



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Kristin Baesler, State Superintendent

**North Dakota School for the Deaf
Resource Center**

**Student-Parent
Handbook**



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

Donna E. Sorensen, Superintendent

2023-2034

CONTENTS

NDSB/RC Directory.....	4
ND SCHOOL FOR THE DEAF/RESOURCE CENTER.....	5
Overview.....	5
Vision, Mission, and Purpose.....	5
Beliefs.....	5
EDUCATION PROGRAM.....	6
Attendance.....	6
Class Placement.....	8
Educational Promotion.....	8
Grading System.....	8
Individualized Education Plan (IEP).....	9
Opportunities for Inclusion in the Public Schools.....	9
Student Academic Records.....	9
Weather Related Closure.....	10
STUDENT RULES & DISCIPLINE.....	11
General Rules for Students.....	11
Conscious Discipline.....	11
Class Management.....	11
Behavior Management.....	11
Bullying Policy.....	12
Nondiscrimination & Anti-Harassment Policy.....	16
Civil Rights Grievance-Student.....	20
Dress Code.....	20
Technology.....	20
Weapons/Firearms.....	21
Restraint.....	21
SERVICES FOR STUDENTS AND FAMILIES.....	22
504 POLICY: Programs for Students with Disabilities.....	22
Audiology.....	22
Communications Department.....	22
Extra-Curricular/Recreational Activities.....	22
Health Services for Students.....	23
RESIDENTIAL PROGRAM.....	24
Residential Procedures.....	24
Visiting Blackhurst Dorm/Campus After-School Hours.....	24
Blackhurst Dorm Rooms.....	24
Personal Safety – Individual Recreations.....	25
Personal Property.....	25
Mail and Email.....	25
Student Accounts.....	26
Videophone/Cell Phone Usage.....	26
After School Activities.....	26
Transportation.....	26
APPENDIX: Technology Acceptable Use Policy.....	29

NDSD/RC Directory

Main Office: 701-665-4400

Toll Free: 1-800-887-2980

Location	Phone Number	Transportation Routes - Cell	
Audiology	701-665-4413	Belcourt/Dunseith	701-230-8106
Blackhurst Dorm	701-665-4418 701-527-0263 (cell)	Bismarck	701-740-9014
Bulldog Parlor	701-665-4428	Grand Forks	701-740-9015
Business Office Manager	701-665-4403	Williston	701-230-8104
Business Office Asst.	701-665-4405	Adult Services	
Fax	701-665-4409	Devils Lake	701-665-4416
Facilities	701-665-4424	Grand Forks	701-795-2792
Food Services	701-665-4408	Fargo	701-239-7380
Health Services	701-665-4406	Turtle Lake	701-516-2464
Library	701-665-4433	PIP/School Age Outreach Services	
Superintendent	701-665-4410 503-409-5576 (cell)	Fargo	701-239-7374
Director of Student Life	301-335-5430 (text) 301-850-3624 (VP)	Grand Forks	701-665-4420
		Minot	701-858-3357
		Underwood	701-442-5052

Welcome to the North Dakota School for the Deaf Resource Center

OVERVIEW

The North Dakota School for the Deaf / Resource Center (NDSD/RC) provides education and advocacy services for individuals who are deaf, hard of hearing, and deafblind from birth into senior citizenship. Our Education Program offers on-campus education in Devils Lake, ND for preschool – 8th graders. Our Residential Program offers a home-away-from-home for students in preschool through high school. Our high school students attend Devils Lake High School with support from the Education Program.

NDSD/RC's PIP/K-12 Outreach Program provides consultative services to families and school districts. Our Adult Outreach Program serves Deaf individuals and those who have lost their hearing as adults. Our Communication Department provides limited interpreting services in the community.

This Student-Parent Handbook focuses on the Education and Residential Programs to provide students and families with protocols and procedures related to those programs. Information about our other programs can be found on our website at <https://www.ndsd.nd.gov/>

Please keep in mind the information in this handbook is subject to change.

Our **Vision** is to support individuals with hearing differences in achieving their dreams.

Our **Mission** is to educate and serve all individuals with hearing differences from birth through senior citizenship.


Our **Purpose** at the North Dakota School for the Deaf / Resource Center is to serve as a statewide education and resource center to provide advocacy, leadership, and expertise in the field of Deaf Education and those with hearing loss.

North Dakota School for the Deaf

Our Beliefs:

All students are ABLE:

- **A**cquire and learn language and communication in English and in ASL.
- **B**ecome lifelong learners through hands-on experiences using all senses.
- **L**ead and advocate for themselves and others.
- **E**xpress their identity as learners who are deaf, hard of hearing, or deafblind.



EDUCATION PROGRAM

ATTENDANCE EXPECTATIONS

North Dakota state attendance laws govern students attending any ND school. School attendance is an essential part of any educational system. These expectations explain student attendance requirements, outcomes for absences, and procedures for reporting absences. These expectations apply to all students attending school at the North Dakota School for the Deaf (NDSB) unless otherwise stated in the student's Individualized Education Plan (IEP).

Every effort should be made to ensure students are in school every day unless they are sick. Students are allowed no more than ten (10) absences per semester. Any student who arrives after 10:30am will be considered absent one-half day. Any student who leaves school before 2:00pm will be considered absent one-half day. All changes in a student's daily schedule (arriving late or leaving early, unless specified in the IEP) should be communicated to the Main Office Administrative Assistant, IEP Case Manager, Lead Teacher, Director of Student Life, or Superintendent.

Excessive student absences are a concern and may be reported to Social Services.

Multiple absences and excessive tardies may cause notable deficiencies in learning. Students may be retained at the present grade level if, in the judgment of the IEP team, such an action benefits the student.

No student may leave during the school day without the parent/guardian informing the Main Office Administrative Assistant, IEP Case Manager, Lead Teacher or Superintendent. No student may leave the Residential Program without the parent/guardian informing the Director of Student Life or Superintendent.

There are four types of absences/lateness:

1. Excused Absence
2. Unexcused Absence
3. Truancy
4. Tardy

EXCUSED ABSENCE

Definition

An excused absence includes, but is not limited to, the following:

- Student illness
- Death in the family
- Attendance at funerals
- School sponsored activities
- Court appearances
- Medical/dental appointments
- Pre-arranged family vacations
- Other family emergencies

Families are encouraged to make medical appointments during weekends, holidays, and summer breaks. NDSB understands this is not always possible.

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 IEP Case Manager, Lead Teacher, or Superintendent. Medical absences longer than ten (10) days may require a "change in placement" on the student's IEP. Check with your child's IEP Case Manager, Lead Teacher, or Superintendent for more information.

Requesting and Reporting an Excused Absence

- Parents/guardians may inform the Main Office Administrative Assistant or the IEP Case Manager by phone, voice, e-mail, text, or in writing.

- Residential Staff will notify the school or IEP Case Manager of student absences on Sunday.
- Students who become ill or who are injured at school will be directed to Health Services. The School Nurse will report the absence of students who are being cared for in Health Services and/or who have been sent home due to illness or family emergency.

The Main Office Administrative Assistant or IEP Case Manager will inform staff (who need to know) of students' absences through inter-office communication, office whiteboard, and/or in person.

Student's Missed Learning Procedure

- Students are expected to complete all make-up work before leaving for a pre-arranged excused absence. Teachers will keep track of any other missed work to be completed when the student returns.
- If the work is not completed in a timely manner, the teacher may retain the student after school (or some other scheduled time) to complete the work. The work may also be assigned as extra homework.
- Students' grades may be impacted if missed assignments are not completed.

UNEXCUSED ABSENCE

Definition

An unexcused absence includes, but is not limited to, the following:

- | | |
|---|----------------------|
| • Oversleeping | • Shopping trips |
| • Transportation problems (one per semester will be excused) | • Babysitting |
| • Noticeable tardies (see additional information in this section) | • Work |
| | • Personal business |
| | • Hunting or fishing |

Absences and tardies negatively impact student learning. NDSB Staff will work with you to help reduce absences and tardies. Excessive absences and tardies may need to be reported to ND Child Protective Services for further support for families.

Student's Missed Learning Procedure

- Students may be allowed to complete make-up work after an unexcused absence. This will be at the Teacher's discretion.
- Students' grades will be impacted if missed assignments are not completed.

TRUANCY

Definition

Truancy includes, but is not limited to, the following:

- Cutting or skipping school or classes
- Being absent from one or more classes, including study hall or school activity, without the consent of parent/guardian or school officials
- Not reporting to the office after being sent there
- Leaving classroom without teacher's permission
- Using class or hall passes inappropriately
- Checking out of school and not leaving as intended
- Not returning to class after approved outing

Truancy will result in notification to parents/guardians and other possible consequences.

TARDY

Definition

Being tardy includes, but is not limited to, the following:

- Arriving to the classroom late from the dorm, from home, from breakfast, or from previous classroom

Students are expected to manage their time, with assistance from staff as appropriate, in the morning to arrive at breakfast with time to eat and arrive in their first class. Students are also expected to change classrooms as required using their time wisely to take a short break, retrieve necessary items for the next class, and arrive at their next class on time.

The IEP Case Manager, Lead Teacher, and/or Superintendent may also meet with the student to discuss strategies to help the student better manage their time. Excessive tardies may result in notification to parents/guardians.

Staff members will communicate with each other if one staff member is holding a student back for any reason that will result in the student being late for the next class. This is not considered tardy.

CLASS PLACEMENT

The organization of NDSD shall be:

Preschool:	age 3-5
Elementary:	K – 5 th
Middle School:	6 th – 8 th
High School:	9 th – 12 th (Devils Lake High School)

Students within the preschool, kindergarten and elementary school shall be grouped according to student need and peer group (academic, social and behavioral). Students may attend mainstream classes in the Devils Lake Public Schools based on student need and class availability at NDSD.

EDUCATIONAL PROMOTION

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

GRADING SYSTEM

Student growth and progress can be measured in a variety of ways. One way is through quarterly report cards. Four times each school year, reports cards will be sent home. Enclosed with the report cards will be IEP Progress Notes for all students and Student Life Reports for residential students. In addition, midterm grades are sent home quarterly for 5th – 8th grades.

Please keep in mind that the report card grades may reflect grading on a modified curriculum to meet the students' individual needs.

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

Letter Grade

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = Below 60

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 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 = Struggling, but making progress
- 1 = Struggling, 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

Student Life Reports are compiled by the Student Life Staff and Director of Student Life. Reports focus on communication and language, independent living skills, interpersonal and intrapersonal skills, technology skills, and social emotional development.

INDIVIDUAL EDUCATION PROGRAM (IEP)

The Division of Special Education of the Department of Public Instruction (DPI) 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 NDS/RC will have an IEP as required by Public Law (P.L.) 101-476, Individual Disabilities Education Act or a 504 Plan if students are eligible under Section 504.

See NDS/RC Policy Manual for more information.

OPPORTUNITIES FOR INCLUSION IN PUBLIC SCHOOLS

Students may be enrolled in classes in Devils Lake Public 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 attending these classes will be provided with support services while enrolled in the mainstream classes.

STUDENT ACADEMIC RECORDS (Parental Annual Notification)

Each year parents and students will be notified of the student records policy of NDS/RC. Parents of students or students 18 years or older who wish to view any or all the school records pertaining to the

student should contact the Main Office 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. If students are moving to a new school, NDSD/RC may forward school records without parent consent, or the parents may request a copy of the records to facilitate the prompt placement of the student in the new school. Similarly, without parent consent, NDSD/RC 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 NDSD/RC's student educational record policy, contact the Main Office. Parents who have questions or concerns about the student record policy may direct them to the IEP Case Manager, Lead Teacher, or Superintendent.

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

NDSD/RC 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 considering the totality of circumstances and determining an articulable and significant threat to the health and safety of the student or others exists.

NDSD/RC may or, when required by law, shall release students' personally identifiable information (PII) from student educational records to authorized representatives, as defined by Family Educational Rights and Protection Act (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 NDSD is a residential school, the Education Program may remain open during inclement weather conditions. However, in most circumstances NDSD/ RC will follow the same school closures as Devils Lake Public Schools. When school must start one or two hours late due to inclement weather, NDSD/RC will alert families and staff using the mass notification system.

If the Education Program is closed, students will remain under supervision in the dorm. 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 will be made for supervision and housing in the dorm. Students will remain under supervision until parents arrive to pick up their child or until NDSD/RC transportation can be arranged.

Students live throughout the state of North Dakota. Weather advisories in other areas of the state may influence decisions regarding homegoing transportation schedules. Parents will be notified. When "no travel" is advised, NDSD/RC vehicles will not transport until the advisory has been lifted.

If there are any changes in transportation, you may notify the Main Office, Lead Teacher, Director of Student Life, or the Superintendent. See Directory on page 6.

STUDENT RULES & DISCIPLINE

GENERAL RULES FOR STUDENTS

- Students are encouraged to drink water during school hours.
- Students should enter the teacher/staff lounge or the copy room only with permission.
- Students should take care of personal needs (such as restroom) between classes.
- Students should bring necessary materials to class.
- Student lockers or personal storage areas should be kept neat and orderly. Book bags/personal items should not be left in the hallways, classrooms, or lounge areas.

CONSCIOUS DISCIPLINE

“Conscious Discipline is a comprehensive, multi-disciplinary self-regulation program that integrates social-emotional learning, school culture and discipline. It helps teachers (*staff*) and administrators build schools based on the internal resources of safety, connection, and problem-solving instead of external rewards and punishments. It is based on brain research that indicates our internal states dictate our behavior. Its goal is to provide systematic changes in schools by fostering the emotional intelligence of teachers (*staff*) first and children second. Simply put, as we become more emotionally intelligent, we are better equipped to create positive, healthy educational climates that help create and maintain optimal learning states.”

Conscious Discipline: Building Resilient Classrooms, pg. 12

Education and Residential Staff will be learning about the Conscious Discipline approach this year (2023-2024). If you want to learn more about Conscious Discipline, there are a few spots available in our online module class where you can view what staff members are learning. Contact Donna Sorensen at donna.e.sorensen@k12.nd.us or 503-409-5576 for more information.

CLASSROOM MANAGEMENT

Each Teacher will work with students to establish classroom and school behavior expectations. Expectations may be posted in various areas as a visual reminder of appropriate and expected behaviors.

Each classroom will implement a behavior system that works for the Teacher and the students in that classroom. All behavior is communication. Our goal is for students to use language to communicate their wants, needs, fears, and dreams. When we can identify what a behavior is trying to communicate (need for safety, connection, or problem-solving), we can teach the child the language to express that want, need, fear, or dream. We also want students to develop intrinsic motivation for doing the right thing as opposed to external praise and rewards.

Please contact your child’s Teacher or the Director of Student Life for more specific information related to your child’s environment.

BEHAVIOR MANAGEMENT

NDS/RC emphasizes that all behavior is communication. Misbehavior is an opportunity to learn a new skill in self-management and self-regulation. For the 2023-2024 school year, staff members will be engaged in learning Conscious Discipline and putting those practices into place.

In addition, the following processes are encouraged:

- When needed, students will assist staff in establishing and/or revising behavior expectations for each area.
- Approved expectations may be posted in each area and should be reviewed with students frequently.
- Consequences between the Education Program and the Residential Program shall not overlap unless approved by administration.
- All staff members are responsible for communicating and enforcing the expectations.
- Some behavior may need additional support and/or restrictions. Those will be guided by the parents/guardians in discussion with the IEP Case Manager, Lead Teacher, Director of Student Life and/or the Superintendent.

All staff members are responsible directly or indirectly for student supervision and for redirecting misbehavior by communicating the expectations. When unacceptable behavior (serious or repeated) is witnessed, staff members will submit a written report to the Lead Teacher or Director of Student Life using the Behavior Documentation form. Behavior incidents involving medical, legal, and sexual matters shall be reported immediately to the Superintendent. After review, the Behavior Discipline form should be sent to the Superintendent.

For more information, see NDS/ RC Policy Manual.

BULLYING

The NDS/RC policy is printed below and also can be found in our Policy Manual.

ACEA Bullying

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17.
 1. "Bullying" means:
 - i. Conduct that occurs in school, on agency premises, in a state or agency owned or leased vehicle, or at any school or residential 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 school or residence; or
 - ii. Conduct that is received by a student while the student is in school, on agency premises, in a state or agency owned or leased vehicle, or at any school or residential 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 school or residence.

- iii. Conduct received or sent by a student through the use of an electronic device while the student is outside of school, off agency premises, and off state or agency owned or leased property which:
 1. Places the student in actual and reasonable fear of:
 - a. Harm; or
 - b. Damage to property of the student; and
 2. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the school or residence.
- *Conduct* includes the use of technology or other electronic media.

The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the state, state and other vehicles, or any school or residential sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - Is not part of the NDS/RC's curricular or extracurricular program; and
 - Is established by a sponsor to serve in the absence of an NDS/RC program; and
 - Receives NDS/RC support in multiple ways (i.e., not school facility use alone); and
 - Sponsors of the activity have agreed to comply with this policy; and
 - NDS/RC has officially recognized as a school-sanctioned activity.
 - Examples would include, but are not limited to, NDS Summer Camps, Outreach Programs.
- *School-sponsored activity* is an activity that NDS/RC has approved through policy or other action for inclusion in NDS/RC's extracurricular program and is controlled and funded primarily by the NDS/RC.
- *School staff* include all employees of NDS/RC, 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 school, on agency premises, in a state or agency-owned or leased vehicle, or at any 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:
 - i. A victim of bullying;
 - ii. An individual who witnesses an alleged act of bullying;
 - iii. An individual who reports an alleged act of bullying; or
 - iv. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with NDS/RC.

Off-campus bullying that is received on state property is also prohibited.

Reporting Procedures for Alleged Policy Violations

1. Reporting requirements for school staff: Any employee with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the Superintendent to inform him/her as soon as possible. If the alleged violation implicates the Superintendent, the employee shall report it to the Business Manager. If the alleged violation implicates the Superintendent and the Business Manager, the employee shall file it with the Department of Public Instruction – Human Resources Department.

Should school administration determine that an employee knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the employee may be subject to disciplinary consequences or other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents/guardians) shall 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. NDSD/RC 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 employee, filed in the 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.
 - c. File an oral report with any employee. A complaint filed anonymously may limit NDSD/RC's ability to investigate and respond to the alleged violations.

Reporting to Law Enforcement and Others Forms of Redress

Anytime an employee has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim or his/her family from seeking redress under state and federal law.

Documentation and Retention

NDSD/RC shall develop a form to report alleged violations of this policy. The form should be completed by employees when they:

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

All reports of an alleged violation of this policy received by NDSD/RC shall be forwarded to the Superintendent 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 NDSD/RC for six (6) years after a student turns 18.

Investigation Procedures

School administrators (i.e., Superintendent, Department Directors and Managers) 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 Director shall 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 the NDSD/RC's harassment/ discrimination policy, including the timelines contained therein.

In all other cases, Directors and Managers 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. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

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

Investigations shall be completed within a reasonable timeframe. When the investigation extends beyond thirty (30) days, the Director or Manager must document good cause for extending this deadline. Such documentation should be sent to the parents/guardians of both the victim and alleged perpetrator during the investigation.

Disciplinary and Corrective Measures

Students that NDSD/RC has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation.

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

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

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

For bullying initiated off-campus and received on campus (e.g. cyberbullying), NDSD/RC 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, NDSD/RC may only take corrective measures as described in items five through eight above.

If the perpetrator is an employee, NDSD/RC 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 NDSD/RC confirms that a violation of this policy has occurred, every reasonable effort shall be made to notify the victim's parents/guardians and NDSD/RC shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional education 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 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 schedules and other appropriate measures to minimize the perpetrator's contact with the victim.
6. Modification to schedules, alternative placement, and appropriate measures will first be applied to the perpetrator.

Prevention Programs and Professional Development Activities

In accordance with law, NDSD/RC shall develop and implement bullying prevention programs for all students and staff professional development activities.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

The NDSD/RC policy is printed below and also can be found in our Policy Manual.

AAC Nondiscrimination and Anti-Harassment Policy

General Prohibitions

The North Dakota School for the Deaf/Resource Center (NDSD/RC) is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities, including state vehicles. NDSD/RC prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. NDSD/RC also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. NDSD/RC will not tolerate discrimination or harassment of a student or employee by a third party. NDSD/RC also

prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is 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.

NDS/RC shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with administrative policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. NDS/RC will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and rules AAC-AR1 or AAC-AR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected Status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - *For employees*: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
 - *For students*: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act* (NDCC ch. 14-02.4) provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - Constitutes quid pro quo harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the NDS/RC's education program or activity; **or**
 - Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).

- *Sexual harassment* examples include, but are not limited to, the following:
 - Sexual or "dirty" jokes;
 - Sexual advances;
 - Pressure for sexual favors;
 - Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - Graffiti of a sexual nature;
 - Sexual gestures;
 - Touching oneself sexually or talking about one's sexual activity in front of others;
 - Spreading rumors about or rating other's sexual activity or performance;
 - Remarks about an individual's sexual orientation; and
 - Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin.
- *Title VII* applies to all public-school districts with 15 or more employees.
- *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in administrative rules AAC-AR1 or AAC-AR2.

Complaint Filing Procedure

The Superintendent and/or Policy Committee shall create an informal and formal discrimination and harassment complaint filing procedure in administrative rules coded AAC-AR1. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and administrative rule AAC-AR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the agency's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

If any employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All employees must receive training on their reporting duties.

Policy Training and Dissemination

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

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the district. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Superintendent and Business Manager have been designated as the Title IX Coordinator(s). They may be contacted at 701-665-4400 or 1401 College Drive N, Devils Lake, ND. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook made available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the district. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Superintendent and Business Manager have been designated as the 504/Title II Coordinator(s). They may be contacted at 701-665-4400 or 1401 College Drive N, Devils Lake, ND.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Superintendent and the Business Manager have been designated as the Nondiscrimination Coordinators. They may be contacted at 701-665-4400 or 1401 College Drive N, Devils Lake, ND.

Training

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-AR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in administrative rule AAC-AR2.

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 student’s Teacher or Student Life Counselor. If the concern is not resolved, the student may follow this procedure:

1. The student may contact the Lead Teacher or Director of Student Life in writing about this concern using the ADA grievance filing form. The Lead Teacher or Director of Student Life will reply in writing within three (3) working days.
2. If the student wants to appeal, they may submit the grievance to the Superintendent who will provide a written response to be made within five (5) working days.
3. If the student wishes to further appeal, they may share the concern with their parents. The parents may choose to take this concern to the Department of Public Instruction (DPI).

DRESS CODE

Styles of dress, hair styles, and grooming habits are based on personal preferences and cultural influences. NDSD has certain standards of dress and grooming to ensure that students are safe, healthy, and learning. This includes instruction and modeling in appropriate and expected attire based on the venue, event, audience, and other participants.

Students should not wear clothing that can be hazardous in learning situations, for example science labs, woodshops, or physical education. Clothing should also not be disreputable in nature. Students will be asked to change clothing if there are disruptions to the educational environment. Students must wear shoes at all times while in school unless an activity calls for something different. Clothing that contains writing or jewelry or accessories should be tasteful and not contain any references to alcohol, tobacco, or drugs. Clothing, jewelry or accessories should not contain any sexual, profane, obscene, or other inappropriate remarks or situations.

Morning staff in the dorm will assist younger students in choosing appropriate and clean clothing based on the weather. Students who arrive at breakfast or school improperly dressed will be required to change clothes before class (sent back to dorm or parents called).

Parents/guardians are responsible for providing appropriate outerwear for their child(ren) including apparel during transportation.

TECHNOLOGY

NDS/RC provides excellent opportunities for students to experience different a variety of technology access considering age, homework, and interests. Students are provided with computer and school email access through laptops and iPads in the classroom. This access is also available in the Student Life Program.

Classrooms have access to smartboards, digital cameras, Internet, and other interactive technology tools. Classrooms and the Student Life Program also use deaf-friendly technologies such as videophones or videophone apps, captioning, light-flashing alerting devices, and online Deaf resources.

Video conferencing provides access to educational opportunities with other schools as well as educational sites around the world. Video conferencing may allow contact with parents, agencies, and other professionals that can assist in providing additional services to the students.

Through legislation passed in the 2023 Legislative Session, Computer Science and Cybersecurity classes are now required in ND Schools for elementary, middle school, and high school. NDS/RC looks forward to implementing this learning into our curriculum.

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

WEAPONS/FIREARMS

To protect the well-being of all those at NDS/RC, weapons or objects that could be used as weapons are not allowed on the NDS/RC campus except as carried by law enforcement officials. 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 NDS/RC.

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, num-chuk, 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 discipline, including 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 report the incident immediately to their Supervisor. The Supervisor shall take immediate action by:

- A. Securing the weapon, if appropriate, and 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).

Please see the NDS/RC Policy Manual, *FCC Restraint or Seclusion* for more specific guidelines related to restraint and seclusion of students. If you have questions, please contact the Superintendent.

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.

NDS/RC 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

NDS/RC 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
- Tutoring services (for mainstream course work)
- Note-taking services (for mainstream classrooms)

Students may request any of the above services by contacting their IEP Case Manager, Lead Teacher, or the Superintendent. NDS/RC has a communications policy in place. Concerns regarding communication issues may be directed to the Superintendent.

EXTRA-CURRICULAR / RECREATIONAL ACTIVITIES

NDS/RC students have the option of joining activities sponsored by the Devils Lake Park Board and DLPS. NDS/RC will provide registration forms and transportation for residential students. Parents must

sign the consent forms and pay any fee required for personal equipment, and any other expenses for these activities. NDSD/RC will provide supervision and interpreters (as needed).

HEALTH SERVICES FOR STUDENTS

Your child's health and well-being are very important. The Health Services Department 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/RC 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/RC 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, they will be initially assessed by a Health Services provider. If declared that they are contagious or need further care than can be provided by health services, a Health Services provider will contact the 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 remain 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 student's doctor complete and return appropriate doctor's orders.
2. Bring medications to NDSD/RC 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.

RESIDENTIAL PROGRAM

The goal of the Student Life Department at NDS/RC is to provide a residential education program that complements 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 school and community activities in order to promote peer interaction, community service, and leadership responsibilities. The Student Life Department promotes the development of a healthy self-concept and a positive sense of identity within the family, school, Deaf community, and the community at large.

RESIDENTIAL PROCEDURES

The Residential Program provides safe and home-like living situations including laundry facility, restroom with bathing facilities, lounge space, kitchen, and rooms for the students to develop strong independent skills. The dormitory is open from Sunday to Thursday. Residential students arrive before 6:30pm on Sunday night. The dorm is closed on Friday after school and reopens on Sunday at 3pm.

Occasionally, there may be special events that run beyond their expected completion time. When this occurs, day students who are participants in the activity must be picked up at the completion of the activity unless granted a waiver by Director of Student Life to stay overnight in the dorm.

The Student Life Department aims to provide enrichments to facilitate continued learning outside of school hours and maintains residential students' passion within their and new interests. The students will develop a strong sense of intrapersonal and interpersonal awareness to better promote their self-growth and how they process the world around them.

VISITING BLACKHURST DORM/CAMPUS AFTER SCHOOL HOURS

The community and the alumni are welcome on campus. Visitors may be limited to certain areas and buildings.

Only approved visitors are allowed to visit the dorm during after school hours. The visitors are required to get permission from the family of the student/s they are visiting and the Director of Student Life. When on campus, visitors are asked to be respectful of others and the operations of the Student Life Program.

If the students have gone off-campus with their family, they are expected to return to the dorm before their bedtime. Due to a variety of activities provided after school hours, the students and staff may not be back in the dorms until 8:00pm.

BLACKHURST DORM ROOMS

The dorm, Blackhurst, has state of the arts furnishings for the residential students to use in duration of their stay during the school year. The furnishings are to be respected and used with consideration of others. The materials are there for the students to feel comfortable. However, if the materials or objects are damaged in any way, the student responsible for the damage has to either repair or pay for the repair or replacement. Students are to respect others' property and privacy.

Residential students are welcome to bring their personal items to make their room more comfortable, however this does **not** mean the room should be transformed into an actual personal bedroom. Please be considerate of the items your students bring to the dorm, to minimize end of school year packing and to keep the room spacious and accessible in an event of emergency. NDS/RC is not responsible for damaged or stolen items from students' rooms and closets. Any additional damage found in the room will

be assessed and documented, and if necessary, the conduct will be followed up with the Director of Student Life.

Periodic room inspections will be held for maintenance, health and safety purposes. Residential students can decorate their room however they want although the use of nails, tacks, and pins are discouraged.

Laundry equipment is available in the dorm. Students will assume full responsibility for the care of their clothing. Student Life Staff will assist the younger students in laundering their personal clothes.

PERSONAL SAFETY - INDIVIDUAL RECREATION

NDS/RC is committed to supporting a culture of “safety first” and recognizes that personal protection gear lessens the risk and seriousness of brain and physical injuries. The purpose of this policy is to ensure the well-being of all students.

- Students need to be aware of the rules, regulations, responsibilities, and dangers of participating in high-risk activity.
- Students who ride bikes on the campus are required to wear a bicycle helmet for their safety at all times. Or in any other outdoor recreational activity that requires helmet and/or personal padding (e.g., elbow/knee pads, wrist guards, mouth guards, face protection, et al.)
- Bikes must be in proper working condition (e.g., tires inflated properly, brakes and steering work properly, and appropriate reflectors are in place).
- Equipment used by students will be in good working condition and should not pose any risks of any possible harm to themselves or others.

Students participating in any outdoor recreational activity on campus must be supervised at all times. Under extreme weather conditions, students will not be taking any activity outdoors.

PERSONAL PROPERTY

Residential Students are expected to bring their own clothing, swimwear, footwear, winter gear, laundry soap, personal hygiene items, towels, linens, and personal belongings that make the room more home-like.

It is recommended that all items and clothing’s should be labeled to prevent any theft and so missing items to be returned to rightful owners. Students should not share their personal supplies with each other. Should any of the students consent to loaning or borrowing clothing or items, it is expected that the students will return the borrowed items in a timely fashion or within agreement between the students. Serial numbers on valuable or electronic items should be listed and kept by the student or family.

MAIL AND EMAIL

Residential students are able to send and receive mail; the mail and/or package will be distributed to the students at the dorm. Students will be able to purchase stamps either from the Business Office or at the local post office or any other location off campus.

Students are only allowed to use email accounts set up and maintained by EduTech (Office 365 accounts). All other email clients (Hotmail, Yahoo, msn, etc.) and web sites are strictly prohibited. Email accounts may be obtained by contacting the Technology Coordinator.

STUDENT ACCOUNTS

Students will have an account of their own and they will be able to deposit cash in the Business Office for safekeeping. Students will be able to submit their withdrawal request for their use during off campus activities. Students will store cash in envelopes and submit to the Director of Student Life any money for deposit upon arrival on Sunday to be given to the Business Office on Monday.

It is expected for students to plan in advance if they need cash for any activity. Staff can assist students with withdrawal procedures if needed.

VIDEOPHONE/CELL PHONE USAGE

Student Life Department encourages students to keep in touch with their families through various means including phone calls through videophone provided by NDS/RC. Residential students are welcome to use the videophone. Videophones are available to use from after school hours to 9pm unless granted special permission from the Student Life Department staff.

Personal devices and mobile phones will be stored in a designated space during the night and available to retrieve in the morning. Residential students will be aware of their usage of personal devices and be responsible for their time management. At certain times, access to personal devices may be restricted such as during study hour/tutoring, planned activities, and meals time.

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 Student Life 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.

AFTER SCHOOL ACTIVITIES

The Student Life Department provides after school activities to enrich students' residential experience and to develop a variety of skills applicable to both academic and personal growth. Activities provide challenges for cognitive skills and instill emotional intelligence skill for students to develop as their own beings. The students will gain empathy, independence, and leadership along with the ability to work in a collective as a team.

The extracurricular activities include several programs promoting development of technology skills. There may also be opportunities for students to compete at regional and national levels against other Deaf peers and students from different schools.

TRANSPORTATION

NDS/RC provides transportation for residential students at the beginning of the week from designated meeting places across the state to campus and back to the designated meeting places at the end of the week. Front office staff will develop the plan for meeting dates, places, and times and communicate that information to families.

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

Transportation will wait up to 15 minutes for students at the pick-up/drop-off site. If you are running late and will arrive more than 15 minutes after the allotted timeframe, please contact the Driver, Director of Student Life, or the Superintendent.

If you have notified the Driver, Director of Student Life, or the Superintendent and gotten confirmation, the Driver can wait an additional 15 minutes. If you have not arrived within 30 minutes, transportation must leave. This is very important so other parents, families, and staff can maintain their schedules. If the student is not at the designated place on time, it will be the parent's/guardian's responsibility to bring the student to school. On homegoing days, if the student is not picked up on time, the student may be brought back to Devils Lake, and it will be the parent/guardian's responsibility to pick up the student in Devils Lake that night. Staff do not work on the weekends; therefore, there is no student supervision available. If weather conditions in Devils Lake or in the student's hometown prevent safe travel, according to the North Dakota Department of Transportation, NDSB/RC will make the appropriate arrangements after consulting with families.

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 Front Office Administrative Assistant, Lead Teacher, Director of Student Life, or Superintendent. If the designated adult is not present when the student's transportation arrives, the student will be brought back to Devils Lake (see above). For any changes regarding transportation, contact the Front Office Administrative Assistant, Lead Teacher, Director of Student Life, or Superintendent.

Special Arrangements

If a student wants to visit the home of another student, permission must be received from the parent/guardian of both students, specifying dates and times for the visit and specific information on transportation arrangements. NDSB/RC prioritizes student transportation for those students who regularly ride that route's transportation. There may not be space to accommodate other students.

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

Parent Pick-Up of Students at School

If you are planning to pick up your child, always send a note in advance to your child's Student Life Counselor or the Front Office Administrative Assistant stating the time and date. If a parent/guardian has not picked up their child by their transportation time, Social Services may be contacted.

Snacks and Bathroom Break on Transportation

Water is the preferred drink in state vehicles. Families are encouraged to provide their child with a snack and bathroom break prior to boarding transportation on return days. If food or drinks are consumed in state vehicles, students should clean up when they arrive at their destination. Supper will be served after students arrive on campus.

Transportation and Discipline

Student behavior is managed by the Driver. Behavior expectations will be communicated to students by Education and Residential Staff and by parents/guardians. If behaviors need to be addressed further, the IEP Case Manager, Lead Teacher, Director of Student Life, or Superintendent may be involved in follow up actions. If misbehavior continues or is severe in nature, special transportation arrangements may be set up. The Driver is authorized to assign seats, if necessary.

Expectations for Students Riding Transportation

NDSB/RC 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. We encourage students to have snow pants/suit, winter mittens/gloves, winter hats, and solid shoes or boots with socks.

Students should:

- 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.
- Assist in keeping the vehicle interior clean.

Final transportation reminders:

- Live animals/pets are not allowed in vehicles.
- Smoking, vaping, nor any form of tobacco or illegal substances are allowed in vehicles.

APPENDIX

ND School for the Deaf / Resource Center Acceptable Use Policy (AUP)

Purpose: Technology, as referred to in these guidelines, is any electronic device (computer and network-related hardware as well as mobile devices) 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. It also includes telephones, facsimile machines, video equipment, peripheral devices, Internet access, voicemail, email, and the network. 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 ensure 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. Personal devices must be up-to-date with patches, software programs and have virus protection installed and must not interfere with the performance of that employee's duties, create the appearance of impropriety, result in political or personal commercial purposes, and/or increase cost to the district. Inappropriate use may result in loss of using the personal device(s) on campus. Disciplinary and/or legal action may be taken. **NDS/RC will NOT be held responsible for damages, loss or theft of personal devices.**

General/Limitation of Liability: Access to the Local Area Network (LAN) 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. NDS/RC 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. NDS/RC 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.

The LAN is connected to the State's IT infrastructure and as such, public scrutiny and/or disclosure must not damage the reputation of the state of North Dakota, nor jeopardize the system's integrity.

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

- Allow others to use your account or password.
- Use another person's account or password.
- Impersonate another user (local, state, and federal laws may apply).
- Forging of electronic email and posting anonymous messages.
- Do not degrade the performance of the network or monopolize its resources.

- Use the network for any illegal or unauthorized activity.
- Deliberately spread computer virus.
- Install or run unauthorized (including personal) programs or 3rd party software on the network (permission may be granted by contacting Technology Coordinator).
- Copy, disclose, or transfer any software installed on NDS/RC's devices.
- Change desktop, appearance, and screensaver settings.
- Bring food or beverages around the 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 other 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, 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 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 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 have in place an Internet safety policy, technology protection measure (filter), and will monitor online activities of minors. As required by CIPA, NDS/RC 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 NDS/RC equipment.

Requests to have an inappropriate site blocked can be made by contacting the technology coordinator. Make a written request, including the reason and exact URL, to the technology coordinator to have a filtered site unblocked either temporarily or permanently.

NDS/RC 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:

1. Share your personal email account password with others.
2. Assess or use another individual's email account.
3. Send or participate in chain letters.
4. 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!).
5. Reveal personal information about yourself or others including name, address, phone numbers, social security number, charge card numbers, etc. to anyone via email.
6. Knowingly share inappropriate materials in violation of school policies, local, state, and federal law.
7. Use vulgar and plainly offensive, obscene, or sexually explicit language or pictures.
8. Harass, discriminate, intimidate, insult, attack, or threaten others.
9. 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 try 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:

1. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access

2. Be cautious when revealing your name, address, or phone number, or any such private, confidential information such as credit card numbers
3. Never share names, addresses, or phone numbers or confidential information of other people
4. Never share your password or anyone else's password
5. 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 the state network for cyber-bullying, unlawful purposes, personal threats and/or business, political lobbying per State of ND policies, viewing or listening to inappropriate materials or anything else which would be deemed “**NOT SCHOOL APPROPRIATE**”, the device will be confiscated, network access will be removed, disciplinary and/or legal action will be taken.

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

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

** NDS/RC technology equipment that is used off site is subject to the same rules as when used on site.

If you have any questions or comments regarding this “Acceptable Use Policy” or any issues regarding the technology at the ND School for the Deaf/Resource Center, please feel free to contact the Superintendent and/or Technology Coordinator at 701-665-4400.