

# NEW ENGLAND PUBLIC SCHOOL STUDENT HANDBOOK

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## **MISSION:**

The mission of the New England Public School District is to provide an equal opportunity for each individual to obtain a quality education enabling him or her to reach his or her highest intellectual, social, emotional, and physical potential.

## **GOALS:**

- To encourage all students to develop high standards in communication skills through reading, speaking, listening, and writing.
- To provide for the advancement of all students in the areas of responsible and critical thinking, problem solving, and becoming self-motivated independent learners.
- To provide leadership and guidance stressing high academic standards in all subject areas in order for all students to obtain a high quality education.
- To ensure that all students will be educated in learning environments that are safe, drug free, and conducive to learning.
- To help all students develop attitudes, interests, and values that are essential attributes for citizenship in the home, community, nation, and the world.
- To provide to the best of our district's ability the human and physical resources possible to support our mission.

## **PURPOSE OF HANDBOOK**

The New England Public School Student Handbook shall be used as a guide for students, parents, and teachers to better understand the philosophy of the school system and its rules and regulations. It is recognized that it is impossible to cover every rule, regulation, or situation in this handbook, so only the most common are mentioned. Let us remember that sound common sense and the development of respect between all concerned is a basis for a good school system. It is the philosophy of the New England Public School that we are educating individuals and that the best interests of those individuals will play an important role in determining the disposition of any infraction.

## **NONDISCRIMINATION POLICY STATEMENT**

YOU ARE HEREBY NOTIFIED that the New England Public School District #9 does not discriminate on the basis of gender in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This notice also includes Title VI Civil Rights Act of 1964 and the Americans With Disabilities Act of 1990.

YOU ARE FURTHER NOTIFIED that the New England Public School District #9 does not discriminate in services or employment practices on a basis of handicap, in accordance with North Dakota Century Code 15-59-04, 48-02, 19, or PL94-142, Section 504 of the Vocational Rehabilitation Act of 1973, and as amended.

YOU ARE FURTHER NOTIFIED that the New England Public School District #9 does not discriminate on a basis of gender, race, religion, marital status, age, disabilities, national origin or color.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title IX, Title VI, ADA or other issues of equal opportunity may be referred to the Superintendent at 1200 Main Street; New England, ND 58647 or call 701-579-4160. This is the designated person responsible for coordinating the efforts of the New England Public School District #9 to comply with and carry out these responsibilities, including any investigation of complaints alleging noncompliance of practices, and violation of law or school board policy. Or, you may contact the Office of Civil Rights in the Chicago Office; Office for Civil Rights; U.S. Department of Education; Citigroup Center; 500 W. Madison Street, Suite 1475;

## **ACCEPTABLE USE POLICY FOR DISTRICT STUDENTS**

Access to and use of the Network (Internet/Edutech) is a privilege and should be treated as such by all users. Misuse of the system is considered a violation of system policy and may also be a violation of the law. This policy applies to all users of the Network (Internet/Edutech) computer system.

### Rules and Guidelines

The Network (Internet/Edutech) may be used for K – 12 related educational purposes only.

Users must be aware of the finite capacity of our computer resources and must cooperate with NEHS to conserve resources and assure equitable access for all. This includes conserving on-line time and storage space. This also includes prohibiting unauthorized downloading of files or installing software on school computers. Network applications consume a lot of bandwidth (like live audio or video feeds, etc.) should only be done with permission from staff for a classroom project.

Logins and passwords are provided for the individual's use while they are affiliated with an EDUTECH Member School or Organization. Under no conditions, should users provide their own password to another user nor allow another user to use their account. Users shall not examine, change or use another person's account. Users shall not represent themselves as another individual in electronic communication.

Users will not use or install software that can cause a security breach to the network. The use of any such software is strictly forbidden.

NEHS uses a filtering system provided by State ITD to filter websites that are deemed inappropriate or counterproductive to our learning culture as determined by the administration and/or the IT department using input from our teaching staff.

The use of personal e-mail is prohibited on school grounds. Students will only use e-mail as part of a classroom activity with an Edutech e-mail account.

Students will not use social networking sites, chat rooms or other live online chat features unless it is an expressed part of a classroom project directed by the instructor.

Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.

Users shall not use the system for any illegal purpose or to enter, view, or send any material that is obscene or defamatory, or material that is intended to annoy, harass or alarm another person, which serves no legitimate purpose. This includes chain letters. Participation in chain letters will result in loss of computer use, NEHS account privileges and account privileges with Edutech. Users shall not use obscenity or offensive language.

Use of computer systems and databases shall be limited to the purpose(s) for which access is granted. Use of system or data bases for political (lobbying) purposes, for personal or private use or for profit unless such use is specifically authorized, or for other purposes related to the user's duties or purpose, for which access is granted, is prohibited.

Users should expect only limited privacy in the contents of their personal files and communications. An individual search of files will be conducted if there is reasonable cause that a user has violated this policy or the law. The investigation will be reasonable and related to the suspected violations. NEHS and EDUTECH will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Education Right to Privacy Act.

Any user of the Network (Internet/Edutech) who violates this policy may be denied access to the system.

The use of school and district computer system must be in support of education, research, and the educational goals and objectives of the New England School District. You are personally responsible for this provision at all times when using the district computer system and the Network (Internet/Edutech).

The use of another organization's computing resources must comply with rules appropriate to that system.

Transmission of any material in violation of any United States statutes is prohibited. This includes, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Be familiar with these rules and how to use the Network (Internet/Edutech) before getting on-line. If you have any questions about these rules, please ask you teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

### **Digital Citizenship**

Students are expected to follow good digital citizenship guidelines as taught in the K-12 classrooms. They are expected to abide by the generally accepted rules of computer etiquette. These rules include, but not limited to:

- **BE POLITE:** Never send, or encourage others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- **PRIVACY:** Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues.
- **DISRUPTIONS:** Do not use the computer in any way that would disrupt the use of the computer by others.
- **REPRESENTATION:** Do not send anonymous or represent a message that has been written by another. All correspondence should be clearly identifiable as to its originator.

### **Security**

If you identify a security problem, notify the administration at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk, will be denied access to the computer and may be liable for disciplinary action or prosecution.

### **Vandalism**

Vandalism is defined as, "any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other hardware, or to harm or destroy data of another user or any other agencies that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses". Any vandalism will result in loss of privileges, disciplinary action, or possible legal referral.

### **Disciplinary Action**

Students not following the rules of this Acceptable Use Policy will be denied use of New England Public School District computers for Internet/Edutech usage for 30 days for the first infraction, and 60 days for the second infraction. After a third infraction, computer use of Internet/Edutech will be denied for the remainder of the school year on New England Public School District computers or during the first half of the next school year, if the third infraction occurs during the fourth quarter of the school year. Any other disciplinary action not stated here that are deemed appropriate for the offense by the staff or administration are also applicable.

It is the responsibility of the student and parents to read this policy and be familiar with its regulations. Acceptance of this policy by students and their parents or guardian is assumed whenever the student uses the computer technology or network in the school.

### **ACCIDENT AND EMERGENCY INFORMATION**

In the event an accident occurs within the school, or a student or other individual becomes suddenly ill, the responsibility of the school personnel is to provide emergency care, notify parent or guardian and, in serious instances, summon necessary medical care.

The Superintendent will develop uniform procedures for giving first aid, arranging for necessary medical care, notifying parents, and officially reporting accidents.

### **ACTIVITY TICKETS**

It is the policy of the New England Public School District that all students participating in athletic programs in Grades 7-12 must purchase an activity ticket. It is also policy that students from other school districts who are participating in an athletic program through a cooperative agreement between their home district and the New England School District will also be required to purchase an activity ticket. The cost of the ticket will be set during the July board meeting. The non-district students will be charged an amount based on a prorated figure based on the number of activities that the districts have cooperative agreements in effect. Activity tickets are also available to students who do not participate in athletics. This section is taken from the board's policy handbook.

### **ARRIVAL AND DEPARTURE TO AND FROM SCHOOL**

The school day begins at 8:25 a.m. and ends at 3:15 p.m. Students **should not** arrive any earlier than 8:00 a.m. Students are not to enter the building before that time unless they have special permission from their classroom teacher or the principal. Parents should understand that prior to this time there is no school supervision or responsibility. If students arrive at school before 8:00 am, they are the parents' responsibility and the school is not responsible for their wellbeing. Students are expected to go directly home after dismissal at the end of the day.

### **ASBESTOS NOTICE**

The Asbestos Hazard Emergency Response Act (AHERA) required that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also required initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The New England Public School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours in the Main Office.

### **ASSEMBLY PROGRAMS**

All students should realize that people visiting our school to present assembly programs are guests and should be treated with proper courtesy. The image that you impress upon others from outside New England is the image of our school that is carried to other schools in North Dakota. Assembly performers should not be expected to compete with commotion while performing. There should be absolutely no talking during assembly programs. Violators will be removed from an assembly program when their behavior becomes unacceptable. During an assembly, no student shall sit in the top row of bleachers.

## ATTENDANCES AND ABSENCES

Regular attendance is essential to success in school. Frequent absences disrupt the continuity of the instructional process. Therefore, it is very important that students attend on a regular basis. A student with frequent truancy may be reported to legal authorities. Please remember that a written note or a phone call explaining the absence is required when a student is absent.

Notes excusing a child from going outside for recess need to be from a medical practitioner.

If you know in advance that your child will be absent from school, please notify the office and the teacher. We try to work with parents on having student's make-up work they have missed; however, make-up work is no substitute for classroom instruction. Parents of elementary students may pick up make-up work at the end of the school day.

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. A note should accompany your child explaining the reason for his/her tardiness. If a student is tardy, he/she must stop in the principal's office before reporting to the classroom. Excessive tardiness may be reported to legal authorities.

All students accumulating more than 10 days of absences during the course of a semester (excused or unexcused) will be referred to the School Board to determine whether credit will be given. For credit/promotion to be given, the students must make up the time, hour for hour, with the administration after school or Saturdays, before May 15th. Administration has the right to use discretion while enforcing the Attendance Policy.

Immediately upon returning from school after any absence, every student in Grades 7 – 12 will be required to present, at the principal's office, a note or telephone call from his/her parent or guardian stating briefly the reason for the absence. All work should be made up for all absenteeism. In general, each student will have two days to make up the work for each day missed. If the work is not made up at that time, he/she will receive a zero for all the work not completed. Arrangement for an extension must be made by the teacher and student with principal.

An **Excused Absence** is classified as one of the following and permits the student to make up work and receive credit:

- An illness;
- Doctor's appointments, court appearances, etc., provided the student notifies the office in advance and uses the proper checkout procedure;
- Personal emergencies – Notify the principal immediately;
- Religious services, if approved by the parent. Students are encouraged to take advantage of church services outside of school hours when possible. An excuse slip will be required from a parent;
- Student will be excused for any out of town extra-curricular event only when accompanied by a responsible adult, as determined by the Principal;
- Students attending out of town games will check in with a designated person, when they have been excused from school;
- The principal has the authority and, at his/her discretion, may review all other absences and deem them an excused or unexcused absence.

**Unexcused Absences** are classified as one of the follow:

- Any absence which does not qualify for being excusable will be considered unexcused, even though the parent may have given consent;
- Suspension: Periods of suspension are considered an unexcused absence;

- Any unexcused absence from school or a particular class will result in the students being placed on detention. They will do one hour of make-up work for every hour missed.

**Truancy:** Any absence without the parent’s knowledge and consent.

Truancy may take several forms, including missing class periods, even though you remain in school, or leaving school without obtaining a pass (which includes becoming ill and going home):

- a. First Offense – makeup time missed. Parent and Principal conference;
- b. Second Offense – 3-day suspension. Parent and Principal conference;
- c. Third Offense – Expulsion Policy enacted;

**Tardiness** will be handled by the office. Every unexcused tardy will result in detention study hall, or other arrangements made with the principal.

Please help your child develop a commitment for school attendance and for getting to school on time. In addition, send a note to the teacher explaining the reason for missing school.

### **AUTHORITY**

Certified and non-certified school personnel have authority over all students at all times in all areas of the school premises at any time students may be on such premises whether during school hours, after school, weekends or holidays. Students are under the jurisdiction not only of their classroom instructor, but all instructors.

### **BICYCLES**

It is permissible to ride bicycles to school. They are to be parked in a designated area. They are not to be ridden on school grounds while school is in session.

### **BOOKS**

Textbooks are furnished by the school system. Fines are charged for lost or damaged books. The amount of the fine is dependent upon the condition of the book and/or the degree of damage.

### **BULLYING AND HARASSMENT POLICY**

Bullying of any type has no place in the school setting. The New England Public School District will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental or written interactions. Bullying can cause undo anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on a school bus. This can adversely affect student or employee performance.

Examples of Bullying include but are not exclusive to:

- Intimidation – either physical or mental
- Threats of any kind
- Assault – verbal, physical, mental, or toward property

The School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on school buses, or at school sponsored functions will not be tolerated and will be grounds for disciplinary actions up to and including suspension or expulsion of students and termination for employees.

### **BULLYING POLICY**

For the purposes of this handbook: "Bullying" means:



- Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
  - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  - Places the student in actual and reasonable fear of harm;
  - Places the student in actual and reasonable fear of damage to property of the student; or
  - Substantially disrupts the orderly operation of the public school; or
- Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
  - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  - Places the student in actual and reasonable fear of harm;
  - Places the student in actual and reasonable fear of damage to property of the student; or
  - Substantially disrupts the orderly operation of the public school.

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

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

School-sanctioned activity is defined as an activity that:

- Is not part of the district's curricular or extracurricular program; and
- Is established by a sponsor to serve in the absence of a district program; and
- Receives district support in multiple ways (i.e., not school facility use alone); and
- Sponsors of the activity have agreed to comply with this policy; and
- The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff includes all employees of the New England Public School District, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Conduct includes the use of technology or other electronic media.

### **Prohibitions**

While at 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, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
  - a. A victim of bullying;

- b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;
  4. Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### **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 Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

- 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 District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in the school building's main office, or placed in a designated drop box located in the school.
  2. Complete and submit an online complaint form. While the form may be completed online, it must be printed out and either mailed or returned to the school by one of the methods listed above. 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 district's ability to investigate and respond to the alleged violations.

### **Reporting to Law Enforcement & Others 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. If a school staff member feels that a bullying incident may have constituted a crime (including, but not limited to harassment or terrorizing), but is unsure, s/he shall contact law enforcement for an opinion. These criminal acts are defined in NDCC. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### **Documentation & Retention**

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

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

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

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

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

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

### **Investigation Procedures**

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

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

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, 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 such as Facebook or Twitter, texting records);
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 & Corrective Measures**

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;

6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.
9. If it is necessary to involve law enforcement, stricter disciplinary measures may be taken.

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

For bullying initiated off campus and received on campus (e.g. cyber bullying, including, but not limited to Facebook, Twitter, and texting), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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

### **Protection Strategies**

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

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

All reports of bullying will be kept confidential. Those with immediate access to the report will be the victim and his or her parents, the perpetrator and his or her parents (if the perpetrator is a student), and the Superintendent. The Superintendent, at his discretion, will determine which staff members should be notified of the report.

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

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

### **BUS CONDUCT**

- Drivers are in charge of the pupils on the bus. They are to obey promptly and cheerfully. They have the same authority on the school bus as teachers have in their classroom.
- Transportation by school bus is a privilege not a right. Students failing to follow the rules may be suspended from bussing services.
- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Pupils should never stand in roadways while waiting for the bus.
- Unnecessary conversation with the driver is not permitted.
- Pupils must not extend arms or heads out of bus windows at any time.

- Classroom conduct is to be observed by pupils while riding the bus.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization by their parent, teacher, principal, or superintendent.
- Pupils should always cross the road in front of the bus and never walk behind the bus.

### **Parent Responsibilities**

- Make certain pupils are ready on time.
- Insist on pupil cooperation with the bus driver.
- Discuss bus rules with your children.
- Instill in children habits of correct behavior and respect.

### **CELL PHONES AND ELECTRONIC ITEMS**

**The use and possession of cell phones, personal electronics, and recreational items is a privilege, not a right.**

- Cell phones, Ipods and other electronic devices are not allowed to be used in any way while class is in session unless permission has been granted by the classroom teacher. Students in possession of these items are expected to completely TURN OFF all electronic devices during these times and keep these items out of sight.
- Cell phones, Ipods, and other electronic devices are not to be used at any time in private areas such as bathrooms, locker rooms, etc.
- Cell phones, Ipods, and other electronic devices used or containing content in any way deemed as harassing, bullying, offensive, inappropriate, or harmful to others is not allowed at any time.

School staff has the authority to confiscate cell phones, electronics, and recreational items when a violation of this policy occurs. Additional disciplinary action may be taken as determined by the administration. Searches of cell phones, electronics, and recreational items may also occur if the administration has reasonable suspicion to believe that the item is being used or contains any content that may be deemed as harassing, bullying, offensive, inappropriate, or harmful to others.

### **CHANGE OF ADDRESS/MOVING**

It is very important that you inform us immediately of any change in your telephone number, address, or the identification of a person who is to be notified in case of emergency. Please notify the school in advance of a plan to move from the New England School District. Insure that all books are returned and any fees are paid.

### **CONFERENCES AND REPORT CARDS**

Close communication with parents is vital to a successful school year. You are encouraged to resolve problems, clarify situations, and discuss student progress. Notes and telephone calls often work well.

Progress report will be sent out at the half-way mark of each nine week grading period. Report cards come out at the end of each nine-week period. We have scheduled parent-teacher conferences for September 21<sup>st</sup> and 28<sup>th</sup> and February 15<sup>th</sup> and 16<sup>th</sup>. Other conferences will be scheduled with individual parents when deemed necessary. In addition, parents may request a conference with the teacher.

### **COURTESY AT ATHLETIC EVENTS**

We are looking forward to excellent extra-curricular events at New England Public School. We share responsibility with you to teach our children appropriate behavior at the activities. At athletic events we want the students to do the following:

- Be respectful and quiet during the national anthem.
- Stay seated until half time and watch the game.
- After half time be seated for the remainder of the game.

- Demonstrate good sportsmanship.
- Be a positive example to families, school, and community.

### **DEFICIENCY REPORTS**

Whenever an instructor feels a student is doing deficient work in the classroom, the instructor will issue a Deficiency Report to be sent home. It is recommended the student and the instructor meet to discuss reasons for the deficiency. A student could receive more than one deficiency in one nine-week period.

Progress Reports are available online 24/7 at:

<https://new-england.ps.state.nd.us>

Students and parents/guardians will need the following information:

- A unique Student or Parent/Guardian Login ID
- A unique Student or Parent/Guardian ID

This information will be made available at the beginning of the year for all students and parents/guardians.

### **DESTRUCTION OF SCHOOL BUILDING OR PROPERTY**

Any school property that is willfully destroyed will have to be paid for by the student or his parents and additional discipline may also be warranted.

### **DETENTIONS**

The student is kept after school for one hour beginning at 3:15 PM on the day of, or the day following an infraction. Exceptions will not be made for co-curricular activities, including co-op activities. Failure to show up for detention hall and not making arrangements with the principal, will result in a 1-day suspension followed by a conference with parents, student and principal. Serving detention takes precedence over all other activities.

### **DISCIPLINE**

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is the administrator of classroom discipline. Minor disciplinary offenses are handled by the classroom teacher. The teacher and principal will assume joint responsibility when serious or persistent problems arise.

### **DRESS CODE**

We have a simple dress code at New England Public School. The school expects students to dress in good taste and present a general appearance which is commendable. Styles that constitute a possible safety hazard will not be permitted. Parents are asked to use good judgment in the choice of clothing worn by students. If your child is not dressed appropriately, he/she may be sent home to change to suitable attire or parents will be requested to bring appropriate clothing to school.

Inappropriate clothing attire and poor personal hygiene can negatively impact the learning environment. Additionally, clothing attire and personal hygiene should not in any way constitute a threat to the safety and health of the student and others. The following are **NOT** permitted at New England High School:

- Clothing and all other personal items/accessories that
  - contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans, or words;
  - belittle any race, religion, nationality, or gender;
  - portray or promote tobacco, alcohol, or illicit drugs;
  - may be interpreted as “gang” apparel.
- Use good judgment to present a neat appearance and use good personal hygiene.
- Hats may not be worn inside of the school buildings.

Winter dress should include coat and snow pants or snowsuit, hat or headwear, boots, and gloves or mittens.

### **DRILLS - DISASTER AND FIRE**

Fire and tornado drills are held regularly during the school year. Procedures are gone over in each classroom. Students are expected to not talk during the drills and to move in an orderly manner. Fire drills are a continuous bell, while a tornado watch alarm is sounded by intermittent bells. For tornado drills, everyone should be on elbows and knees with hands on back of head.

Exits and marshaling areas will be located next to classroom doors with instructions in what to do.

<b>Classroom</b>	<b>Fire Exit</b>	<b>Tornado Location</b>
Grade 1	East Door of Wing	Speech Hallway
Grade 2	East Door of Wing	Speech Hallway
Grade 3	East Door of Wing	Speech Hallway
Grade 4	East Door of Wing	Speech Hallway
Music Room	Music Exit	Instrument room
Speech Room	Exit between North and South Wings	Speech Hallway
Kindergarten	Exit between North and South Wings	Kitchen Hallway
PreSchool	Kitchen Exit	Kitchen Hallway
Title I	Kitchen Exit	Kitchen Hallway
Resource Room	Kitchen Exit	Kitchen Hallway
Kitchen	Kitchen Exit	Kitchen Hallway
Main Office	Main Exit	Main Hallway by Restrooms
Gym	Main Exit	Main Hallway by Restrooms
Home Ec Room	Main Exit	Main Hallway by Restrooms
5/6 Grade room	West Exit	West Exit Hallway
Business Room	West Exit	Main Hallway
History Room	West Exit	Main Hallway
English Room	West Exit	Main Hallway
Library	West Exit	Library Hallway
Science Room	North Exit	Science Room/Library hallway
Computer Room	North Exit	Math/Computer Hallway
Math Room	North Exit	Math/Computer Hallway
VoAg Room	Shop Exit	VoAg Hallway

### **DROPPING CLASSES**

Within one week of the beginning of a high school class, a student may drop one class and add another. Semester classes must be dropped prior to the second week of the first and third quarter. Parental permission must accompany the request for dropping the class. In the rare event that a student requests dropping a class after the allowed time mentioned above, first, a conference among parent, teacher, administrator, and student must occur.

### **DRUG USE AND ABUSE**

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the

school environment by imposing consequences for misbehavior as well as educating, deterring and prevention abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing procedures for students.

1. Education - This district will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The district will also conduct staff orientation and continued training, and parent and community education. (This will be done in cooperation with a community Chemical Health Committee.) This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek an get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.
2. Prohibited Activities - The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore it shall be against school policy for any student:
  - a. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy of what the student believes is any to be any of the substances listed in this policy.
  - b. To possess, procure, purchase or receive; or to attempt to possess, procure, purchase or receive the substances listed in this policy of what is represented by of to the student to be any of the substances in this policy or what a student believes is any or the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the students' locker, car, or handbag, or when he owns it completely or partially.
  - c. To be under the influence of (legal intoxication not required), or to use of consume or attempt of use of consume, the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the mission of operations of the school district of the safety of welfare of students or employees.

3. Prohibited Substances - Prohibited substances include:
  - a. Alcohol or any alcoholic beverage.
  - b. Any controlled substance or dangerous drug as defined by NDCC or as defined by United States Code, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
  - c. Any prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no dose" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.
4. Authorized Use - Any student whose parent or guardian request that he or she be given any prescription medicine, drug, or vitamin shall follow the procedures or policies stated by the New England School District - Administering Medicine to Students - which requires prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.
5. Violation - Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor, parent or legal guardian or the student assistance program.



Any student who is observed to be under the influence of prohibited substance will be taken immediately to the principal/superintendent's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal/superintendent may have the student removed from the school by school, medical, or law enforcement personnel.

6. Intervention - We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the New England Public School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the attached check list to determine whether observed behavior should be reported. If the faculty member decides that the observed behavior indicates a possible prohibited activity or abuse of prohibited substances, the student should be 1) referred to the school counselor; 2) reported to the principal/superintendent. If the counselor and/or principal and/or superintendent believe that the student is in need of assistance, the counselor and/or principal and/or superintendent may call the student in for a conference. (The counselor and/or principal and/or superintendent may seek assistance in how to confront students from a certified addition counselor.)

If, after conferring with the student, the counselor and/or principal and/or superintendent believes that there is a probability that the student may be chemically dependent, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis. The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school.

The School Board or the New England Public School District believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue to participate in any extra-curricular program unless participation is in conflict with rules and regulations set forth by the New England Public School Board and North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

7. Policy Implementation - The superintendent or his designee will conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the superintendent or his designee will cause this policy to be individually reviewed with such employee.

The superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review of training.

8. A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, core team member or counselor will be strictly confidential. There are four exceptions:
  - a. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.

- b. If a student is experiencing health and/or emotional problems because of use/abuse of prohibited substance and is unable or unwilling to seek professional help, then a referral should be made. Confidentiality will be maintained subject to welfare of the student.
  - c. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
  - d. If a staff member is called to testify in a judicial proceeding.
9. A copy of this policy will be given annually to each student.

### **EXAMINATIONS OR EXEMPTIONS**

Examinations will be given at the end of each semester. Exemptions may be granted under the following conditions:

1. Seniors with an average of 3.67 or higher in a class may be exempt by the instructor and the principal from the final test in that subject. No student shall be exempt from any semester final if he/she has more than 5 excused or 1 unexcused absentees for the semester. A form will be provided that the student, teacher, and principal must sign before an exemption will be granted.
2. Juniors with an average of 3.67 or higher in a class may be exempt by the instructor and the principal from the final test in that subject. Under no circumstances may a Junior be exempt from more than three finals. No student shall be exempt from any semester final if he/she has more than 5 excused or 1 unexcused absentees for the semester. A form will be provided that the student, teacher, and principal must sign before an exemption will be granted.
3. Sophomores with an average of 3.67 or higher in a class may be exempt by the instructor and the principal from the final test in that subject. Under no circumstances may a Sophomore be exempt from more than two finals. No student shall be exempt from any semester final if he/she has more than 5 excused or one unexcused absentees for the semester. A form will be provided that the student, teacher, and principal must sign before an exemption will be granted.
4. Freshmen with an average of 3.67 or higher in a class may be exempt by the instructor and the principal from the final test in that subject. Under no circumstances may a freshman be exempt from more than one final. No student shall be exempt from any semester final if he/she has more than 5 excused or one unexcused absentees for the semester. A form will be provided that the student, teacher, and principal must sign before an exemption will be granted.

### **FAILING**

A conference is encouraged between parents and teachers for all high school students failing in a course. Students whose graduation may be prohibited by failing work will be counseled. Prior to the issuance of a failing grade, a deficiency must be sent to the student's parents.

### **FERPA POLICY/PROCEDURE & RELEASE OF INFORMATION**

The New England School District will provide, on an annual basis to students and parents, notice of the rights of access to student records (Family Education Rights and Protection Act 99.7) Procedure:

The notice will be included in a student handbook disseminated to all students and their parents at the beginning of each school year. Students transferring into the district during the school year will be given a handbook on the day of enrollment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook. Annual Notification Regarding Parents' Rights of Access to Student Records

Each year parents and students will be informed of the student records policy of the New England School District.

Parents or adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should contract the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected, or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contract the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading or otherwise violates privacy or other rights, the record will be amended. If the office determines that the information is not inaccurate, misleading or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

Record information will not be revealed to persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parental consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's record: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information and the date of the review.

Also federal law permits a school district to identify certain information as "directory information" which may be released publicly without permission of the parents. The district identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information' released, please contact the school principal at New England Public School within 5 school days from date this student handbook is received.

**FIELD TRIPS**

Field trips are a vital part of the educational program. They provide students opportunities to make observations related to topics being studied in the classroom. We ask parents to sign a permission slip before the student is allowed to go on the trip. These must be returned prior to the scheduled event.

**GRADUATION REQUIREMENTS**

As per ND Century Code 15.1-21-02.1 and 15.1-21-02.3 all students must have twenty-two (22) credits for graduation.

<b>Course</b>	<b>Credit</b>
English	<b>4</b>
Mathematics	<b>3</b>
Science	<b>3</b>
Social Studies	<b>3</b>
Physical Education	<b>1</b>
Foreign Language, Fine Arts, or Career & Technical Education	<b>3</b>
Additional	<b>5</b>

All students shall enroll in six (6) credits per year; exceptions can be made only by approval of the administration.

All requirements for graduation must be completed before the date of graduation in order for a student to participate in the graduation exercises; exceptions can be made only by approval of the administration.

All correspondence classes must be completed by the end of the third nine weeks period. Exceptions can only be granted by the administration.

Students should be aware of the college entrance requirements of the post-secondary school they may plan to attend. Students who intend to participate in collegiate athletics should also be aware of the different eligibility requirements. This information can be obtained from the colleges, the guidance counselor, or the athletic director.

The valedictorian, salutatorian, and honor students in the senior class will be determined after seven semesters have been completed. Class rank and honor students will also be determined by the number of honor points earned after seven semesters.

### **GRADUATION CEREMONY**

The graduation ceremony is an important and symbolic event. Unlike a student's right to a diploma upon completion of graduation requirements, participating in the ceremony is a *privilege*. **A student may be excluded from graduation exercises for violating school policy.** Only students who have completed all district graduation requirements shall participate in the ceremony. The Superintendent is authorized to make exceptions to this policy

### **GYMNASIUM**

No one will be allowed to play basketball or participate in any activity in the gym unless directly supervised by one of the faculty members. Only tennis shoes or gym shoes are allowed on the floor.

### **HALL COURTESY**

Students are expected to pass quietly from class to class. Students are to walk in the building at all times. Voices are to be kept at appropriate levels for each situation. Excess noise will not be tolerated.

### **HEAD LICE**

Administrative Regulations for Head Lice. New England Public School will focus on the exclusion of active infestation. Active infestation is defined as the presence of live lice. Teachers and or parents may request a student be checked. Head lice screening shall take place in an area that protects the student's privacy.

The child's parent or guardian shall be notified the day of the discovery, preferably by telephone stating that prompt and proper treatment of this condition is required. Information will be provided to the parent or guardian regarding the treatment for managing head lice.

Students with continued or reoccurring evidence of live lice and/or server of chronic cases of active infestation will be dealt with on a case-by-case basis and may be sent home at the discretion of the school screening staff with the approval of the administration.

### **HONOR ROLL POLICY**

Our Honor Roll will be divided into two categories: The "A" Honor Roll = 4.00 – 3.67 and the "B" Honor Roll = 3.66 – 3.00

The following points will be used in determining the Honor Roll:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	

Any student may decline publication of his/her name in the Honor Roll by making written request co-signed by their parents.

### **HONOR STUDENTS**

A student with a cumulative GPA of at least 3.50, starting with the 9<sup>th</sup> grade of high school classes, shall be considered a graduating honor student. A student with a cumulative GPA of 3.67 or better will be

considered a graduate with special honors and will be so designated.

### **INCOMPLETE**

Students in the high school having an incomplete in a course, have up to three weeks in the following quarter to make up their work. At this time, if the work is not made up satisfactorily, the student will be given an F for the quarter.

The only incomplete that can be given are to those students whose admit slip is due after the end of the grading period. All incompletes will change to a "0" unless the student and teacher make arrangements for an extension with the approval of the principal.

### **INJURY PROTECTION**

The New England Public District no longer belongs to the Accident Benefit Fund of the NDHSAA. Treatment and expense occurred from injuries either in extra-curricular or curricular activities are the responsibility of the parent or guardian.

### **KINDERGARTEN**

For admission to Kindergarten, a child shall have attained the school age set by law: 5 years old before August 1st. A copy of your child's state-issued birth certificate and your child's up-to-date immunization records are required. The New England Elementary School runs full days of Kindergarten following the school calendar.

### **LEAVING SCHOOL GROUNDS**

No child will be allowed to leave the school grounds while school is in session without the permission of the principal. We must know where the student is at all times during the school day. Your help is requested in this matter. A student must get a permission slip from the office if he/she has to leave school grounds. Student in grades Kindergarten through 8<sup>th</sup> Grade will not be allowed to leave the school grounds during the noon hour. An exception being those students who eat lunch at home.

### **LIBRARY**

The library is an integral part of our school, available for use by students and faculty as well as other members of the community. Any item, whether it is a book, magazine, or other materials, should be checked out, if taken from the library. Use the check-out cards in the books and magazines or sign out sheet on the librarian's desk for reference materials, etc. Most books are checked out for a two-week period with renewal options, if not requested by someone else. Magazines, encyclopedias, and other reference books are generally taken for shorter periods. The fine for overdue books is 10 cents per school day, following a two-week period. Lost books must be paid for at replacement value. Since the library is a place for study, reading, taking tests, doing research, etc., it is requested that you keep visiting to a minimum. Generally, the library is open from 8:30 AM until 3:00 PM. Arrangements can be made to have it open over noon hour and holidays, if needed. The library is a service to you. If we don't have what you need, we will make every effort to secure it from other sources. No newspapers are to be taken out of the library! Magazines will be checked out only for the length of a class period. Books and other materials may be checked out for a two-week period.

### **LOCKERS**

Lockers are the property of the school and provided for you use by the school. It should be used to house your textbooks and other school materials when not in use, and any coats, overshoes, and outdoor garments. Lockers are subject to periodic inspection for cleanliness without prior notice, without consent, and without student's presence. It may also be entered by the administration at any time if it might be suspected of containing alcohol, narcotics, explosives, or other items considered potentially harmful to the students or to the school building, unlawfully obtained. No lock is to be placed on your locker unless it is obtained from the school. Unauthorized locks may have to be removed in such a manner as destroying the lock. In this event, the school or its officials are not liable for the cost.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office, where they may be claimed by their owner. The school will not be responsible for personal items brought to school by students.

## **LUNCHROOM RULES**

It is a privilege for students to eat at school and in order for it to be a pleasant experience, certain rules must be followed:

1. Walk quietly in the halls - other students are in class.
2. Sit at tables designated for you.
3. Students will listen to and follow directions from supervising adults.
4. Food is to be eaten and not played with.
5. No food or utensils are to leave the lunchroom unless they were brought into the lunchroom by a student in a lunchbox.
6. Students may visit quietly.
7. When students have finished eating, they will clean up their area and place plates, utensils, etc. in the designated area.
8. Elementary students are dismissed by their classroom teacher, Grades 7 – 12 students may leave as they are finished eating.

## **NDHSAA CONDENSED ELIGIBILITY RULES**

**Students in grade 7-12 are eligible if the following criteria have been met:**

1. The student has been in class as many days as he/she has missed from the opening of the semester.
2. The student entered school earlier than 10 days after the opening of the semester.
3. The student has competed in a sport for less than eight semesters as a high school student.
4. The student has not competed in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension.
5. The student has not enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to two high school subjects.
6. The student must be making satisfactory progress toward the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress. Failure to acquire two and one-half (2.5) credits at the end of a semester will make the student ineligible for a minimum of two weeks the following semester.
7. The student has not graduated from a four year high school or equivalent.
8. The student has not accepted awards other than those having symbolic value and costing more than seventy-five dollars.
9. The student is not twenty years of age or over.
10. The student must be an amateur in the sport in which he/she is competing or if he/she has not competed under an assumed name.
11. The student cannot transfer from another school without corresponding change of residence by his/her parents.
12. The student is in his/her ninth semester of attendance and has not reached his/her eighteenth birthday.
13. The student is in his/her eighth semester and their seventh and eighth semesters are consecutive.
14. Student must have a current file of a doctor's or nurse practitioner's certificate of physical fitness yearly.

15. Student must not have used or have in his/her possession, tobacco, alcohol, or illegal drugs. Note:  
All areas of academic ineligibility in all grades K – 12 will be subject to administrative review.

### **New England Public School Junior High Condensed Eligibility Rules**

Junior High students must meet the same academic requirements as set forth for the Senior High student competitions.

### **NONDISCRIMINATION AND ANTI-HARASSMENT POLICY**

The New England Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, marital status, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

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

#### Definitions

- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* is defined in accordance with NDCC 14-02.4-02 (6).
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, ancestry, marital status, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.
- *Sexual harassment* is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.
  - It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment examples may include, but are not limited to:
  - Sexual or "dirty" jokes
  - Sexual advances
  - Pressure for sexual favors
  - Unwelcome touching, such as patting, pinching, or constant brushing against another's body

- Displaying or distributing of sexually explicit drawings, pictures, and written materials
- Graffiti of a sexual nature
- Sexual gestures
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other's sexual activity or performance
- Remarks about a person's sexual orientation

### **Complaint Filing Procedure**

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

### **Confidentiality**

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

### **Policy Training and Dissemination**

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

### **Nondiscrimination Coordinator**

The Board designates the Superintendent as the Title IX and Nondiscrimination Coordinator. The Superintendent may be contacted at New England Public School, PO Box 307, New England, North Dakota, 58647. Phone (701) 579-4160. Or, you can contact the Office of Civil Rights in the Chicago Office; Office for Civil Rights; U.S. Department of Education; Citigroup Center; 500 W. Madison Street, Suite 1475; Chicago, IL 6066; **Phone:** (312) 730-1560; **Fax:** (312) 730-1576; **TDD:** (877) 521-2172; **E-mail:** [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### **OUT OF TOWN EVENTS**

Students are representatives of the school at out of town events. The conduct of the students at such events determines the reputation of the school and its students. Therefore, students are expected to show good behavior at such events. Disciplinary action could result of any students conduct is detrimental to his school or community. Students riding in a school bus or car (provided by the school for transportation) to an out of town event must return in the same vehicle. The only exceptions would be if the parent made a request in writing that the student will be riding home with them or authorized adult, or the parent signs the form provided by the coach, advisor or bus driver.

### **PARENTS' RIGHT TO KNOW**

Through federal education law, parents have the right to request information on the professional qualification of the teachers and paraprofessionals educating their children. If you are interested in receiving this information please contact the District Office at 579-4160. Upon request, you will receive a detailed explanation of the licensing of educational qualification of each of your children's teachers. You will also receive the names and qualifications of the paraprofessionals working with your children.



## **PARTICIPATION IN EXTRA-CURRICULAR EVENTS**

The academic school day shall be the primary reason for attending school. Although extra-curricular activities are vital to the overall development of the student, they play a secondary role in our school program. Therefore, students participating in extra-curricular events, practices or rehearsals, must be in school for the entire day if they wish to be involved in any extra-curricular activity on that day or evening. Students who cannot attend school on the day of an extra-curricular activity may be exempt from this rule, only if they have received prior permission from the principal or superintendent. This ruling will cover all athletes, cheerleaders, band members, statisticians, and managers, and any student involved in any capacity with an extra-curricular program.

## **PATRON COMPLAINTS**

The New England Public School recognizes that the possibility of patron complaints about personnel employed by the district may surface.

In order to provide an effective procedure for responding to complaints about school district personnel in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

### **Filing Procedure**

The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within sixty (60) days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent and Business Manager shall be directed to the Board President, who shall follow the same procedure and shall have authority to take disciplinary action except when dismissal is contemplated. Dismissal recommendations for the Superintendent and Business Manager must be referred to the Board for a determination made in accordance with applicable law.

### **Deadlines**

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

### **Prohibition: Retaliation**

The District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he, in good faith, files a complaint against the District (or a district employee, contractor, or agent) under this policy. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he participates in an investigation, hearing, or inquiry related to this policy.

## **Prohibition of False Claims**

The District may take appropriate disciplinary action against a district employee, contractor, student, and/or other district agent and/or may take legal action against anyone who knowingly files a false complaint under this policy or a false claim of reprisal, retaliation, or discrimination under this policy.

## **PERSONAL PROPERTY**

Students are discouraged from bringing extra money, toys and other objects from home. Items brought from home should be marked so they can easily be identified. The school does not assume responsibility for the loss or breakage of things brought from home.

## **PETS**

To protect children on the playground and in school, the New England School Board has adopted as policy that **NO PETS** are allowed at or in school unless approved by administration.

## **PLAYGROUND RULES**

The SAFETY of the students of the New England Public School is the primary concern in establishing the following rules:

1. Listen to the playground supervisor.
2. No leaving the playground without permission and no entering the school building unless permission is given by teachers.
3. Tell the supervisor if you get hurt.
4. Do not slide on your stomach, feet, or lean over the edge of the slide.
5. If something happens between you and someone else, tell the supervisor BEFORE coming into the building or classroom.
6. When the bell rings, line up immediately, come in quietly, and get to classrooms right away.
7. Students will not throw hard objects (snowballs, ice, sticks, rocks, etc.)
8. Students will use courteous language at all times.
9. Students will not play rough games that use hitting, tripping, tackling, and running into other children.
10. ABSOLUTELY NO FIGHTING.

## **PROCEDURES FOR ADMINISTERING MEDICATION IN THE SCHOOL**

1. Location of Medication
  - a. The administrator of each school building shall designate a secure storage area for all medication which is to be kept in school and designate who within the school will be given the responsibility to check in and administer the medication.
  - b. The administrator shall also establish a check-in procedure for medication brought to the school. This procedure shall include recording the date the medication was deposited, ensuring that authorization is on file, notification of the person who has been designated to administer the medication shall count with a second person and record the number of pills or capsules or mark the liquid bottle.
  - c. Medication is to be kept in the original container properly labeled with the student's name, specific time to be administered, amount of dosage, and physician's name. It is recommended that no more than one month's supply of any medication be brought to school at one time. Parents or legal guardian should be notified approximately 5 days before all medication has been used so that the supply can be replenished, if necessary. Unused portions of medications should be returned to parents or legal guardian at the end of the school year or when the medication is no longer needed by the student.
2. Personnel Responsible For Administering Medication

- a. All personnel should be familiar with the policy and procedures for administering medication in the school.
- b. All personnel having responsibility for supervising students shall be given information on the health portion of the student's school records including related medical problems, if any; and shall be informed of anticipated circumstances for which school personnel may need to be in touch with out-of-school personnel, (e.g. medical personnel, other agencies, etc.)
- c. A list of designated personnel within the school building who are responsible for the administration of medication should be kept on file. Personnel on the list must receive a general orientation in the administration of medication and a specific review of instructions for a given student's medication needs, as well as the specific training required by this policy where acute allergic reactions are involved.
- d. When students require extensive medical and health related observations while in school or if medical and health related equipment or appliances must be monitored while the student is in school, additional procedures will need to be established. The department of Public Instruction should be contacted for recommended guidelines.

### 3. Records Management

- a. The administration of each school building shall develop a system of recording the administration of medication, noting date, time, and signature or initials of the person administering the medication.
- b. The record of administration shall include a place for other information to be recorded such as any observed reaction to the medication or possible side effects.

### 4. Other Safeguards or Circumstances

- a. In some cases where students may be capable of independently administering their own medication, the administration [shall] [may] require the student to deposit the medication in the designated office area. The student's age and readiness to assume responsibility will determine such details in each student's situation
- b. All SCHOOL PERSONNEL will be trained in First Aid procedures pertinent to needs of students. Documentation on trained staff will be done yearly.
- c. All PERSONNEL must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency medical number "911" or other local emergency number.

### **PROFANITY**

Profanity is never permitted in school. Any person using profanity in the school or on the school grounds and properly identified will be subjected to disciplinary actions identified by administration.

### **SCHEDULE**

1 <sup>st</sup> Period	8:25 – 9:15
2 <sup>nd</sup> Period	9:18 – 10:08
3 <sup>rd</sup> Period	10:11 – 11:01
4 <sup>th</sup> Period	11:01 – 11:54
5 <sup>th</sup> Period	12:16 – 1:06
6 <sup>th</sup> Period	1:09 – 1:59
7 <sup>th</sup> Period	2:02 – 2:52
<b>8<sup>th</sup> Period</b>	<b>2:55 – 3:15</b>

### **SCHOOL EVENTS**

No school events or practices are permitted on Sunday or any Wednesday evening after 6:00 PM, without prior approval of the administration. Prior approval means at least 2 weeks in advance.

## **SCHOOL PARTIES**

The organization of parties will be at the discretion of the teaching staff and principal and announced prior to the event. All students in grades K – 6 will participate in classroom parties such as: Valentines, Christmas, Thanksgiving, Easter, Halloween, etc. The only exception will be academic projects.

## **SCHOOL PICTURES**

Student's pictures will be taken during the school year. You will be notified of the exact date and time. These pictures provide a remembrance of your child's school days that will last a life-time. Please see to it that your child is appropriately dressed and groomed on that day. The purchase of these pictures is optional. School pictures are presently taken in the fall and again in the spring.

## **SCHOOL RECORDS**

The school has on file your grades, attendance, standardized test scores, and discipline record that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here. You and/or your parents or guardian may see the content of these records by making appointment to do so with the principal or counselor. You may have copies made of everything in the school record, at a cost to you of \$0.20 per sheet, but you are not permitted to take the original record out of the office. You or your parents or guardian may place any statements or items in your record that you wish to, if it pertains to your school work. You may also request that items be removed from your file. In the event that you or your parents or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the highest official, ultimately, to the School Board. Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your parents or guardian, depending upon your age. This means that your school will not, without first receiving written consent from your parents or guardian:

A. Send a transcript of your school record to college, vocational school, or university;

Give information from your school record to prospective employers. Written consent can be given by using a form available in the office of the principal or counselor, or writing a letter to the office requesting the transfer of their records. Students who are 18 years of age or older need not seek the consent of their parents or guardian to exercise their rights of access or control of transfer of their records. A listing of those who have had access to our file and received copies of items in your file along with dates will be maintained.

For students who have attended New England Public School District, a cumulative folder containing educational information shall be maintained. A permanent record of a student's demographical information such as name, address, phone number, his or her grades, attendance record and year completed shall be maintained in perpetuity. All other records will be kept for a minimum of 10 years after his or her class graduates from high school. All special education files will be handled according to the West River Special Services Unit's policies. In all cases, a reasonable effort will be made to notify students, parents, or guardians prior to destruction of any records.

## **SEARCH AND SEIZURE**

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or Superintendent must authorize all searches.

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the

principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

### **Search Procedure**

For the purposes of this policy, personal property includes, but is not limited to: a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

### **Searches of Vehicles**

The principal or designee, with a witness present, shall conduct searches of student vehicles if the vehicle is parked on school property and if reasonable suspicion exists. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

### **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VI of the Civil Rights Act of 1964 as amended 42 U.S.C., and the North Dakota Human Rights Act.

Harassment of any type has no place in the school setting. The New England Public School District will endeavor to maintain a learning and working environment that is free of harassment. The School Board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

It is the policy of the New England Public School District #9 to maintain a learning and working environment that is free from sexual harassment. This environment includes the school settings, school vehicles, and school sponsored activities. The New England Public School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the New England Public School District to harass a student or an employee through conduct or communication of the sexual nature as defined by this policy.

Administrators, counselors, and instructors will use staff meetings, in-service sessions, and classroom instruction to inform employees and students of their rights and remedies under the law.

The New England Public School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the New England Public School.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal conduct or communication of a sexual nature when (1) submission to the conduct is made either expressly or by implication of any individual's employment or educational program, (2) submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting the individual, or (3) the conduct or communication has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely

affecting the employee's or student's performance, advancement, assigned duties, or any other condition of employment, career development or educational program.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal "kidding", abuse or harassment
2. Pressure (subtle or otherwise) for sexual activity
3. Repeated remarks to a person with sexual or demeaning implication
4. Any unwelcome sexually motivated touching such as patting or pinching
5. Intentionally brushing against a student's or employee's body
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with requests to any individual's employment or education status

Any person who believes he or she has been the victim of sexual harassment by any student or employee of the New England Public School District or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate New England Public School District official as designated by this policy.

A substantiated charge against a student in the school district shall subject such student to disciplinary action, up to and including suspension or expulsion, consistent with the student discipline code.

The New England Public School District will discipline anyone who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceedings, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

The New England Public School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether an action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

## **SEXUAL OFFENDERS ON SCHOOL PROPERTY**

### Definitions

For the purpose of this policy:

- A sexual offender is defined in NDCC.
- A parent sexual offender is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a district school.
- A nonparent sexual offender is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship right to a child attending a district school.
- School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district; and the site of any school-sponsored activity.

### **1. Non parent Sexual Offenders**

A nonparent sexual offender is prohibited from entering New England Public School except:

- a. When s/he is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
- b. To attend an open meeting as defined in NDCC.

### **2. Parent Sexual Offenders**

Parent sexual offenders are prohibited from entering school property except for purposes outlined in section parts a and b of this policy and with the Superintendent's prior written approval in the following instances:

- a. To transport his/her child to and/or from school. The parent sexual offender will only be permitted to transport his/her own child.
- b. To attend a conference to discuss his/her student's progress, placement, or individual education program (IEP).
- c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent sexual offender who attempts to communicate electronically with a student other than his/her own child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **3. Student Sexual Offenders**

The Superintendent shall determine the appropriate educational placement for student sexual offenders except those identified as having a disability. When determining educational placement, the Superintendent shall consider such factors as the safety and health of the student population. The Superintendent shall develop guidelines for managing each student sexual offender in New England Public School. If the Superintendent determines that, in the best interest of New England Public School, the student sexual offender should be placed in an alternative educational setting, the district shall pay for the costs associated with this placement.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability that attends New England Public School. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the district shall pay for the costs associated with this placement.

### **4. General Provisions**

The Superintendent will inform the appropriate principal and other relevant district staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's written permission statement. The building principal shall assign a building chaperone to accompany the sexual offender while he/she is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent sexual offender to attend a district school in case the guidelines developed for this individual apply.

The Superintendent may establish a system for identifying sexual offenders and may inform known sexual offenders of this policy. It is not the intent of the District to expand or modify the district's potential liability exposure through the implementation of this notification system. The district's voluntary creation of this safety precaution shall not be construed to create or assume any potential liability under any local, state or federal laws or regulation. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

### **SMOKING, DRINKING, OR USE OF ILLEGAL DRUGS**

The use of tobacco, alcohol, or any illegal drugs by students or possession of the same will not be allowed on school property during school time or at any school function. Being found guilty of those offenses will result in suspension from school for a period of three (3) days for the first offense, and five (5) days for the second offense. Subsequent offenses will be dealt with on an individual basis with the

minimum suspension being five (5) days. Also, of tobacco, alcoholic beverages, or illegal drugs, or possession of such items at any time or place during the calendar year, shall result in a penalty of six (6) weeks suspension from all extra-curricular activities. The second and/or subsequent offenses shall result in a penalty of eighteen (18) weeks from all extra-curricular activities. Offenses will be cumulative for grades K – 8<sup>th</sup> and grades 9 – 12. A strong emphasis will be on some form of intervention (counseling, etc.). It should be noted this policy is in effect for the summer vacation period also. Administration procedures for investigating alleged offenses will be those guidelines set down by NDHSAA.

### **SNOW/COLD WEATHER**

The New England Public School shares with the parents a concern for the safety of students. The decision to close school comes from the superintendent. News media, KLTC, KPOK, KFYZ, KNDC, KDIX, and TV stations will be contacted. The District will also utilize Power Announcement, our instant notification system to mass call, email and text those parents/guardians that have configured their notices via Power School. If, in the event of an early dismissal and buses cannot run, "storm home" locations will be utilized for students.

### **SPORTSMANSHIP CODE FOR THE SPECTATOR**

1. I will applaud good plays made by either team. I will consider our athletic opponents and their fans as guests and treat them accordingly.
2. I will consider the officials as proper authorities to make decisions without demonstration.
3. I will cheer the entry of both teams onto the playing field or floor.
4. I will do everything in my power to prevent heckling, booing, throwing of objects, or other acts of discourtesy.
5. I will support the team and coach regardless of the winning record of the team. I will consider the age, skill, and experience of the teams members as factors in winning. I will remember that good material is necessary for a coach to win games.
6. I will take pride in promoting good sportsmanship among the spectators, players, and coaches and lend my wholehearted support to any program that strives for this.
7. I will attempt to become more familiar with the rules and fundamentals of the game in order to become a more intelligent and understanding spectator.

### **STUDENT RECORDS**

The District shall comply with all required components of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) when maintaining, retaining, granting access to, disseminating, and disposing of student educational records. In addition, the District shall comply with all notification requirements required by these laws. Access The District shall grant access to student educational records to individuals authorized by law. When applicable, appropriate consent will be obtained and/or agreements established to release records and the District will honor opt-out requests. The District shall comply with all recordkeeping requirements related to record access and disclosure as delineated in law.

School officials with a legitimate educational interest in a student's educational record shall be granted access to the portions of the record that they have a need to know. For the purpose of this policy, legitimate educational interest is defined as access that is needed in order for a school official to fulfill his/her professional responsibility. School official is defined as:

1. An individual employed by the District in an administrative, instructional, or support staff position;
2. School board members;
3. School resource officer(s):



4. A person or company contracted by the District to perform institutional services and/or functions, including, but not limited to, attorneys hired by the District and data storage and protection agencies;
5. A volunteer that performs institutional services and/or functions for the District;
6. A consultant hired to perform institutional services and/or functions for the District;

This list of school officials shall be included in the district's annual FERPA notification.

School officials will receive appropriate training and information on privacy to ensure records are not misused. The District shall put reasonable methods in place to ensure that school officials only obtain access to educational records or portions of educational records in which they have a legitimate educational interest.

### **Review and Amendments**

The Board shall develop procedures for a parent/guardian/student to review and amend educational records. These procedures shall be delineated in board-approved regulations and shall be disseminated annually in accordance with law.

### **Record Dissemination**

*Other schools:* When a student enrolls, intends to enroll, or has enrolled in another school, the District shall forward a copy of the student's educational record, including disciplinary records involving suspension and/or expulsion to the new school district without prior consent so long as disclosure is for enrollment or transfer purposes. The District shall retain the original student record.

*Directory information:* The Board defines directory information as:

- Address;
- Date and place of birth;
- Degrees, honors, and awards received;
- Electronic personal identifier;
- dates of attendance;
- Grade level;
- Institutional email address;
- Major field of study;
- Most recent educational agency or institution attended;
- Participation in officially recognized activities and sports;
- Photograph;
- A student's name;
- Telephone listing;
- Weight and height of members of athletic teams.

The District may release this information without a parent/guardian/ authorized student's consent unless the parent/guardian/authorized student has requested to opt-out. Opt-out notices will be disseminated in accordance with law. The Board shall approve a list of entities to which directory information may be disseminated. The District shall provide applicable directory information to entities authorized to access directory information under FERPA and North Dakota law unless a parent/authorized student has opted out.

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

The District may, or, when required by law, shall release students' personally identifiable information from student educational records to authorized representatives, as defined by FERPA, in accordance with PII disclosure agreement requirements and other safeguard procedures mandated by FERPA regulations.

### **SUSPENSION & EXPULSION**

The Board delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates itself or the Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations. When the hearing officer is someone other than the New England Public School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

Expulsion shall not be imposed beyond the maximum duration permitted by law.

#### **Conduct Subject to Suspension/Expulsion**

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Copies of these rules shall be posted in a prominent place in each school and shall be published in student handbooks.

#### **Suspension or Expulsion of Students with Disabilities**

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to

determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

### **TELEPHONE USE**

Students shall not be excused from class for the purpose of using the telephone. They will be called out of class to answer emergency calls only.

### **TESTING**

The ND State Assessment is given to students in grades 3-8 and 11 each year. NWEA Testing is given to all K-12 students. Results of all testing will be sent home to parents. Other tests may be given by classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

### **TITLE I STUDENT SELECTION**

Students in the New England Public School Title I program are those in most need of additional help in reading and math. What follows, is an array of the various forms used for each student's particular needs. A student profile helps in the management of individual student strengths and weaknesses.

A combination of factors will still be taken into consideration. These factors include the classroom teacher's checklist, report cards, classroom unit, results from standardized tests, performance in the classroom and previous Title I history

All factors added together gave a more complete picture of the child's TOTAL reading and math needs.

In the event the student is a more complicated case where another special service such as, Speech, or LD are involved, there is a well-defined system-wide process for referral to involve Title I staff with other special services.

### **TITLE IX POLICY**

YOU ARE HEREBY NOTIFIED that the New England Public School District does not discriminate on a basis of gender, race, religion, marital status, age, disabilities, national origin or color in its educational programs/activities and employment practices. It is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations and not to discriminate in such a manner.

You are further notified that inquiries concerning the application of Title IX and part 86 may be referred to the Superintendent, who has been designated as the person responsible for coordinating the efforts of New England Public School District #9 to comply with and carry out its responsibilities under Title IX and Part 86, including any investigation of complaints alleging noncompliance.

### **VISITING SCHOOL**

All visitors are to report to the office before going to any of the classrooms. Prior to visitation, parents must contact their child's teacher to determine the day's activities if the visitation will be longer than 10 minutes. There is a limit of two visiting adults per classroom. Please follow the teacher's directions and remember your purpose is to observe while your child is engaged in learning activities. Preschoolers must remain at home if your visitation is longer than 10 minutes. School visits are NOT allowed during the first four weeks of school, the last two weeks of school, or during any special testing days. Due to FERPA regulations, visitations are not allowed in the Title I classroom or the resource room.

### **WEAPONS POLICY**

The New England School Board has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel.

#### **Definitions**

- *Firearm* is defined in accordance with 18 U.S.C. 921.

- *Weapon* includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

### **Prohibitions**

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-a-likes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

### **Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

### **Special Education Students**

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

### **Non-applicable Provisions**

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

