunity for students to experience different aspects related to the area of technology. Each classroom has a smartboard used as an interactive tool that gets the students involved. The computer lab is housed with the latest up-to-date computers, scanner, smartboard, printers, and software programs allowing access to the internet, email, and other educational programs. LCD projectors, digital cameras, camcorders, TV's, DVD/VCR players, iPads, iPods, and smartboards are utilized to give students options to incorporate technology into their classes through the guidance of their teachers and/or other educational staff. Video conferencing provides access to educational opportunities with other schools as well as educational sites around the world. Video conferencing also allows contact with parents, agencies, and other professionals that can assist in providing additional services to the students. Captioning services allows the school to caption videotapes and DVDs allowing deaf students and/or deaf adults to have the option of viewing captions of DVDs/videotapes that they would normally not have. Videophones are available on campus as an additional tool for communication.

See Technology Acceptable Use Policy (AUP) in the Appendix.

WEAPONS/FIREARMS

To protect the well-being of all those at NDSD/RCDHH, it is forbidden for any person to knowingly possess any weapon or object that could be used as a weapon on the NDSD/RCDHH campus. Weapons/firearms are not allowed in personal vehicles, at school sanctioned activities, and/or when students are being transported in vehicles dispatched for educational or recreational purposes by NDSD/RCDHH.

A weapon is defined as any object which may reasonably be considered a dangerous instrument that may be used to intimidate or inflict bodily harm. Such weapons include, but are not limited to: any knife, razor, ice pick, explosive, smoke bomb, other chemical incendiary device, mace, gun, slingshot, club, brass knuckles, or other artificial knuckles, lead pipe, chain, numchuck, throwing star, blackjack, and any unauthorized tool in the student's possession. Possession includes, but is not limited to the student's backpack or locker, on their person, in their dorm room, or in their vehicle. If a student is found in possession of a weapon, they will be subject to possible suspension or expulsion. Possession of a weapon will be referred to the local law enforcement agency.

Any employee who has the knowledge or reasonable cause to suspect that a person on campus has a dangerous weapon shall:

1. Report the incident immediately to their supervisor.
2. That supervisor shall take immediate action by:
 - A. Securing the weapon, if there is no immediate threat of danger.
 - B. Inform the Superintendent
 - C. Contact the police

RESTRAINT

Staff shall intervene in the least restrictive manner possible. Intervention may be necessary in response to inappropriate or dangerous student behavior or in response to a threat to student safety due to external factors (e.g. traffic).

SERVICES FOR STUDENTS AND FAMILIES

504 POLICY: Programs for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: *Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.*

The NDSD/RCDHH acknowledges its responsibility under Section 504 ADA to avoid discrimination in policies and practices regarding its personnel, parents, school personnel, and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. Under Section 504/ADA, the school has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504.ADA, to provide access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school, he/she has a right to file a local grievance, request mediation, ask for a due process hearing or contact the regional Office for Civil Rights in Denver, Colorado. The office is part of the U.S. Department of Education. The regional office is located at 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582. Phone 303-844-569

AUDIOLOGY

NDSD/RCDHH provides audiological services directly to students enrolled at the school. Services may include audiological assessment, hearing aid analysis, tympanograms, evaluation and selection of hearing aids, ear mold and swim plug impressions, evaluation of classroom acoustics, consultations to the IEP team and other professionals, etc.

COMMUNICATIONS DEPARTMENT

Staff members from the Communications Department are available to provide a variety of support services to students including:

- Interpreter services (for school-related functions/activities)
- American Sign Language instruction
- Closed captioning encoding (for school-related video tapes)
- Tutoring services (for mainstream course work)
- Note-taking services (for mainstream classrooms)

Students may request any of the above services by contacting their IEP manager or the Communications Coordinator. NDSD/RCDHH has a communications policy in place: Any concerns regarding communication issues may be directed to the Communications Coordinator.

EXTRA-CURRICULAR / RECREATIONAL ACTIVITIES

NDSD/RCDHH students have the option of joining activities sponsored by the Devils Lake Park Board. NDSD/RCDHH will provide registration forms and transportation. Parents must sign the consent forms and pay any fee required for personal equipment, and any other expenses for these activities. NDSD/RCDHH will provide supervision and interpreters (as needed) only for activities sponsored by NDSD/RCDHH.

HEALTH SERVICES FOR STUDENTS

Your child's health and well-being is very important to us here at NDSD/RCDHH and we will work to provide a comprehensive wellness facility to promote the safest and best learning environment for your child. Health Services is maintained for the care of sick and or injured students. The emphasis for both is on first aid and short-term care with the goal of returning students to the classroom as quickly as possible. NDSD/RCDHH Health and Wellness facility is able but not limited to providing the following:

- Providing prevention education and control of communicable diseases
- Identifying students with health needs
- Providing first aid and emergency care
- Protecting and improving health of school personnel
- Developing a healthy school environment
- Providing in-services on universal precautions, CPR, first aid, dental care, communicable diseases, and puberty

- Providing updates on medical health issues to NDSD/RCDHH staff, students and families throughout the year
- Teaching health promotion and disease prevention
- Reporting and recording pertinent medical/health information
- Establishing standards of quality practice

If a student is sick, he or she will be initially assessed by a Health Services provider. If declared that he or she is contagious or needs further care than can be provided by health services, a Health Services provider will contact his or her parents, legal guardians, or their representative (whose name must be listed on file at school). The student should be picked up as soon as possible after the nurse's initial call and taken home, to the doctor, or to the hospital. Students who are ill should stay home until the symptoms subside.

Students will be sent home if they exhibit any of the following symptoms: fever, diarrhea (more than one abnormally loose stool); severe coughing, severe wheezing or severe respiratory distress, tearing, irritation, and redness of eyelid lining, followed by discharge or pus; unusual spots or rashes of unknown origin; severe sore throat or difficulty swallowing; infected areas of skin with yellow crusty areas, severe headache, stomachache, and/or vomiting. Although the nurse may initially care for these illnesses and/or injuries at school, final health care responsibilities remains with the student's parents or legal guardians and their private physicians.

If prescription medications need to be administered during the school day, parents or legal guardians will need to:

1. Have the students doctor complete and return appropriate doctor's orders.
2. Bring medications to NDSD/RCDHH health services in the original prescription bottle.

Optimal health is basic to a sound education and productive living. Health Services joins you, the families of the students, in an effort towards wellness. If there are questions or concerns or areas in which the school can assist parents in identifying health needs, please contact the Director of Health Services.

TRANSPORTATION

1. Parent Responsibility for Drop-off/Pick-up of Students at Designated Site

It is our policy that transportation will wait no longer than 15 minutes for students at the pick-up /drop-off site. If you think you will be up to 15 minutes late, contact the Director of Student Life or the driver. For individual transportation route contact numbers, see the NDSD/RCDHH Directory.

If the Education Office Administrative Assistant or the Director of Student Life is contacted, the driver can wait up to 15 minutes. If you have not arrived within the 15 minutes, the transportation must leave. This is very important so other parents, families, and staff can maintain their schedules. If for any reason, the student is not picked up on time, the student will be brought back to Devils Lake and it will be the parent's/guardian's responsibility to drive the student home or to school on that same night. There will be no staff working on the weekends to care for students who are not picked up. If weather conditions in Devils Lake or in the student's hometown prevent safe travel, according to the North Dakota Department of Transportation, NDSD/RCDHH will make the appropriate arrangements after consulting with families.

2. Release of Students at the Designated Site

Drivers will only release students to a designated adult, as listed on the Student Transportation Plan. If the students are to be met by any other adult, prior permission from the parent/guardian must be provided to the the Education Office Administrative Assistant or the Director of Student Life. If the designated adult is not present when the student's transportation arrives, the student will be taken to Social Services or the local law enforcement agency. For any changes regarding transportation, contact the Education Office Administrative Assistant or the Director of Student Life.

3. Special Arrangements

If a student wants to visit the home of another student, the parent/guardian or the other student's parent/guardian must provide transportation from/to school. Permission must be received by the Education Office Administrative Assistant or the Director of Student Life from the parent/guardian of both students, specifying date and

time for the visit and specific information on transportation arrangements.

For students who are involved in sports or extra-curricular activities that change their Friday transportation plans, the parent/guardian must contact the Education Office Administrative Assistant or the Director of Student Life two days in advance to make appropriate arrangements.

4. Parent Pick-Up of Students at School

If you are planning to pick up your student, always send a note in advance to your child's dorm counselor or Director of Education secretary stating the time and date. If a parent/guardian has not picked up their child by their transportation time, Social Services will be contacted.

5. Snacks and Bathroom Break on Transportation

Other than water, no food or drink is permitted in state vehicles. Families are encouraged to provide their child with a snack and bathroom break prior to boarding transportation on return days. Supper will be served upon return to campus.

6. Transportation and Discipline

Initial and minor infractions by students are managed by the Director of Student Life and the Superintendent, who will contact the parent/guardian. If the problem continues or is severe in nature, special transportation arrangements may be set up. The driver or other staff is authorized to assign seats.

7. Expectations for Students Riding Transportation

NDSD/RCDHH will follow all North Dakota state safety regulations (use of seat belts, booster seats, etc.) when providing transportation for students. Students are expected to assist school staff in ensuring that vehicles remain in good condition and that transportation is provided safely. When riding in school vehicles, students are held to behavioral standards established in this handbook.

To ensure your child's safety and comfort, please be sure that your child has the required clothing for traveling in the winter. Preschool/Grades K-4: Snow pants/suit, winter mittens/gloves, winter hat and boots with socks. Grades 5-12: Winter hat, winter mittens/gloves, solid shoes and/or boots with socks.

Students must:

- Observe the same conduct as in the classroom and be responsible for their actions.
- Board vehicles in a respectful, orderly manner (sitting, keeping hands, feet, objects to self and boarding one at a time).
- Be courteous, cooperative, and respectful to all staff, students, and property.
- Wear seat belts at all times.
- Keep head, hands, arms, and/or legs inside the vehicles at all times.
- Keep all objects inside the vehicle and to self.
- Remain seated at all times.
- Not bring live animals/pets in vehicles.
- Not smoke or have any form of tobacco or illegal substances in vehicles.
- Assist in keeping the vehicle interior clean.

RESIDENTIAL/ STUDENT LIFE

The goal of the Student Life Department at the North Dakota School for the Deaf / Resource Center for Deaf and Hard of Hearing is to provide a residential education program that compliments the broader school program and promotes student development and independent living skills. Student Life also aims to encourage a high level of student participation in all sub-groups of the mainstreaming school population in varsity and Devils Lake Park Board intramural sports, clubs, dramatics, and other extra-curricular activities in order to promote peer interaction, community service and leadership responsibilities. At the same time, the residential program promotes the development of a healthy self-concept and a positive sense of identity within the family, school and Deaf community and the community at large.

RESIDENTIAL PROCEDURES

Student placement in the dormitory is a vital step for each student's positive personal growth. Commonly, we look at the student's progress and positive peer interaction to determine their dorm placement. We also seek a way to maximize the most productive environment for every student with a diverse background.

Parents/guardians shall pick up their child at or before the required pick up time. If parents pick up their child at different time, they must sign out their child. Forms will be placed in the lobby of Blackhurst Dorm. Unless cited in their IEPs, day students should arrive no earlier than **7:45 a.m.** and be picked up by their parent/guardian no later than **5:00 p.m.**

Occasionally there may be special events that run beyond their expected completion time. When this occurs, students who are not staying overnight in the dormitory and are participants in the activity, must be picked up at the completion of the activity unless granted a waiver.

Teachers, Residential Staff, and Administrators are the authority figures. Student behavior which is defiant, insubordinate or disobedient to NDSD/RCDHH staff will not be tolerated.

BLACKHURST DORM ROOMS

Each student is to respect the property and privacy of others. The students are encouraged to bring their own personal items from home to create a home-like environment. Please clearly label all items personal items. NDSD/RCDHH will not held responsible for damaged or stolen items from a student's closet and room. The use of nails is discouraged for hanging posters on the wall. Any intentional damages found in his/her bedroom will be assessed during, or at the end of the school year. Periodic room inspections will be held for maintenance, health and safety purposes.

Laundry equipment is available in the Blackhurst Dorm. Students assume full responsibility for the care of their clothing. Dorm counselors will assist the younger students in laundering his/her personal clothes.

Willful destruction of the Blackhurst Dorm or its contents will be dealt with according to Progressive Disciplinary Actions.

INDIVIDUAL RECREATION (Helmets)

NDSD/ RCDHH is committed to supporting a culture of "safety first" and recognizes that helmets lessen the risk and seriousness of bike related brain injuries. The purpose of this policy is to ensure the well-being of all of our students.

- Students need to be aware of the rules, regulations, responsibilities, and dangers of riding bicycles.
- Students who ride bike on the campus are required to wear a bicycle helmet for their safety at all times.
- Bikes must be in proper working condition (e.g., tires inflated properly, brakes and steering work properly, and appropriate reflectors are in place).

Students riding bike on campus must be supervised at all times.

MAIL AND EMAIL

Students will receive their mail in the dorm after school. Stamps may be purchased in the Business Office or off-campus.

Students are only allowed to use email accounts set up and maintained by EduTech (Office 365 account). All other email clients (Hotmail, Yahoo,

msn, etc.) and web sites are strictly prohibited. Email accounts may be obtained by contacting the technology coordinator.

PERSONAL PROPERTY

We STRONGLY encourage your child to leave expensive items at home. Locking your items in the room are important to protect your property. Money should be given to the Dorm Counselors for safekeeping. Staff cannot be held responsible for loss, damage or theft. Although we have rules against borrowing or loaning any items, we are unable to prevent this. We advise that all student belongings should be labeled. Serial numbers on valuable or electronic items should be listed and kept by the student or family for reporting to the police in the event of theft.

STUDENT ACCOUNTS

Having large sums of money in dorm rooms is not permitted. Student accounts are provided by the Business Office; deposits can be made at any time. The request for money needed for activities should be submitted to NDSB/RCDHH professional staff (i.e. Director of Student Life, teacher, nurse, etc.). Advance planning is encouraged for student transactions.

TELEPHONE/CELL PHONE USAGE

Parents are encouraged to call their children as often as possible. Talking with the dorm staff and setting a specific time to call your child in the dorm is strongly encouraged. If your child's dorm staff is deaf, you should use Sorenson VRS to communicate through Video Relay Service to the staff. Frequently we have activities after school and the students are not necessarily in the dorms when you might try to call. Parents and others may call students at NDSB/RCDHH directly, using a Video Interpreting Service such as Sorenson (1-866-327-8877) or directly through a videophone.

We encourage students to call their families. This can be done using the following methods: Calling collect via voice; Using Video Relay Service (calling to an interpreting service and signing on camera at no cost); or calling directly to a personal videophone at no cost.

Due to a limited number of phones and videophones for student use, time limits of 15 minutes must be enforced with the understanding that special circumstances will occur.

Students may use office phones for emergency calls only. Students must have permission from their day or night dorm counselors before using the phone. Calls should be limited, since office phones need to be kept open for residential business.

Students are not allowed to use a cell phone, pager, electronic signaling device or calling device during any activities in the residential program (such as study hour, chores, special activities and meal times). All devices must be turned off prior to going to bed at night and all be locked up in the Director of Student Life's office until the following morning. At no time shall any student operate a cellular phone or other electronic device with video capabilities (i.e.: camera phone) in any locker room, bathroom, or other location where it would violate the privacy right of another person. Unauthorized use will result in confiscation of the device by school officials, including dorm counselors, and may result in disciplinary action. Confiscated devices may be returned, at the discretion of the administration, to the parent, guardian or to the student.

NDSD/RCDHH cannot accept collect calls. Staff will work with families regarding their preferences for scheduling phone calls.

Due to a variety of activities provided after school hours, the students and staff may not be back in the dorms until 8:00 p.m.

VISITING BLACKHURST DORM/CAMPUS AFTER SCHOOL HOURS

Only family members (or a designee) are allowed to visit residence dorm during after school hours. They are requested to sign-in with the dorm counselor or the Director of Student Life. When on campus, family members are requested to be respectful of the on-going operations of the Student Life Program. If students go off campus with their family, they are requested to return before 8:30 p.m. The community and the alumni are welcome on campus. Visitors may be limited to certain areas and buildings where the event is being held.

APPENDIX

Technology Acceptable Use Policy (AUP)

Purpose: Technology, as referred to in these guidelines, is any electronic device that is used by students and staff to enhance the educational experience and to increase the operational efficiency to support the mission of the school. Technology should be viewed as a tool for life-long learning and as an aid to the educational process to help prepare our students for success. The purpose of this document is to provide guidance to students and staff in the use of technology in order to maximize the benefits, provide safety in the use of technology, promote instruction and insure security of confidential information.

Expectations: Access to technological tools is a privilege, not a right, and that access entails responsibility that may be revoked at any time for inappropriate behavior (see consequences). All individuals are expected to use technology in a responsible, efficient, ethical, and legal manner. Students/staff shall have no reasonable expectations of privacy. At any time, school/state authorities may conduct such inspection when they deem it necessary, without notice, without consent, and without a search warrant.

Personal Devices: If personal devices are brought on campus and utilize the state's network, individuals must abide by the terms outlined in this AUP. Inappropriate use may result in loss of using the personal device(s) on campus. Disciplinary and/or legal action may be taken. **NDSD/RCDHH will NOT be held responsible for damages, loss or theft of personal devices.**

General/Limitation of Liability: Access to the Local Area Network and Internet, via wired or wireless, provides the conduit for students/staff to obtain a wide variety of information and resources, as well as an excellent mode to communication. Not all material obtained from the Internet is accurate and/or of educational value for its students. NDSD/RCDHH does not have control over the content of information and will not be held accountable; however, an Internet filtering system and other safeguards have been put in place to assist in protecting the students. NDSD/RCDHH does reserve the right to block content that negatively impacts the academic and operational performance of students and staff. The school will NOT be held responsible for any financial obligations arising from unauthorized use, lost data or interrupted services caused by malfunction, negligence, or omission.

UNACCEPTABLE Use of the Network and Equipment is defined to include, but not limited to, the following:

- Allow others to use your account/password.
- Use another person's account/password.
- Install or run unauthorized (including personal) programs/software on the network. (Permission may be granted by contacting the technology coordinator.)
- Copy, disclose, or transfer any software installed on NDSD/RCDHH's devices.
- Change desktop, appearance, and screensaver settings.
- Bring food or beverages around technology equipment.
- Harass, discriminate, intimidate, insult, attack, or threaten others (through email or other means).
- BULLYING (see school's policy on Bullying).
- Send, receive, display, store, or print profane, obscene, or offensive language or pictures.
- Transmit information that encourages the use of tobacco, alcohol, or controlled substances or otherwise promotes associated activities.
- Transmit any material in violation of school policies, local, state, and federal law.
- Violate copyright laws to include, but not limited to, using works or creations by the individuals be it text, graphics, or music without proper permission and citation.
- Use network or Internet for commercial purposes, financial gain, personal business, and product advertisement or political lobbying.
- Intentionally waste limited resources including paper, ink, and network/email storage capacities (delete unwanted files and emails promptly).
- Engage in any activity that endangers or interrupts network security.
- Disrespect and not following the instructions of teachers, lab supervisors and administrators.
- Vandalism, including but not limited to: damaging hardware, computer systems, devices, or network, and/or disrupting the operation of the network.
- NOT logging off the computer when done using the network.
- Bypass the state-wide and/or school's Internet filter.

It is the responsibility of the school to educate the students on appropriate online behavior and that **technical devices (computers, ipads, ipods, tablets, etc.) used by students will be supervised** by an appropriate adult. No student will be allowed to use a technical device without an adult present in the room monitoring its use (unless written permission has been granted by the school administration and/or technology coordinator).

Anti-Virus Protection: Computer viruses, malware, and adware (etc.) are major problems for all technical systems and can cause severe damage to these systems. Antivirus software is provided to limit the occurrences of such malicious programs. Students/staff must still on a daily basis use extreme care to help reduce the risks of exposure to the network and/or individual computers.

Filtering/Protection: The Children’s Internet Protection Act (CIPA) is a federal law that requires schools to certify that they in place an Internet safety policy, technology protection measure (filter), and will monitor online activities of minors. As required by CIPA, NDSB/RCDHH will provide Internet filtering through the state to limit access to offensive or inappropriate material. The filtering will block websites described by any of the following categories: Alcohol, Anarchy, Chats, Criminal Skills, Cults, Drugs, Gambling, Hate Groups, Obscene & Tasteless, Personal Ads, Pornography, and Public Web Proxies. However, it is almost impossible to block all offensive or inappropriate sites. Students/staff are still required to be responsible while surfing the net on NDSB/RCDHH equipment. Requests to have an inappropriate site blocked can be made by contacting the technology coordinator. Un-filter Requests – A request, including the reason and exact URL, can be made to the technology coordinator to have a filtered site unblocked either temporarily or permanently.

NDSB/RCDHH will provide as much protection as possible from harassment, unwanted or unsolicited contact. Any student or staff member who receives threatening or unwelcome communication from anyone should bring it to the attention of the technology coordinator or administration.

Email Accounts: Students/staff are encouraged to use email as a means to enhance communication between parents, family members, teachers, other students, and outside resources. Students/staff are only allowed to use email accounts set up and approved by the school. Hotmail, Yahoo, and msn are prohibited. Email accounts will be issued by the technology coordinator. All email users are expected to use commonly accepted practices. Report immediately to the technology coordinator, administration or supervising adult if you receive an inappropriate message. Emails are not considered private and may be monitored by school administration or state officials. Students should be warned that parents have the right to access all email accounts and review emails sent and received.

UNACCEPTABLE Use of Email Accounts is defined to include, but not limited to, the following:

- Share your personal email account password with others.
- Assess or use another individual’s email account.
- Send or participate in chain letters.
- Open email attachments from individuals you do not know or if they look suspicious, i.e., having an unusual subject line (ex: Look at my Vacation Pictures!) .
- Reveal personal information about yourself or others including name, address, phone numbers, social security number, charge card numbers, etc. to anyone via email.

- Knowingly share inappropriate materials in violation of school policies, local, state, and federal law.
- Use vulgar and plainly offensive, obscene, or sexually explicit language or pictures.
- Harass, discriminate, intimidate, insult, attack, or threaten others.
- BULLYING (see school's policy on Bullying).

Copyright & Plagiarism: Adherence of federal copyright law is required in both print and electronic environments. Because the extent of copyright protection of certain documents found on the Internet is unclear, students/staff will request permission from the holder of the work if their use of the material has the potential of being considered an infringement.

Teachers will instruct students to respect copyright and to request permission when appropriate. When using the Internet for class activities, teachers will make every effort to select material that is relevant to the course and appropriate for the age of the students. Teachers will preview the materials and sites they require or recommend sites to access, in order to determine the appropriateness of the material contained on or accessed through the site.

Teachers will make an effort to provide guidelines and lists of resources to assist the students in channeling their research activities effectively and properly. Teachers will assist students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views. Students/staff caught plagiarizing will face disciplinary consequences.

Security: Any action that damages, inhibits, destroys, or degrades network performance, or in any way compromises network security will be considered a violation of appropriate use. Immediately notify the technology coordinator and administration if a possible security breach has been detected. Ways to avoid compromising network security include, but not limited to:

- Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Be cautious when revealing your name, address, or phone number, or any such private, confidential information such as credit card numbers.
- Never share names, addresses, or phone numbers or confidential information of other people.
- Never share your password or anyone else's password.
- Never send or receive a message using someone else's name on it.

Consequences: If a student or staff member is found to be inappropriately using a technological device, found to be cyber-bullying, viewing or listening to inappropriate materials or anything else which would be deemed “**NOT SCHOOL APPROPRIATE**”, the device will be confiscated and disciplinary and/or legal action will be taken.

Possible DISCIPLINARY ACTIONS for violation or inappropriate use include, but are not limited to:

- Loss of access privileges to technology resources
- Termination of Employment (staff)
- Suspension or Expulsion (student)
- Legal action, depending on violation
- Restitution for damages to software, hardware, or other technical equipment
- Restitution for costs associated with repair of equipment or software
- Restitution for costs related to improper use of district technology resources
- Involvement of local, state, or federal law enforcement
- Disciplinary action deemed appropriate by administration