



## **STUDENT / PARENT HANDBOOK 2018 - 2019**

*The mission of Dakota Boys and Girls Ranch  
helps at-risk children and families succeed in the name of Christ.*

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

### **Dakota Memorial – Minot Campus**

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P.O. Box 5007  
Minot, North Dakota 58702-5007  
Phone: 701-857-4211 • Fax: 701-837-0700

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Fargo, North Dakota 58104  
Phone: 701-551-6808 • Fax: 701-551-6809

Revised: 7/30/2018



Here to help you reach new HEIGHTS!



DAKOTA MEMORIAL SCHOOL

## **STUDENT AND PARENT HANDBOOK**

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Welcome to Dakota Memorial School! Whether new to our school or returning, we hope you find Dakota Memorial to be a place where you feel supported and are encouraged to reach your potential. We hope you will find the necessary support to begin preparation for your life as an adult and beyond. We will strive to help you achieve your goals and develop life-long habits that will help you reach personal and academic success.

The rules and expectations in this handbook are meant to provide a safe, productive, and trauma sensitive learning environment. We want to ensure that every child has the opportunity to learn and benefit from the unique opportunities at Dakota Memorial School.

Thank you for taking the time to read through this handbook and become involved in your educational journey. Please call the school if you have any questions.

May your journey be filled with learning and laughter!

T. DeGree, Principal (Minot)  
J. Meier, Principal (Bismarck)  
S. Leinen, Principal (Fargo)

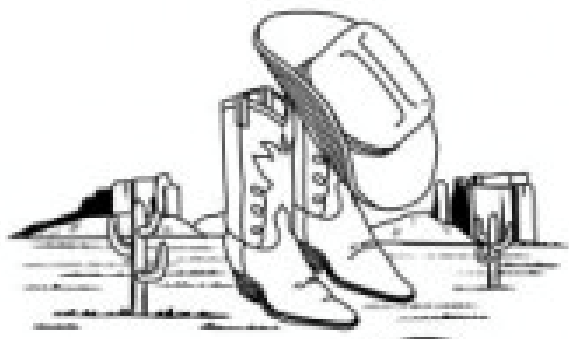
M. Bartok, Superintendent

**This is your copy of the Dakota Memorial School Student/Parent Handbook. The Student/Parent Handbook is designed to provide students and parents of Dakota Memorial School information regarding the operation of the school. In addition, the Student/ Parent Handbook provides teachers and parents with an opportunity to review the students' progress and effort throughout the year. The purpose of the Student/Parent Handbook is to help students become successful within the Dakota Memorial School environment.**

The policies and procedures contained in this handbook are the result of efforts by the board of directors, administrators, and faculty. This information is intended to help students and their families know and understand general procedures followed on a day-to-day basis at Dakota Memorial School. The administration reserves the flexibility to deviate from outlined procedures to meet extenuating circumstances.











**School Colors: Teal & Navy**

**School Mascot: Wrangler**



Dakota Memorial School is your school; a clean and bright school, a school that works to find individual, personal, and academic strengths. Dakota Memorial School is a place that will support you in your journey to grow and improve. We challenge you to support the school and to take pride in keeping it looking great. We also challenge you to do your best by making good grades, getting involved in school activities, looking your best, and being courteous and considerate of your teachers and classmates. **ALL** people in our school have the right to be treated with dignity and respect.

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**Our Purpose:** Our greatest contribution is to be sure there is a teacher in every classroom who cares that every student every day learns and grows and feels like a real human being.

-Donald O. Clifton



## Attendance/Homework Requests/ Medication

### **Attendance:**

Dakota Memorial School recognizes that regular attendance is necessary to achieve consistent educational progress. North Dakota State Law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with the exception for illness and certain other incapacities. It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents/guardians to ensure that their children are in school unless a valid reason for absence exists. The parent/guardian must notify the school when their child is absent.

It is the responsibility of every student at Dakota Memorial School to attend school every day that you are physically able to do so. We are here to provide the best education possible for Dakota Memorial Students. Expectations for student attendance remain high. We believe that students will not experience success if they miss important classroom instruction. Thus, it is important that you also place a **high priority on school attendance**.

Schoolwork missed during an absence **shall be made up regardless of the reason for the absence**. The effort to make up schoolwork is the responsibility of the student upon returning to school. In the event that a student needs to be absent, arrangements must be made in advance with the Principal and teachers. The student shall make up the work in advance when possible.

### **Three Types of Absences:**

**Excused:** Excused absences shall be those caused by illness, injury or emergency or those absences granted by the Principal. In the case of an absence granted by the Principal, the schoolwork may be required to be made up ahead of time. The responsibility for making an absence deemed “excused” rests with the parents.

**Unexcused: with Parent/Guardian’s Knowledge and/or Consent** - If a student is absent with parent/guardian consent for reasons other than those stated above, the parent/guardian is expected to call the DMS Main Office to explain the absence and the student will be subject to a penalty, since parent/guardian will be in willful violation of Dakota Memorial School Policy and North Dakota Century Code. If the absences become habitual and the Principal is not satisfied that the absences are excusable, the Principal shall file a Report of Suspected Child Abuse or Neglect with County Social Services and the State’s Attorney for appropriate action. Habitual absences are defined as 8 or more absences per nine-week period.

**Truancy:** Truancy is defined as an absence from school without the consent of parent/guardian or school officials. When truancy occurs, the Principal may contact police authorities, as the child’s safety is most important. In addition, the Principal will call parents/guardians and appropriate disciplinary action will be taken.

**Note:** Student days for Choices Program/In-School Suspension (ISS) and/or Out-Of-School Suspension (OSS) will **not** be counted as days of absence under this policy. In addition, required appointments through DBGR are not counted as days of absence but classwork must be made up. (Note: Additional information concerning ISS/OSS in handbook.)

Students are expected to arrive at school and class on time and to attend all classes as scheduled. If a student is late for school, the student must report to the DMS Main Office and have your name removed from the absence list.

**To Report an Absence:** Call DMS Main Office (Bismarck- 701 221-5310 / Fargo- 701 551-6808 / Minot- 701 857-4211). If a parent does not have a phone, it is the parent’s responsibility to properly notify the school that a phone call cannot be made. Special arrangements can be made on a case-by-case basis. Without such notification, the student’s absence will be unexcused. The cut-off times for attendance and tardiness are 10:30 AM and 2:00 PM. A student needs to be in school until 10:30 AM to receive credit for the morning and until 2:00 PM to receive credit for the afternoon session. Parents will receive notification when their child has been absent for 8 and 16 days during the school year, regardless of whether the absences are excused or unexcused. A student who misses more than 16 days for the school year and has poor grades may find that promotion to the next grade may be in jeopardy.

Parents/guardians are encouraged to make personal or medical appointments for their children before or after school hours. The Principal may count the student absent or tardy for any personal or medical appointments made during school hours.

**Remember!** Make the phone call to the school on the day of the absence. Do not put your child’s grades in jeopardy by forgetting to call. District policy requires that all parents be notified when total days absent reach certain limits. In the event that parents do not call the school and/or absences continue, the Principal is required to file documentation concerning absences with Juvenile Services. It will be the decision of Juvenile Services to proceed with a hearing, disciplinary action, etc.

THE MESSAGE IS CLEAR –

**Good attendance results in more responsible behavior, and fewer problems that could adversely affect one’s education.**

High school students must be in attendance a specific number of days per school year to be **granted credit**. The **total allowable absences** should be thought of as insurance, used only for illness, appointments that cannot be scheduled outside of the school day, funerals, accidents, or special family needs. Once the limit is exceeded, a student will be subject to loss of credit or offered participation in the Credit Buy Back Program. The standard for absences is as follows:

<u>Total absences allowed</u>	
1/4 credit class	5 days
1/2 credit class	10 days

The only **exceptions to the standard** are school-sponsored activities, out of school suspensions, medically documented situations and very unusual situations approved by the Principal. In the event of a medically documented situation, the physician’s documentation is to be submitted to the school office within 2 days of the absence.

Students who exceed the maximum number of absences allowed may participate in the Credit Buy Back Program. Upon exceeding the maximum number of absences in a course, a student may “buy back” time for each hour missed. The buy-back schedule will be developed by the Principal, Day Program Coordinator, and parents. All buy back time must be completed by the last day of each semester. **Credit Buy Back is an option for students with attendance issues, and will not be considered an alternative to regular school attendance.**

**Tardies:** A student who is tardy to school or class for unexcused reasons is subject to disciplinary action. Excessive tardiness may result in a truancy charge. Tardiness at the start of the school day will be the responsibility of the DMS Main Office. Students will be asked to “payback” time as designated by the DMS Main Office in an

after school or lunch detention. Students will be informed as to the amount of detention time to any student who is tardy. Should that teacher fail to serve the penalty assigned, disciplinary action from the Principal will result. This may result in a loss of school time that could affect the attendance and grade of the students. The Principal shall deal with excessive tardiness.

### **Vacations/Home Visits**

Students must obtain approval from the school Principal **prior** to absences due to family vacations or extended home visits that result in absence from school. Consideration will be made based upon the therapeutic reasons for the trip as well as attendance records for the student. If approved, homework assignments are to be obtained prior to the absence and are due when the student returns to school. Tests are to be taken within five school days following the student's return or before if the absence(s) is at the end of a quarterly grading period. The student and teacher will schedule a time for the test to be taken.

### **Homework Request Policy**

Class work for an absent student may be requested through the DMS Main Office provided that the student will be absent for **at least 2 days**. Teachers will be contacted and work sent to the office at the end of the school day. When picking up the work, parents/guardians should stop by the DMS Main Office.

### **Medication**

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

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

### **Student Illness During School**

If you become ill during the school day, you may request a *Teacher/Staff Request* form from a teacher. The form will then go to the Principal or Day Program Coordinator. Authorized personnel will examine you, and if necessary, an ambulance will be contacted. If you are ill and one of your parents is at home, you will be excused from school to go home and will be excused for that day only. If no one is home, other arrangements will be made. Students who remain in washrooms claiming illness will be considered truant. Our main concern is your safety and remaining in the washroom without permission is not safe. Should you become ill in the washroom you must notify staff for help.



## **General Facts**

(listed alphabetically)

### **Accidents and Injuries**

All accidents and injuries should be reported immediately to the DMS Main Office staff. An accident report must be submitted to the Principal. Any student with a minor injury will be treated with the generally accepted first aid procedures.

In the event of a serious injury to a student, the cottage, parents, and/or guardian will be notified as soon as possible. If the injury is not life threatening, it will be determined where treatment will be sought and how to transport. At the parent's request or in case of an emergency the school may provide personnel and transportation to the hospital or call and request an ambulance. If the parent cannot be reached and if the accident is serious, the student shall be transported to the hospital emergency rooms by ambulance.

### **Allergies**

Parents are asked to notify the school of the child's allergies prior to the beginning of the school year or as soon as the child is diagnosed. Parents are required to provide written medical documentation of the allergies each school year. All inhalers will be kept in a locked med cabinet during the school day. Students may request use as needed.

### **Appointments**

All students are required to check in or out with the office. Upon returning students will receive an admit slip. Students who return to class without an admit slip will be required to obtain one from the office.

### **Backpacks/Bookbags**

Due to safety concerns all student backpacks will be placed outside the Day Program entryway during school hours. Backpacks shall not be brought into the school building and can only be accessed by students before 8:20 AM and after 3:00 PM.

### **Books (Textbooks)**

As a student you are borrowing your schoolbooks. It is your responsibility to take good care of them. This includes returning them promptly to teachers in the morning. Students should return their borrowed or checkout textbooks to their homeroom teacher at 8:30 AM. Staff will then return them to the appropriate teacher. Students are responsible for damages and/or lost books.

### **Day School Program Breakfast**

Day Program students are offered breakfast items at DMS each morning. Students who want to eat breakfast will be allowed to select items and then notify their teacher. All food must be consumed before students transfer to 1<sup>st</sup> hour. Breakfast is free of charge for all Day Program Students.

### **Care of School Property**

DMS has pride in the facilities made available for education. Strive to see that coatracks, walls, floors, restrooms, etc. are kept in good condition. We respect our staff and desire to make their jobs easier by taking pride in what they do for our school. If a student commits vandalism, disciplinary action will be taken, and may be required to pay for damages. The administration will consider extreme cases, and any student involved is liable for suspension or expulsion.



### **Cell Phone/Telephones**

A public phone in the DMS Main Office is for student use before or after school. Students are only allowed to use the office telephone with staff permission. **Cell Phones, Smart Watches** – The use or visibility of cell phones at Dakota Memorial School is not allowed. If brought, they are to be placed in student boxes within the Day Program Office for safe keeping. DMS reserves the right to search an electronic device if there is reason to suspect that the device contains evidence that the student violated the law or school rules.

Consequence for violation of this policy:

1<sup>st</sup> Offense – Cell phone is taken and held by the Principal; the parent/guardian must come in and pick up cell phone from the DMS Main Office. Student will be issued one day of Choices/In-School Suspension.

2<sup>nd</sup> Offense – Out-of-School Suspension and/or the Principal may keep phone for up to one full calendar week.

### **Credit Buy-Back Program**

Students who exceed the maximum number of absences allowed may participate in the Credit Buy-Back Program. Upon exceeding the maximum number of absences in a course, a student may “buy back” time for each hour missed. The buy-back schedule will be developed by the Principal, Day Program Coordinator, and parents. All buy back time must be completed by the last day of each semester. **Credit Buy Back is an option for a student with attendance issues, and will not be considered an alternative to regular school attendance.**

### **Daily Opening Exercises**

We believe that the students of Dakota Memorial School should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. It is felt that the daily Pledge of Allegiance helps students learn these principles. The Pledge of Allegiance, daily announcements, historical facts, birthdays, other celebrations as well as a moment of silence will be completed in all classrooms at Dakota Memorial School at the beginning of each school day.

It is recognized that religious beliefs of some students may prohibit their participation in portions of daily opening exercises. This is understood, but any student not participating in opening exercises is expected to remain quiet and respectful during this time.

### **Daily Progress Report**

The Daily Progress Report is carried by the student from class to class in the Dakota Binder. When entering a classroom, students hand their Daily Progress Report to their teacher. Classroom success, challenges, and homework assignments are recorded each hour to increase communication between home and school. Day Program Report Cards are signed nightly by parent/guardian and returned the next day.

### **Dakota Binder**

Students will be provided a 3-ring binder to organize your work. This tool will enhance your grades and classroom performance. The binder is provided by the school and will contain your student handbook, classroom work, school schedule, and calendar. Non-school items will be removed and safely stored until they can be taken home. The student binder is required to be carried at all times to all classes. If you lose or damage your student binder, you **MUST** replace it immediately as it is **KEY** to your success at DMS. Replacement binders can be purchased in the DMS Main Office for \$5.00.

## **Dress Code**

It is the responsibility of parents/residential staff to have students appropriately dressed for school, reflecting good taste and proper modesty. As a general guideline, students should dress appropriately for the weather. Any dress or appearance, which is disruptive to the educational process, is prohibited. This would include writing on clothing that is inappropriate. If you are in doubt about something, please feel free to ask the Principal. Inappropriate apparel will result in student's removal from class until the problem is corrected and/or possible disciplinary action.

In addition, there may be required dress for certain activities such as school award programs or graduation. Thus, to participate in such activities, certain dress codes may be required. Students and parents/residential staff will receive ample notification of requirements.

The following general guidelines, for the dress code at Dakota Memorial School at all 3 campus locations:

### **GENERAL:**

- ✓ Underwear is worn under clothing and never exposed.
- ✓ In the interest of safety and good health, close toed shoes (e.g. tennis shoes) must be worn at all times. No slippers are permitted in school unless deemed necessary by administration.

### **OUTERWEAR:**

- ✓ Hats are never to be worn in the school building. "Hats off to DMS!"
- ✓ Jackets, coats, gloves, or other forms of outerwear are not to be worn in the classroom.

### **TOPS AND PANTS/SHORTS/SKIRTS:**

- ✓ Hooded sweatshirts are appropriate.
- ✓ We promote a healthy lifestyle for our students thus, T-shirts or other tops that advertise or promote alcoholic beverages, smoking, drugs, or profanity, comments related to bodily functions, gang affiliation, sex, skull, satanic references, band or music affiliations, or disregard for human life are unacceptable at our school.
- ✓ Exposed cleavage is not appropriate. Tops that expose the midriff, mesh, tank tops, or see through tops are unacceptable. Scoop neck and sleeveless tops can be worn but must be covered with an over-blouse/shirt or must be worn on top of another shirt.
- ✓ Skirts and shorts must be mid-length, 2 inches above knee, 5 inch inseam, or longer. Shorts may be worn for the months of August, September, and May ONLY or at the discretion of the Principal. No beach wear or pajamas or pajama pants are permitted.
- ✓ Yoga or leggings/jeggings may be worn with an appropriate coverage of bottom.
- ✓ Baggy or low-cut pants or shorts which expose undergarments or skin are unacceptable.
- ✓ Any form of torn clothing, clothing that drags on the floor, or chains are considered safety hazards and cannot be worn.

### **ASSESSORIES:**

- ✓ Jewelry-
  - Rings, necklaces, bracelets, and watches are appropriate.
  - Wearing of up to 2 pair of stud earrings, in ears only, are appropriate.
  - Due to safety, no hoops, dangly earrings or facial piercings.
- ✓ Belts may be worn at school and if belt is provided by the school, turned in after school to school personnel.
- ✓ No scarves are to be worn.
- ✓ Sunglasses (unless authorized by a doctor) may not be worn in school.

***NOTE:*** When the school staff has a question with the above stated dress code AFTER homeroom, they are instructed to notify the Principal/Administration.

### **Drills – Fire, Tornado, and Emergency Codes**

Schools are required to have regular drills to ensure the safety of all our students and staff. At the beginning of each school year, students will be directed on the proper behavior during drills. During safety drills the Principal, office staff, and/or teachers will direct students. Signs are printed in each room with drill information. Safety is a #1 priority at our school, thus these drills are important simulations.

### **Entrances and Exits**

Upon entrance into the building, all students are checked for items inappropriate for school. Items deemed inappropriate will be stored for security until the end of the school day. In addition, safety requires the use of a Metal Detector Wand for incoming Day Program students and random use for Residential students. All students must report directly to their homeroom for check-in without wandering.

Students should exit the building at 3:00 PM using the appropriate doors. Students are dismissed from homeroom classes with all personal items at the end of each day.

### **Field Trips / Extracurricular Activities**

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations set by the school regarding behavior. Students will be transported by school vehicles and must return in the same manner or present written permission from parents to do otherwise. Inappropriate behavior will result in the individual student and/or the group returning to the school.

### **Guidance Services**

Positive relationships are important when building educational success. Guidance is available to help you determine and understand your interest, abilities, limitations, and opportunities in order to make positive choices and identify your goals, talents and strengths. Students interested in therapeutic services will receive information on Dakota Family Services.

### **Hallway Conduct**

Orderly hallway conduct is required. Often student projects are displayed in our hallways and we respect each student's work by not damaging displayed materials. A short appropriate greeting is acceptable. Appropriate conversation is expected at all times. Running, pushing, and shoving are not permitted as this behavior is a safety issue. **All students are required to be with or visible to staff during school hours.** All student behavior that poses a safety concern should be referred to Administration.

### **Lockers/Personal Cubbies/Coat Racks**

This is your area to keep selected school materials and approved items. Lockers/Cubbies/Coat Racks must be kept clean and neat. No books or personal items are stored on or by the lockers/cubbies/coat racks during or after school hours other than outerwear. Do not force or kick lockers closed. According to North Dakota state law, school lockers/cubbies/coat racks remain the property of the school and school authorities have a responsibility and a right to examine the contents of the locker/cubby/coat rack for reasons of health, safety, and security.

### **Lost and Discovered**

Dakota Memorial School cannot accept responsibility for items owned personally by students. If you find an item, please turn it in to the DMS Main Office.

### **Lunch**

Dakota Memorial School offers a variety of excellent, well-balanced lunches. Lunch is free of charge for all students. Students who require special dietary considerations should contact Administration.

Students must report to their designated lunch pick-up locations when dismissed from class. You are expected to wear the proper outdoor attire when walking to the lunchroom. Failure to do so will result in a lunch provided at school. Students who are inappropriate walking to the lunchroom must remain at the school and a lunch will be provided. **Student ‘horseplay’ during lunch transitions will result in a loss of lunchroom privileges.**

Students are to sit in a designated area and must remain seated while eating. Tables should be kept free of crumbs, papers, or spilled liquids. Trays are to be taken to the designated area. You are then to return to your seat. You are not permitted to wander around the lunchroom at any time. Lunchroom privileges may be **suspended** due to inappropriate behavior.

### **Messages at School**

Parents are asked to keep telephone calls for emergency purposes only. A student will NOT be called from class to answer the phone except in emergencies. Messages to students will be conveyed during hallway passing, lunch and/or after school.

### **Money and Personal Items at School**

Money and personal items should not be sent to school unless necessary. Due to transportation, Day Program students occasionally bring backpacks, cell phones, MP3 players, CD players, clothing, jewelry, etc. to school; however, students are not permitted to carry personal items with them in school. Large items are to be placed outside the building or in the school office upon arrival. Smaller items are to be placed in the personalized drawer for each student that is placed in the school office during homeroom period. Dakota Memorial School is not responsible for loss, theft or damage to these items. Students are encouraged NOT to bring personal items to school. Students are not permitted to trade, give, or sell personal items to other students.

### **Outside Gum, Food or Beverages**

Students are not allowed to bring food or beverages into DMS. Some teachers do allow snacks for special classroom celebrations. (Note: There may be a school store in which students may purchase select items during designated times.) **Gum Chewing** is allowed in the school but individual teachers have the right to allow or prohibit chewing gum in their classroom at any time. We expect students to be responsible in their decisions regarding gum chewing. Gum brought into the building must be in a “Punch-Out” type packaging.

### **Restroom/Water Breaks**

Restroom breaks are scheduled for students during homeroom, 3<sup>rd</sup> period and 6<sup>th</sup> period each school day.

### **Safety and Security**

The safety of all Dakota Memorial students and staff is our #1 priority. Students are required to cooperate with well-established security measures. In the event of an emergency an office announcement will be made. Since these are potentially serious situations, all drills to practice alerts, must be done with a respectful attitude. Student behavior expectations are at the **highest** standards with **no** exception.

Parents may request a copy of the Dakota Memorial Emergency/Crisis Plan from the Principal.

### **School Day**

Our day begins at 8:30 AM and concludes at 3:00 PM.

### **Transition Portfolio**

Dakota Memorial students will receive a DMS Transition Portfolio when transferring to a new school. Student Transition portfolios contain information about a student’s time at Dakota Memorial School including: Trauma-Sensitive school strategies utilized, individual accommodations and modifications, current assessment data, and

individual goals achieved and in progress. Dakota Memorial School will share this information with parents/guardians, future schools, and the student.

### **Transportation**

Transportation of Day Program students is the responsibility of the school district of residence or parent/guardian during the school day.

- Parents/students are asked to contact the transportation provider if the student will not be riding.
- Students are expected to be ready when transportation arrives as they will wait no more than 2 minutes to complete the routes in a timely fashion.
- Students who are displaying unsafe behavior during transporting will be given a warning, when appropriate, and asked to stop the behavior. In the event that the behavior does not stop or there is a significant behavioral incident, the driver will either drive directly to the police station or call for law enforcement and the student(s) involved will be removed and charges will be pressed.
- Students may be transported to locations other than scheduled stops only with parent/guardian permission and is done so at the discretion of the bus driver.

Day Program students are not permitted to drive themselves to/from school nor to park on school grounds without permission from the Principal and Superintendent. Any student found to be in violation may have their vehicle towed at their expense.

Students who are transported by their parent or other authorized individual may arrive no earlier than 8:25 AM and are expected to be picked up at the scheduled dismissal time.

- Anyone other than the school district of residence transporter is required to sign out the student and to provide photo identification if the individual is unknown to school staff.
- Students will only be permitted to leave with those individuals that their parents/guardians have authorized.
- No student will be permitted to leave the school with any individual who appears to be under the influence of drugs and/or alcohol.

### **Visitors**

All visitors must report to the DMS Main Office immediately upon entering the building and sign in. All visitors are **required** to wear their identification badge while at the Ranch. Advanced arrangements are to be made with the teacher should parents/guardians wish to visit the classroom while classes are in session. All visitors to the school must check in to the office immediately upon arrival and may not go to any classroom before doing so. Parents, guardians, etc. who are bringing items for students need to leave them at the office.



# Academic/Library & Media Center

(listed alphabetically)

## Curriculum

Curriculum at Dakota Memorial School is based upon the standards and benchmarks set for each grade level and subject as determined by the North Dakota Department of Public Instruction. Course offerings meet the needs of each student based upon his/her educational plan (i.e. high school graduation, Career and Technical preparation, GED preparation, etc.)

## Course of Study – Dakota Memorial School

All courses are defined and listed in the DMS course handbook located in the DMS Main Office of each campus or with the building Principal. Student schedules are built using this outline, if possible.

### **7<sup>th</sup> Grade**

English 7  
Math 7  
Science 7  
Social Studies 7  
Read/Math 180  
PE/Health, Music  
Keyboarding  
Intro to Technology  
Transition/Resource Room

### **8<sup>th</sup> Grade**

English 8  
Math 8  
Science 8  
Social Studies 8  
Read/Math 180  
PE/Health, Music  
Keyboarding  
Intro to Technology  
Transition/Resource Room

### **Freshman**

Pre Algebra or Algebra (1)  
Physical Science (1)  
English 9 (1)  
PE (1)  
Life Skills/Resource Room  
Elective (1) \_\_\_\_\_  
Elective (1) \_\_\_\_\_

### **Sophomore**

Algebra/Geometry (1)  
Biology (1)  
World History (1)  
English 10 (1)  
PE (1)  
Life Skills/Resource Room  
Elective (1) \_\_\_\_\_

### **Junior**

Math Elective  
Science Elective (1)  
US History (1)  
Composition/American Literature (1)  
Transition (1)  
Elective (1) \_\_\_\_\_  
Elective (1) \_\_\_\_\_

### **Senior**

Math (1) (if needed)  
Science (1) (if needed)  
Problems of Democracy I and II (1)  
Speech/Modern Literature (1)  
Transition (1)  
Elective (1) \_\_\_\_\_  
Elective (1) \_\_\_\_\_

### **CTE Electives**

#### **Business and Office Technology**

\_\_\_ Introduction to Business (1/2)  
\_\_\_ Business and Personal Law (1/2)  
\_\_\_ Word Processing (1/2)  
\_\_\_ Introduction to Computer Applications (1/2)  
\_\_\_ Advanced Computer Applications (1/2)

**Trades Electives:**

- Facilities Maintenance (2)
- Applied Technology (1/2)
- Communication Technology (1/2)
- Entrepreneurship (1/2)

**Family and Consumer Science Electives:**

- Food & Nutrition (1/2)
- Relationships (1/2)
- Art (1/2)

**Language Arts Electives:**

- Creative Writing (1/2)
- Bible as Literature (1/2)
- Developmental Reading (1/2)
- Composition (1/2)

**Math Electives:**

- Consumer Math (1)
- General Math (1)
- Applied Math (1) **General Math is Prerequisite**
- Algebra II (1)
- Geometry (1)
- STEM-Math (1/2)
- Math Intervention (1/2)

**Science Electives:**

- Anatomy (1/2)
- Health Science (1/2)
- Botany/Horticulture (1/2)
- Chemistry (1/2)
- STEM- Science (1/2)

**Social Studies Electives:**

- Geography (1/2)
- ND Studies (1/2)
- Area Studies (1/2)

**Physical Education Electives:**

- Health 9 – 12 (1/2)

**Elementary Curriculum:**

All elementary school students meet the required North Dakota Department of Public Instruction educational minutes.

**Day Program Transition System**

The Day Program Transition team meets often to review teacher PowerSchool Log entries, Daily Progress Reports, academic responsibilities, and social interactions for all Day Program Students enrolled at Dakota Memorial School. This system considers the entire transition plan for each student. It is the responsibility of the Day Program Coordinator/Dean of Students to share this information with students, staff, and parents, and sending school district. Student transition will include:

- ✓ Academics
- ✓ Homework Completion
- ✓ Behavior Strategies
- ✓ Goals

The transition team will use the following system, which allows for the team to act for future planning:

- **Struggling Behaviors** (All students who enter DMS begin here.)
- **Maintaining Behaviors** (Changes are noticed by staff and fellow students but significant difficulties remain with adult and peer relationships, self-emotional control, academic issues, or personal responsibility.)
- **Steady Progress** (Significant change has been shown through documentation in PowerSchool, Daily Progress Reports, Academic Achievement, and teachers/staff observation. At this time, the Day Program Coordinator, Principal, and/or Director of Student Services make contact with the home school district to begin long-term planning.)
- **Transition Ready** (Student is ready to begin partial transition into a Least Restrictive Environment. Students will continue to be supported by the Day Program Coordinator and/or Director of Student Services. A full-time transition will only occur when a successful partial transition is achieved.)

All transition documentation is kept with the Day Program Coordinator. Students/Parents/Guardias can contact the Day Program Coordinator at any time for updates.

### **Grades**

Grades will be earned under the following guidelines:

- A = 100-92%
- B = 91-82%
- C = 81-72%
- D = 71-62%
- F = 61% and below

### **Graduation**

Students in grades 9-12 earn high school credit toward graduation based upon attendance and passing each course. Students who fail a course do not earn credit for that course. Because of the unique population of students served at DMS, school administration works diligently to combine any pertinent coursework from previous schools attended with that completed at DMS to enable students to earn credit when appropriate.

Dakota Memorial School has the following graduation requirements:

15.1-21-02.1 High school graduation requirements.

Before a school district, a nonpublic high school, or the center for distance educations issue a high school diploma to a student, the student must have successfully completed at least twenty-one units of high school coursework from the minimum required curriculum offerings established by this section increases to twenty-two.

(Effective after June 30, 2010) High school graduation – Diploma requirements.

1. Four units of English language arts from a sequence that includes Literature, Composition, and Speech;
2. Three units of Mathematics;
3. Three units of Science, including:
  - a. One unit of Physical Science;
  - b. One unit of Biology; and



1. One unit of any other Science; or
  2. Two one-half units of any other Science.
4. Three units of Social Studies, including:
- a. One unit of United States History;
  - b. 1. One-half unit of United States Government and on-half unit of Economics; or  
2. One unit of Problems of Democracy; and
  - c. One unit of or two one-half units of any other Social Studies, which may include Civics, Civilization, Geography and History, Multicultural Studies, North Dakota Studies, Psychology, Sociology, and World History;
5. a. One unit of Physical Education; or  
b. One-half unit of Physical Education and one-half unit of Health;
6. Three units of:
- a. Foreign Languages;
  - b. Native American Languages;
  - c. Fine arts; or
  - d. Career and Technical Education courses; and
7. Any five additional units.

15.21-02.3. (Effective through June 30, 2010) Optional high school curriculum – Requirements.

If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the follow requirements:

1. Four units of English Language Arts from a sequence that includes Literature, Composition, and Speech;
2. Two units of Mathematics;
3. Two units of Science;
4. Three units of Social Studies, which may include up to on-half unit of North Dakota studies and one-half unit of Multicultural studies;
5. a. One unit of physical education; or  
b. One-half unit of physical education and on-half unit of health;

6. Two units of:
  - a. Foreign languages;
  - b. Native American languages;
  - c. Fine arts; or
  - d. Career and technical education courses; and
7. Any seven additional units.
  - a. Completes two units of a coordinated plan of study recommended by the department of career and technical education and approved by the superintendent of public instruction; and
  - b. Completes three additional units, two of which must be in the area of career and technical education;

Dakota Memorial School diplomas are awarded at the graduation ceremony that is held at the end of each school year to any student who has satisfactorily completed the requirements for graduation.

### **Library Book/Resources**

Literacy is an important focus for students at Dakota Memorial School. We celebrate reading, writing, and the opportunities students have while attending our school. Students are allowed to check out books from the DMS library for reading during or after school. Lost or unreturned books are the responsibility of the student. No non-DMS library collection of outside books, publications, or written materials can be brought into the school by students.

DMS encourages all students to read and love literature. We will work hard to have a library students LOVE!

### **Promotion and Retention**

For those students in grades 3-8, a student's achievement of skills for the grade to which he/she has been assigned and his/her readiness for work at the next grade level shall be required before he/she is assigned to the next higher grade. Those students who have mastered the appropriate skills will be promoted and those who have failed two or more subjects may be retained. A student may also be retained at the request of, or with the consent of his/her parent/guardian in case of special difficulty such as immaturity, ill health, or frequent absence from school.

### **Services from Least Restrictive to Most Restrictive, Day Programming**

Educational programming for students can range from least restrictive such as being placed full time in a regular public-school classroom to more restrictive. Ranked from least restrictive to most restrictive, the Dakota Memorial High School Day Program would rank in the following manner:

- a. Public school regular classroom.
- b. Public school with some resource room classes.
- c. Public school with full time resource room classes.
- d. Public alternative school.
- e. Part time Day Program and part time public school
- f. Full time Day Program with classes in mainstreamed Dakota Memorial School classrooms.
- g. Full time Day Program with classes in Resource Room.
- i. Placement in a Residential Facility.

## Standards and Benchmarks

Curriculum decisions and practices are based on Standards Based Education. Best practices, training, and implementation will be provided to teachers during fall workshop, professional development days, and Professional Learning Community time.

## Student Assessment/Evaluation

- Daily Progress Reports/Student Reports

The primary purpose of any reporting plan is to communicate the behavioral and academic progress of students. Parents/Guardians, Residential Staff, Referrals, and School Districts are informed of student progress in several ways.

- ✓ **Report cards** with goals/objectives of each course and a narrative of behavioral and academic progress are issued at the end of each quarter. Progress on IEP goals and/or objectives is documented quarterly for those students who have an IEP.
- ✓ **Power School**, our internet-based reporting system, is available to parents/guardians using the password issued to them after enrollment. This system enables the above-mentioned entities to confidentially access their student's current grades and attendance in all classes at any time during the school year.
- ✓ Individual teachers use **DMS Daily Progress Reports** to document student behaviors in an effort to increase effective communication between parent/ guardian and cottage staff.

- Parent-Teacher Conferences

Parent-teacher conferences are held during the first six weeks of each semester. Parent-teacher conferences are an effective method for teachers and parents/guardians to exchange and share information on students. Parent-Teacher Conferences are scheduled to ensure communication between school and family occurs.

- Intake Academic and Behavioral Planning

To meet the individual academic and behavioral needs of all students, DMS will facilitate the scheduling of an intake meeting with individual students. This meeting will allow DMS to accurately place students in coursework and evaluate needs for additional assistance.

- Teacher Classroom Assessments and Homework Policy

All teachers must have a classroom homework and test taking policy. This policy should include procedures for missing, late, or incomplete homework. This policy must be submitted to the Principal within the first two weeks of the school year. A copy of any teacher's classroom policies may be obtained from the Principal.

- Standardized Testing

Dakota Memorial School participates in statewide achievement.

- ✓ The North Dakota State Assessment is administered as mandated by the state with results being included with the scores of each student's school district of residence.
- ✓ ACT Tests are administered throughout the year for those students interested in pursuing post-secondary training/learning.
- ✓ The ASVAB is administered one time per year at the school, but can be scheduled at additional times for those students interested in military service.
- ✓ The CHOICES or other vocational assessment is completed prior to each student's annual education meeting.
- ✓ NWEA MAPS – Measures of Academic Progress Assessment
- ✓ Star Testing is administered by the Title I teacher at the time of his or her admission to DMS, after six months of enrollment, annually and/or at the time of discharge (when known).

### **Tutorial Support**

Additional tutorial support is available for all students after school. Teaching staff is available to assist students as needed in order to better understand concepts, improve grades and/or to participate in the Credit Buy Back program. This support may be utilized as an intensive intervention for any student who is failing or in danger of failing any class. Whenever a Day Program student participates in this program, prior approval and arrangements will be made with parents/guardians/staff as they will be required to provide transportation.



## Student Choices Program

### **Choices Program Philosophy**

The Student Choices Program is an integral aspect of our trauma sensitive school which assures that each child has an environment conducive to learning. The Student Choices Program gives students the opportunity to process their behavior and devise a plan for re-entry to a class. Students are assigned to the program when they “choose” for a variety of reasons, often only known to them, to not work productively in the classroom with the teacher and their peers. Students are referred to Choices only after a number of teacher and/or team interventions have been shown to be ineffective in providing success for student learning.

While in the Student Choices Program school staff will help the student process through their self-evaluation and planning. The plan created becomes an opportunity for a student to restore themselves to a positive place in the classroom and school.

### **Student Choices Program Procedures:**

1. Teacher begins Choices Program by utilizing **classroom** strategies with student.
  - a. If positive **ReGroup**, student remains in class and instruction continues. Behavior is documented on the DMS Daily Progress Report.
  - b. If non-positive, student is referred outside the classroom for a **ReFocus**. Teacher notifies the office for staff assistance. Behavior is documented on the DMS Daily Progress Report.
2. **ReFocus** Strategies are employed.
  - a. If positive **ReFocus**, student returns to class and instruction continues. Behavior is documented on the DMS Daily Progress Report and DMS **ReFocus** Documentation.
  - b. If non-positive response by student after 30 minutes, student is referred to the Principal or Day Program Coordinator.
3. Student is referred to Principal or Day Program Coordinator
  - a. Contact with Parent/Guardian/Staff by Principal or Day Program Coordinator.
  - b. Documentation in PowerSchool.
  - c. Student Choices Program
    - i. Teachers send materials for student to work on.
    - ii. Student may be referred for one class hour or longer depending on the behavior. The length of stay may be extended to one or more days by the Principal.
    - iii. ALL students must complete a Choices Program Expectation sheet. This will be used to determine successful exit from the program.
    - iv. In the event that the student is assigned for multiple periods and/or days, further procedures will be followed. The student will see the Principal or Day Program Coordinator to discuss further steps.
    - v. Students in the Choices Program may have a different lunch depending on student need.
    - vi. The Principal/Office will notify necessary staff if a student is moved from the Choices Program to ISS/OSS.
    - vii. Student work is returned to the classroom teacher at the end of the school day by DMS staff.

## **Additional Choices Program Behavioral Interventions**

- Staff Interventions
- Day Program Coordinator Goal Setting
- Behavioral/Safety Plan Analysis

## **ReGroup/ReFocus Procedure**

A teacher is responsible for and implements redirection and discipline in the classroom. If interventions prove unsuccessful, the teacher may decide to implement ReGroup or ReFocus process. A teacher may have their own procedure for handling discipline issues prior to a ReGroup or ReFocus procedure.

The teacher will document high-risk REFOCUS situations in POWERSCHOOL. The Principal or Day Program Coordinator will then forward the necessary information to parent/guardian/residential staff to ensure the safety of others.

## **ReGroups**

ReGroups are utilized in the classroom and can be requested by teacher or student. ReGroups generally do not exceed 5 minutes. Students may take multiple ReGroups within a class period and continues with classroom activities without staff assistance without interrupting the learning environment.

## **ReFocus**

The supervising staff will direct students who are verbally or physically disruptive to ReFocus in adherence to agency and school procedures. ReFocus lasts on average a minimum of 10 minutes and occurs outside of the classroom. All students will be given a minimum of 10 minutes of quiet time before processing the situation. Administration will be informed if a student is not able to return to the learning environment within 20 minutes and an appropriate plan will be developed at this time.



## Conduct/Discipline

In any society, general rules and policies are necessary for orderly operation and for insuring the safety of all members. It is the duty of the Dakota Memorial School to help students adjust – rather than punish – and to turn the unacceptable behavior into acceptable as aligned with Trauma Sensitive Schools. Good behavior is the absence of distractions, frictions, and disturbances that interfere with the functioning of the individual, class, or school. It is the presence of a friendly, yet business-like atmosphere where we all work together for the common good.

It is the intent of the school that any problems arising from the normal operation of Dakota Memorial to be handled on the lowest level possible with the least force and embarrassment necessary to bring about the proper behavioral change. If a problem arises at the classroom level, students work first with the teacher (s) to correct the difficulty. If behavior does not improve, communication with the Principal will be the next step.

A student identified as a chronic disciplinary problem in the school may be suspended or recommended for expulsion on the basis that despite prior intervention, such student has persistently violated the rules of the school even though each prior violation may not alone have warranted suspension or expulsion.

### WE EXPECT STUDENTS TO:

- ✓ Always remember that each person is important and deserves our utmost respect.
- ✓ Respect legitimate authority by following school rules as well as the laws of the community, state, and nation.
- ✓ Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.

### WE EXPECT PARENTS/GUARDIANS TO:

- ✓ Assume primary responsibility for the child and his/her behavior.
- ✓ Recognize the school must primarily concern itself with education.
- ✓ Cooperate in conferences regarding health, behavior, or academic progress of their child.

### WE EXPECT STAFF MEMBERS TO:

- ✓ Set high standards for student academics AND behavior.
- ✓ Exhibit a respect for students that positively helps them develop good character traits.
- ✓ Plan a flexible program to meet the individual needs of students.
- ✓ Communicate with parents/guardians when a child's academic and or behavior progress indicates a need for improvement.

## STUDENT RULES OF CONDUCT

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

### ***BOTTOM LINES...***

...These are behaviors which are NOT tolerated in our school and will most likely result in **out-of-school suspension**.

### **THE FOLLOWING ARE BOTTOM LINE BEHAVIORS**

#### **VIOLENCE ISSUES**

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

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

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

#### **ILLEGAL ACTIVITIES**

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

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



Dakota Memorial School Drug and Alcohol Policies. For additional information refer to the POLICIES section of this handbook.

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

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

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

## **UNACCEPTABLE BEHAVIORS**

(listed alphabetically)

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

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

**DISRESPECT TO SCHOOL EMPLOYEES:** All students are to show respect at all times. Threats or offensive language directed toward a staff member or striking and causing injury to a school employee will not be tolerated.

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

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

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

**INSUBORDINATION:** All students are to follow all instructions and directions, both written and verbal, given to them by teachers, the Principal and staff members (secretaries, custodians, cafeteria personnel, bus drivers, etc.) at ALL times. Failure to follow the instructions or directions of any staff member is considered insubordination.

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

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

**SNOWBALLS:** Throwing snowballs is dangerous to others and to the building; and is **NOT** acceptable behavior. If seen, this behavior will be reported to the Principal and/or Day Program Coordinator.

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

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

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

## **DISCIPLINARY ACTION**

**Violation of Student Rules of Conduct could result in one or more of the following actions being taken by school authorities.**

**STUDY OF RULES / RESTITUTION:** Teacher clarifies the expected behavior. The Principal may also retribute and work with behavior/attitude adjustments.

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

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

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

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

The student and parent/guardian/residential staff must meet with administration immediately upon return to school after suspension.

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

- 1.) A summary of the charge(s) against the student.
- 2.) A summary of the evidence against the student.
- 3.) An opportunity to explain the student's conduct.

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

**CITATION FOR WILLFUL DISTURBANCE:** The Principal may cite students or adults for willful disturbance of schools under North Dakota Century Code 15-49-08. Any person, whether pupil or not, who willfully molests or disturbs a public school when in session, or who willfully interferes with or interrupts the proper order or management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any person from performing his duty, or who, in the presence of the school children, upbraids, insults, or threatens the teacher, shall be guilty of a class B misdemeanor.

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

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**SEARCHES:** Although not deemed "disciplinary action," a search may be utilized as an aspect of student conduct and behavior. To ensure the safety of students and staff, coats, backpacks, and individual students will be searched on a daily and/or random basis for contraband such as tobacco products, medication, drugs, alcohol, pornography, weapons, or any material that is deemed objectionable or inappropriate in a school setting. If there is reasonable suspicion that a student has contraband on his/her person, the student will be escorted to the restroom by two staff members of the same gender as the student, and the student will be searched.

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

## **GUIDELINES FOR STUDENT CONDUCT / ATTENDANCE**

### **BEHAVIOR**

### **ACTION**

Absence, Unexcused  
(Skipping/Cutting school)

Principal Referral  
Choices Program, Parent/Guardian and/or Police Called

Absence, Excessive  
or Truancy

Parent Letter  
Referral to Social Services  
Juvenile Court

Cell Phone/Electronic  
Devices

Conference with student and student must call  
parent/guardian  
Parent/guardian must pick up device from DMS Main Office  
Out-of-School Suspension

Disrespect

ReFocus  
Choices Program  
ISS  
Out-of-School Suspension

Disrupting Educational Process  
Uruly Child

ReFocus  
Choices Program  
ISS  
Out-of-School Suspension and/or Police Referral

Dress Code Violation

Student will be required to change clothing; sent back to class.

Harassment

ReFocus  
Choices Program  
ISS  
Out-of-School Suspension

Sexual and/or Discriminatory

Possible Police Referral depending on the circumstances  
Out-of-School Suspension depending on the circumstances.  
Police Referral; Possible expulsion from school.

Horseplay/Fighting

ReFocus  
Choices Program  
ISS  
Out-of-School Suspension and/or Police Referral

Insubordination/Defiance

ReFocus  
Choices Program  
ISS  
Out-of-School Suspension and/or Police Referral

Language, Inappropriate

ReFocus  
Choices Program

|                                               |                                                                                          |
|-----------------------------------------------|------------------------------------------------------------------------------------------|
|                                               | ISS                                                                                      |
| Lunch Room, Misbehavior                       | Verbal Warning and/or Lunch Detention<br>Loss of Lunch Room Privileges                   |
| Refusal                                       | ReFocus<br>ISS<br>Out-of-School Suspension and/or Police Referral                        |
| Sexual and/or Discriminatory                  | ISS<br>Out-of-School Suspension and/or Police Referral<br>Possible expulsion from school |
| Theft on School Property                      | ISS<br>Out-of-School Suspension and/or Police Referral<br>Restitution may be required    |
| Vandalism or Willful<br>Destruction of School | ISS<br>Out-of-School Suspension and/or Police Referral<br>Restitution may be required    |
| Alcohol/Drugs on School Property              | Out-of-School Suspension and/or Police Referral                                          |
| Tobacco on School Property Repeat Offenses    | ISS<br>Out-of-School Suspension and/or Police Referral                                   |
| Possession of a Weapon                        | Out-of-School Suspension and/or Police Referral<br>Possible expulsion from school        |

NOTE: If a student is given an out of school suspension, the parents are contacted immediately to pick up their child. If transportation cannot be arranged, parents will be contacted, and cab services provided. Students charged with a police referral will be escorted out of the building and the police may contact parents regarding further actions.



## Communication

### **Student Communication/Documentation:**

Parents/Guardians/Residential Staff/Referrals/School Districts of Residence Personnel are informed of student progress in several ways:

- **Daily Progress Reports** are completed each school day and must be signed and returned the following school day.
- **Report Card** dates for the school year are listed on the school calendar and on the school website.
- **Quarterly Reports** are mailed to appropriate Parents/Guardians/Residential Staff/Referrals/School Districts for all students.  
Progress on **IEP goals and/or objectives** is documented quarterly for those students who have an IEP.
- **Powerschool Parent/Student** access is obtained by opening a web browser and going to <https://dakotamemorialschool.powerschool.com/public> and entering your password. After you log in, the options currently available include: grades and attendance, attendance history, grade history, assignments, email notifications, and teacher comments. All information is password protected and since it is web based, allows parent/students access to their school and classroom information 24 hours a day 7 days a week!
- **Phone Communication** is an essential part of the team process. Consistent phone calls from teachers, Principal, Dean of Students, and the Day Program Coordinator are to be expected.
- **Call-Em-All** is used by DMS and DBGR to mass call, send emails, and/or text messages for important and/or emergency situations that arise (e.g. Winter storm school closing, school evacuation). Be advised that caller id's will identify the caller as Bill Sorenson who is the DBGR Vice President for Human Resources. Parents/guardians will be signed up for this service at the time of enrollment.



## **School Celebrations and Opportunities**

(listed alphabetically)

### **Awards**

Students whose GPA is 3.0 or above in all classes are recognized on the Honor Roll each quarter. Students of the Quarter are recognized each quarter due to exceptional behavior or other school performance. Students receive a certificate of achievement and are also invited to a special luncheon to celebrate their success.

### **Dakota Memorial Appreciation Card**

Dakota Memorial Appreciation Cards are a recognition program for all students who exhibit aspects of positive character and behavior in the school. As a school, we intentionally seek out opportunities to celebrate students and reinforce proper behaviors and attitudes. These cards are a quick way to acknowledge student success.

### **Student Council**

Students selected to represent Dakota Memorial School on Student Council assist in the planning of school celebrations, provide role model leadership to their peers, and educate others. Student Council members must maintain passing grades and appropriate behavior. Students in grades 7-12 have the opportunity to apply to the Dakota Memorial School Council for membership at the beginning of each semester. This application can be picked up from the school counselor and/or DMS Main Office and must have a minimum of 3 teacher/staff recommendations. Completed forms are turned into the DMS Main Office.

### **Student of the Quarter Nominations**

Teachers will be asked once per quarter to nominate an exceptional student(s) from Dakota Memorial School. These students should have passing grades, celebration worthy behavior, and continue to work toward positive relationships in and out of school. The Principal will make the final decision based on teacher and DBGR staff input.

#### **Criteria for student of the quarter:**

1. Must have C's or higher in all of their classes.
2. Must not have an ISS or OSS during the quarter.
3. Must have a limited number of refocus times during the quarter.
4. May have a limit of one unexcused tardy during the quarter.
5. May not have any unexcused absence.



## DMS Technology Conduct

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

Acceptable use policy is in place for all current Dakota Memorial School students. Technology use privileges will be removed for unacceptable use as deemed by Administration.

### NETWORK ETIQUETTE

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

Username and Passwords must be considered similar to an expensive treasure and must be protected from theft. **DO NOT SHARE** your username and password information with others. If you believe someone is using your username and or password information, please contact Administration immediately.



## Miscellaneous Parent/Guardian Information

(listed alphabetically)

### Accreditation

Dakota Memorial School is accredited by the North Dakota Department of Public Instruction and the AdvancED® Standards for Quality School Systems, North Central Association-Commission on Accreditation and School Improvement (NCA-CASI). AdvancED® is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest



Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED®.

To earn and maintain accreditation from AdvancED® and NCA CASI a school must:

- Meet the AdvancED® Standards for Systems
- Engage in continuous improvement
- Demonstrate quality assurance through internal and external review

### **Change of Address or Phone Number**

It is important that school records be up-to-date and accurate. Parents/Guardians are asked to notify the school promptly in case of a change of address or telephone number.

### **Extracurricular Activities**

Dakota Memorial School has a cooperative agreement with the local public schools to allow DMS students to participate in extracurricular activities in the local public school district. Residential students must obtain approval from their cottage core team and legal guardian to participate while Day Program students must have parent/guardian approval to participate. Any DMS student who is eligible to participate according to North Dakota High School Activities Association (NDHSAA) guidelines, has cottage and/or parent/legal guardian permission, and is interested in participating in extracurricular activities must obtain formal approval from the Principal. This approval must be obtained **prior** to joining any extracurricular team or activity that is affiliated with a school. Dakota Memorial School will pay the NDHSAA fee for the student's participation. The student's cottage (residential) or parent/guardian (day program) is responsible for any additional fees related to the activity. Students approved to participate in extracurricular activities must follow the rules as outlined by Dakota Memorial School, the local public school district, and the NDHSAA. **SCHOLASTIC ELIGIBILITY**: Students participating in extracurricular activities through a local public school are not permitted to fail any class. Eligibility will be determined on a weekly basis.

### **Individual Education Plans (IEP) and Section 504 Plans**

Dakota Memorial School will initiate an education meeting for each student who enrolls with a current IEP within 30 school days of their enrollment to DMS. Dakota Memorial School will initiate a meeting for students on a Section 504 Plan as required by law.

### **Insurance**

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

### **School Closing, Weather Related**

Because Dakota Memorial School serves a student population that resides on the Dakota Boys and Girls Ranch Campus, the school on campus does not close due to storms unless the Governor of North Dakota closes all schools throughout the state.

However, at each campus locations, in the event of extremely severe weather, school may begin late. If this occurs, cottage/residential and education staff will be notified via *Call-Em-All* and information may be provided to local television and radio stations in regard to the delayed starting time.

In the event the weather at a campus location is so severe that due to travel restrictions educational staff CANNOT get to work safely, DMS will be closed. If this occurs, cottage/residential and education staff will be notified via *Call-Em-All* and information may be provided to local television stations in regard to the delayed starting time.

Because many Dakota Memorial students reside in local communities, parents are asked to use their best judgment in regard to whether it is safe for their child to be transported to and from school due to weather conditions. In the event that the local Public School (or the school district of residence of a student) has a delayed start time or closes school for the day, students who reside in the district are excused from school for that day or portion of the day. In the event of an early dismissal due to weather conditions or other unplanned circumstances, the parents of all Day Program students will be notified of the dismissal time via *Call-Em-All* and students will be transported home via their usual transportation mode.



## **Policies and Forms**

(listed alphabetically)

### **Alcohol, Tobacco, Drug Use**

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

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

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

Parents/guardians and Day Program students sign releases authorizing urinalysis and use of a breathalyzer by the student while enrolled in Dakota Memorial School. Each Day Program student may be administered a urinalysis to determine the absence or presence of drugs upon enrollment to the Day Program.

- Active users of drugs and/or alcohol or any DMS student found in the use of or possession of alcohol/drugs, or found guilty by a court of law for the use or possession of alcohol/other drugs will be required to obtain an assessment by a licensed addiction counselor and follow through with the recommendations of that assessment in order to remain enrolled at DMS.
- The student and/or parent/guardian is expected to sign a release of information from the licensed addiction counselor to DMS authorizing the release of the results of the assessment, the recommendation for any follow-up services and confirmation that the services occur.
- Costs associated with the assessment and any subsequent treatment will be the responsibility of the parent/guardian. If the parent/guardian/student chooses not to follow through with the assessment/recommendations and/or the release of information is denied, an education meeting will be held to determine appropriate educational placement of the student.
- Additionally, if there is reasonable suspicion that a student is under the influence of drugs and/or alcohol, a urinalysis and/or breathalyzer will be administered.
- Refusal of a student to cooperate with the test(s) or attempts to alter any test will be assumed to be a positive result. School personnel will communicate this information with the parent/guardian and plans will be developed to address the concerns.

Any student who is determined to be guilty of dealing or otherwise distributing illicit drugs, alcohol and/or legal, but harmful drugs in Dakota Memorial School, on the grounds of Dakota Boys and Girls Ranch, or at any school function will receive out of school suspension, and an education meeting will be held as soon as possible to determine appropriate educational placement for the student. Due process procedures will be utilized as outlined for OSS.

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

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

## **Bullying Policy**

### **Definition**

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

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

The Superintendent of Dakota Memorial School will place this definition, in its entirety, in student and staff handbooks and will develop guidelines to assist students and staff with identifying this conduct.

### **Prohibitions**

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

- Engage in bullying; or
- Engage in reprisal or retaliation against:
  - A victim of bullying;

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

**Reporting Procedures for Alleged Policy Violations**

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

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 including, but not limited to: a reprimand, modification of duties, suspension, or a recommendation for termination/discharge in accordance with any applicable law.

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

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The form can be obtained from any administrator, teacher, the guidance counselor, or the education office. The form may be returned to any school staff member or returned to the education office.
2. 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.
3. File an oral report with any school staff member.

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

**Reporting to Law Enforcement and Other Forms of Redress**

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

**Documentation and Retention**

Dakota Memorial School 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.

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

## **Investigation Procedures**

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

Upon receipt of a report of an alleged policy violation, the designated administrator 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 Dakota Boys and Girls Ranch 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, 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 victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

## **Disciplinary and Corrective Measures**

Students that Dakota Memorial School have found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate actions to be taken the administration will take into account the totality of the circumstances. Measures taken include, but are not limited to:

- Written documentation in Power School
- Referral to school counselor
- Student phones parents/guardians in the presence of administration
- Develop a behavioral adjustment plan
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement
- Modification of the perpetrator’s schedule
- Conference with perpetrator, parents/guardian, and school administration
- Referral to law enforcement
- If applicable, contact the administrator of the website on which the bullying occurred to report it
- Bullying curriculum completed in the Intervention Room

For bullying that occurs outside of Dakota Memorial School and received in school (e.g. cyber bullying), Dakota Memorial School only has the authority to impose disciplinary measures if the bullying disrupted the educational

process or posed a real threat. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.

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

### **Victim Protection Strategies**

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

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

### **Prevention Programs & Professional Development Activities**

Dakota Memorial School will dedicate part of each fall workshop for teachers to review the bullying policy. Students will review the bullying policy on the first day of school each fall with their teachers. Professional development could include, but not be limited to:

- Conducting a school survey and have one of the math classes tabulate and graph the results to be posted in the school
- Teach tolerance at teachable moments
- Role Play – student vs. student, teacher vs. student, etc
- Employ a prevention program as suggested by NCDDPI

### *Complementary Documents:*

*Dakota Boys and Girls Ranch Human Resource Manual*

*522 – Workplace Violence Prevention, Policy Adopted: 2/19/2007*

*701 – Employee Conduct, Policy Adopted: 2/19/2007, Policy Amended: 6/5/2009*

*703 – Sexual Harassment and Other Unlawful Harassment, Policy Adopted: 2/19/2009*

**Dakota Memorial School  
Student Bullying Complaint Report Form**

**Reporting person (optional):** \_\_\_\_\_

**Name of victim:** \_\_\_\_\_

**Name of any adult already contacted:** \_\_\_\_\_

**Today's date:** \_\_\_\_\_

**Name(s) of bully (ies):** \_\_\_\_\_

**Date of incident:** \_\_\_\_\_

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

- Classroom     Hallway     Restroom     Lunchroom     Playground  
 School Bus     Internet     Cell phone     Shop Escort     Lunch Escort  
 Softball/Soccer Field     Off School Property     School Escort

Other (Please describe.) \_\_\_\_\_

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

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

**If you select other, please describe:** \_\_\_\_\_

**Why do you think the bullying occurred?**

\_\_\_\_\_

**Please provide the names of any and all witnesses to the incident.**

---

**Please describe the physical injuries or property damage that occurred as a result of the incident.**

---

**Have you or the victim-missed school or made changes to daily routines as a result of the incident(s).**

---

**Thank you for reporting.**

**Please return this form to a school counselor or the main education office.**

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

**Received by:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Date Action Taken:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

**Parent/guardian contacted:** \_\_\_\_\_

**Circle One:** Resolved      Unresolved

**Refer further to:** \_\_\_\_\_

**Computers, Internet and Electronic Devices**

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

Access to Dakota Memorial School networks and computer systems is granted subject to school procedures and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect agency standards, and show restraint in the consumption of shared resources. It should demonstrate respect for



intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

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

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

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

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

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

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

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

The privacy or confidentiality of documents and messages stored on Dakota Memorial School-owned equipment cannot be guaranteed. Users of electronic mail systems should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties.

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

- Using facilities, accounts, access codes, privileges or information for which you are not authorized.

- Accessing or attempting to access sexually or otherwise inappropriate material.
- Sharing your user login and password information with others.
- Viewing, copying, altering, or destroying anyone's files without explicit permission from that individual.
- Representing yourself electronically as another user.
- Unlawfully harassing others.
- Creating and/or forwarding chain letters.
- Posting or mailing obscene materials.
- Game playing that interferes with academic or administrative use by others.
- Making, distributing, or using unauthorized copies of licensed software.
- Unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs, or other information formats.
- Obstructing others' work by consuming large amounts of system resources, such as disk space, CPU time, etc.
- Unauthorized testing of systems and/or resources, such as using program loops, introducing destructive software e.g. "virus" software, or attempting loop crashes.
- Running or otherwise configuring software or hardware to intentionally allow access to unauthorized users.
- Attempting to circumvent or subvert any system's security measures.
- Advertising for commercial gain.
- Distributing unsolicited advertising.
- Disrupting services, damaging files or intentionally damaging or destroying equipment, software, or data belonging to DMS or other users
- Using computing resources for unauthorized monitoring of electronic communications.
- Violating any DMS procedures, DBGR policies or any local, state or federal law.

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

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

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

### **Non-Discrimination Policy**

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

## **Section 504 of the Vocational Rehabilitation Act**

Dakota Memorial School supports the provisions of Section 504 of the Vocational Rehabilitation Act of 1973, as amended, which commit all North Dakota schools to the elimination of discrimination on the basis of handicapping condition in those programs and activities which receive federal funds as well as in all other programs and activities offered to its students. It is the expressed intent of Dakota Memorial School to provide equal opportunities for all students, free from limitations based upon handicapping condition. The concept of equal educational opportunity will serve as a guide for the staff and administration in making decisions relating to employment of personnel, school facilities, extracurricular activities, curriculum, and activities and regulations affecting students and employees. Dakota Memorial School does not discriminate on the basis of race, color, national origin, gender or handicap in its educational programs, activities, and employment policies/practices.

## **Sexual Harassment**

A learning and working environment that is free from sexual harassment will be maintained at Dakota Memorial School. It shall be a violation for any member of the school staff/agency staff to harass another staff member or students, or for any student to harass another student or staff member through conduct or communication of a sexual nature. It shall also be a violation for a student or staff/agency member to sexually harass through conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

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

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

## **Student Health and Safety Policy**

### **Immunization**

Law requires students be immunized under Section 23-07-17 of the North Dakota Century Code. DBGR Nursing Services will insure proper immunization of residential students and the Day Program Coordinator will assist in obtaining proper immunization for Day Program students. If there are no forms and an epidemic breaks out in school, the parent/guardian of Day Program students will be contacted and the child will need to go home. Dakota Memorial School requires verification of immunizations and accepts statements from physicians or health authority. The school or county health unit can provide information in regard to the minimal requirements. Dakota Memorial School requests all immunization records from a student's home school district.

### **Communicable Disease**

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

### **Pandemic Flu**

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

### **Medications and Drugs**

School personnel may not dispense nor administer medication to a student except upon the written authorization of a parent/guardian. Any medication that is requested by a parent/guardian to be administered at school may be given using the following procedure:

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

### **Student Records**

Students' permanent education records are maintained at their school district of residence or in the last North Dakota public school attended for those students who are the financial responsibility of the North Dakota Department of Public Instruction. Dakota Memorial School maintains an education record for each student that contains pertinent scholastic records from their permanent education records, attendance, health records and any education documents generated by Dakota Memorial School. Copies of official documents generated by DMS in regard to a specific student are provided to the student's parent, legal guardian, school district of residence, special education unit of residence, and any other authorized individuals. A record locator is maintained in the DMS file indicating the location of all other known locations of education records for the student under their legal name. During the 2018 – 2019 school year, Dakota Memorial School will be transitioning to DocuLock for maintaining student records.

Original copies of all reports will be maintained at Dakota Memorial School for no less than 6 months and no more than 12 months from a student's date of withdrawal from Dakota Memorial School and/or discharge from Dakota Boys and Girls Ranch. A notice is sent to the student's parent/guardian if the student is less than 18 years-old and directly to the student if age 18 or older, indicating that the education records are no longer needed to provide education services to the student. These individuals then have the right to request that the records be destroyed or be provided to them should they need them for any other purposes. The only information retained at Dakota Memorial School will be the student's name, grade level completed, dates of attendance, transcript, and the record locator. Records of those students who did not respond to the notice are destroyed after 12 months.

All academic and personal records pertaining to individual students are protected by the Family Educational Rights and Privacy Act (FERPA), are confidential and can only be inspected by students (if age 18 or older and eligible), parents (until the student reaches age 18), and school officials. DMS reserves the right to have a teacher, counselor, or school administrator present when records are inspected to interpret

the contents of the file. Copies of records will be made within 10 school days of an authorized request and a nominal fee will be charged.

Parents or students (if age 18 or older and eligible) shall have an opportunity for a hearing to challenge the contents of their child's school record to ensure that the records are not inaccurate, misleading, or contain otherwise inappropriate data.

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

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

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