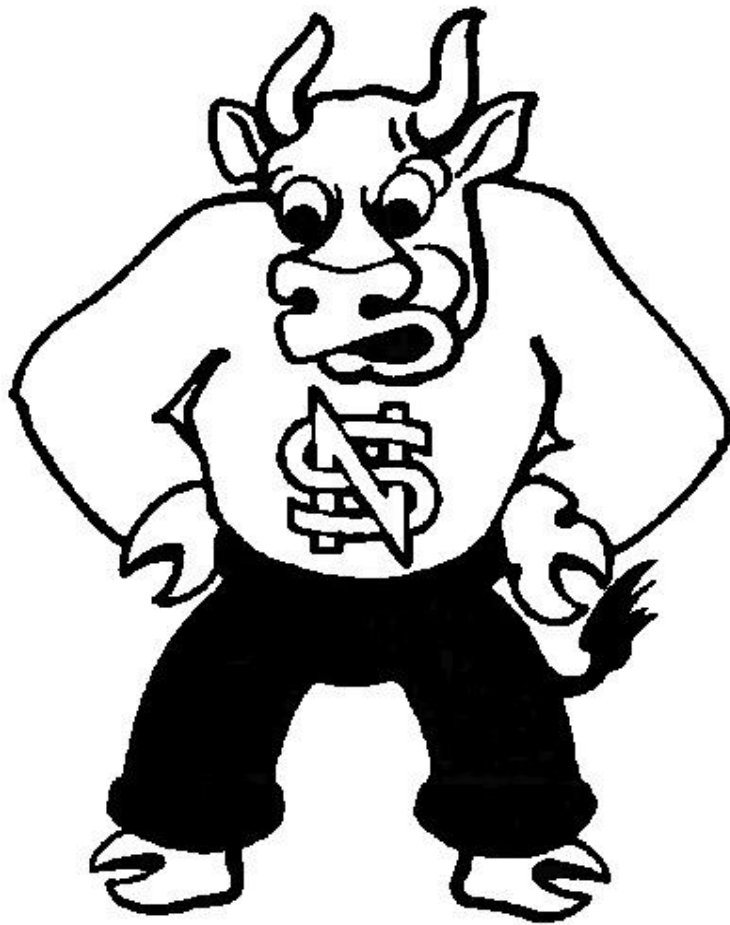


# ***New Salem - Almont Public Schools***

***Junior – Senior High  
Student Handbook  
2025-2026***



**New Salem – Almont High School  
PO Box 378  
310 Elm Avenue  
New Salem, ND 58563**

**Phone Number: (701) 843-7610**

**Website: [www.newsalem.k12.nd.us/](http://www.newsalem.k12.nd.us/)**

**Mission:**

**“To Engage, empower, and elevate for success.”**

**Vision:**

**“Engage students through meaningful experiences, empower them with knowledge, skills, and confidence, and elevate their potential through high expectations.”**

**School Song**

*Rally sons of New Salem High  
Sing her glory and sound her cry  
Raise her black and white and  
Cheer with voices true  
Rah Rah for New Salem High  
Rah, Rah, Rah  
Cheer, cheer for New Salem High  
Wake up the echoes  
Sounding her cry  
Send a volley cheer on high  
Shake down the thunder, from the sky  
What though the odds be great and small  
New Salem High will win over all  
While her loyal sons are marching  
Onward to victory  
H-O-L-S-T-E-I-N-S  
HOLSTEINS ON TO VICTORY!!!!!!*

**School Colors**

*Black and White*

**School Mascot**

*Holstein*

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## **WELCOME**

Welcome to New Salem-Almont High School, “**Home of the Holsteins.**” On behalf of the faculty and administration, we welcome you to this academic school year. This handbook is designed as an informative guide for students and parents. All the policies necessary for the efficient operation of this school cannot be printed; common sense and respect for the rights of others will dictate the course of action in the absence of a printed guideline.

It shall be emphasized we expect every student to exhibit certain basic, common sense, unwritten patterns of behavior in their activities and associations around school. The respect that everyone should show toward others and expect from others should not have to be written out. Everyone knows these common-sense tenets of proper behavior and should demonstrate these qualities in their daily conduct, both in school and out. Positive attitude, effort and cooperation, as well as respect, if demonstrated by everyone, would make long lists of rules and regulations unnecessary.

New Salem-Almont Public Schools does not discriminate in its educational programs, employment practices, services and/or activities based on race, color, religion, sex, national origin, handicap or age. The Board of Education of New Salem-Almont Public Schools supports the provisions of Title IX and the federal regulations contained in 504. It is the expressed intent of the New Salem-Almont Public Schools to provide equal opportunities for all students, free from limitations based on race, color, religion, sex, national origin, handicap or age.

## **SECTION 1: SCHOOL PHILOSOPHY**

We value student growth, a community of support, and creating a foundation for achievement

### **OUR FOUNDATIONAL PRACTICES**

Foundational practices are the basis for the education we provide for all students. We engage in these practices to inspire and offer a high-level educational experience for each student. The following are considered foundational to our work to achieve our desired outcomes.

**High Academic Expectations:** The New Salem-Almont school district sets high academic expectations to challenge our students to achieve excellence and reach their full educational potential.

**Positive Student-Staff Relationships:** The New Salem-Almont prioritizes fostering positive relationships to create a supportive and respectful learning environment. Building trust, open communication, and collaboration are critical in our interactions.

**Data-Driven Instruction Focus:** The New Salem-Almont school district focuses on data-driven instruction, using student data and assessment results to tailor teaching methods and meet individual student needs. We strive to improve teaching practices and enhance student learning outcomes by utilizing measurable data and information.

**Strong Community Support:** The New Salem-Almont school district values the strong support of our community in various forms, including volunteering, fundraising, advocacy, and partnerships. This active involvement enhances the educational experience and opportunities for our students.

## **SECTION 2: ATTENDANCE POLICIES**

Regular attendance is necessary for educational growth. Absences and tardiness hinder scholarship and lower the morale of the entire school. Absence from school can never be made up. Success at school requires, like any success at a job, promptness, responsibility, and dependability. Therefore, students are expected to be in school every school day. Exceptions will be allowed for illness, injury, school related activities, family emergency or religious observance. It is the parents' responsibility to ensure that their children are in school unless a valid reason for absence exists.

A student is allowed 10 absences per class period per semester. Any absence beyond that may result in retention, grades 6-8, or in no credit being awarded, grades 9-12. These decisions will be at the discretion of administration with input of the teaching staff. A letter will be sent after 10 absences indicating the severity of the situation and explaining possible consequences, including possible contact from Morton County Social Services. A social worker may contact the family and work together to help the student attend school regularly.

### **ATTENDANCE POLICY GUIDELINES**

1. Parents or guardians must call the school office (843-7610) by 10:00am on the day of the absence to notify the office of the absence. If a call is not made, the student must bring a note to the principals or main office signed by the parent or guardian explaining the absence. If a note or phone call is NOT received within two weeks from the date of the absence, the absence will remain unexcused. The principal or office staff may reach out to parents/guardians to fix unexcused absences when deemed necessary.
2. Students returning to school after being absent will:
  - a. Turn in work assigned prior to the absence upon returning to class.
  - b. A student will be allowed two days for every day missed to make up schoolwork.
3. A student is allowed 10 absences, including both excused and unexcused, per class per semester. Any absence beyond that number will result in a loss of credit in that subject missed unless made up within the semester.
4. **Absences that will not be used for calculating the attendance record are:**
  - a. Those that occur due to school-sponsored activities (eg. Field trips, athletics, music, etc.)
  - b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, & brother). The administration may review other bereavement requests and extended bereavement.
  - c. Long term illness or hospitalization verified by a doctor's statement.
  - d. Seniors are allowed two days for a college visits and/or job shadow. Students must see the guidance counselor or high school principal to obtain permission for a college visit or job shadow. Once permission is granted, students will be given a college visit form. Upon completed of their visit, students must turn this form into the office with all required signatures.
5. **Absences counted towards the ten (10) day limit include but are not limited to:**  
Family trips, workdays, vacations, visiting friends and relatives, hair, routine medical, dental appointments, etc.
6. After the seventh (7) absences, a letter will be sent or a phone call made to the parent or guardian indicating the severity of the situation and explaining the consequences that will result.
7. In-school and out of school suspensions will not count as days of absence.

### **SCHOOL RELATED ABSENCE**

School related absences are those that require a student to be absent for an activity **sponsored by the school** where students are under the direct supervision of a teacher or other staff member.

### **STEPS PRIOR TO ABSENCE FOR A SCHOOL ACTIVITY**

It is the student's responsibility to obtain an activity absence sheet from the office AND contact the teacher of each class that will be missed. Teacher must fill out and signed the form prior to turning it into the office. Work must be made up in advance or as arranged with the individual teacher. Teachers have the discretion of not accepting or grading down work not satisfactorily completed in advance or as had been arranged.

#### **EXCUSED ABSENCE.**

Excused absence is defined as absence caused by illness, injury, family emergency, religious observance, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed excusable by the principal or superintendent.

#### **UNEXCUSED ABSENCE.**

Unexcused absence is defined as absences that is not excused, by a parent/guardian, and/or has not been approved by the principal or Superintendent. If a student is absent for an unexcused reason, the parent/guardian is still responsible for calling the principal's office to explain the absence. Unexcused absences include truancy, oversleeping, leaving class early without permission, or leaving school without properly notifying the office. Parents/guardians have **TWO WEEKS** to clear unexcused absences, after two weeks the absence will remain unexcused. The principal or office staff may reach out to parents/guardians to fix unexcused absences when deemed necessary.

#### **CREDIT BUY BACK**

If a student surpasses ten (10) absences in a class and has lost credit they are able to "buy back" that credit minute-for-minute after visiting with the Principal and signing a buy back agreement.

#### **TARDIES**

Arriving late to an assigned area may be excused or unexcused. In general, tardiness is a matter between the student and teacher involved. An unexcused tardy will result if a student is late for a class without an appropriate note from another staff member or administrator. **Tardies will be period based.** All students will start with a fresh slate each semester. There will be no consequences for the 1<sup>st</sup> tardy; however, the 3<sup>rd</sup> tardy in a period will result in a consequence.

#### **STEPS TO FOLLOW WHEN LEAVING THE BUILDING**

Whenever a student leaves the building during class hours, whether it is for a short period of time, or for the remainder of the day, the following procedure must be followed:

1. Student must receive authorization from the office and sign the **checkout sheet** in the main office.
2. If leaving is part of class work, a teacher must first sign a request before the office will authorize it. **Only the office** authorizes permits to leave the building.
3. Students cannot leave during school and return because of personal errands.
4. No permit is required if some teacher or other school personnel accompanies the student.
5. Leaving without proper authorization will be considered unexcused.

## **SECTION 3: STUDENT DISCIPLINE POLICIES**

All school personnel have the authority to take steps as may be necessary to maintain proper discipline at any place in the school, the school grounds, and at school functions. Since every teacher approaches discipline differently, each classroom teacher has the discretion of setting reasonable classroom rules within the framework of these policies and each teacher will communicate their expectations to the students.

### **NSA Secondary *PRIDE* Matrix**

	Positivity	Respectful	Integrity	Disciplined	Effort
<b>Hallway/ Commons</b>	<input type="checkbox"/> Appropriate Language <input type="checkbox"/> Body Language <input type="checkbox"/> Stay Kind	<input type="checkbox"/> Hands to Self <input type="checkbox"/> Pick Up and Throw <input type="checkbox"/> Personal Space	<input type="checkbox"/> Appropriate Clothing <input type="checkbox"/>	<input type="checkbox"/> Beat the Bell <input type="checkbox"/> Voice Volume <input type="checkbox"/> Walk	<input type="checkbox"/> Follow Staff directions <input type="checkbox"/> Leave Cleaner than you found <input type="checkbox"/> BE AWARE
<b>Locker Room/ Bathroom</b>	<input type="checkbox"/> Be courteous to others	<input type="checkbox"/> Prevent/Stop Vandalism <input type="checkbox"/> Personal space <input type="checkbox"/> Proper use of cell phones <input type="checkbox"/> Wait your turn	<input type="checkbox"/> Appropriate language & conversation <input type="checkbox"/> Personal hygiene	<input type="checkbox"/> Keep belongings in locker <input type="checkbox"/> Appropriate volume	<input type="checkbox"/> Keep surroundings/locker clean
<b>School Grounds</b>	<input type="checkbox"/> Appropriate language & body language	<input type="checkbox"/> Report vandalism/unsafe conditions	<input type="checkbox"/> Value what belongs to you & others <input type="checkbox"/> Follow the law	<input type="checkbox"/> Park in orderly fashion	<input type="checkbox"/> Pick up garbage <input type="checkbox"/> Leave Cleaner than you found <input type="checkbox"/> Watch for cars
<b>Lunch</b>	<input type="checkbox"/> Be thankful for your meal <input type="checkbox"/> Keep words & actions kind <input type="checkbox"/> Welcome other students	<input type="checkbox"/> Respect lunchroom staff <input type="checkbox"/> Be patient & polite	<input type="checkbox"/> Wear appropriate for weather conditions <input type="checkbox"/> Use manners	<input type="checkbox"/> Use specified doors to leave and enter building <input type="checkbox"/> Proper volume	<input type="checkbox"/> Know your lunch number <input type="checkbox"/> Clean up after yourself <input type="checkbox"/> Keep food on tray
<b>Assembly/ Activities</b>	<input type="checkbox"/> Show appreciation <input type="checkbox"/> Be a good ambassador of Holstein PRIDE	<input type="checkbox"/> Active & appropriate participation <input type="checkbox"/> Respectful of officials	<input type="checkbox"/> Respect those in charge <input type="checkbox"/> Stand for school songs & national anthem	<input type="checkbox"/> Be seated prior to start of activity <input type="checkbox"/> Maintain down space	<input type="checkbox"/> Stay seated until it's appropriate to move <input type="checkbox"/> Keep area clean
<b>Bus</b>	<input type="checkbox"/> Be patient while waiting <input type="checkbox"/> Be courteous	<input type="checkbox"/> Be on time <input type="checkbox"/> Report/stop vandalism <input type="checkbox"/> Personal space <input type="checkbox"/> Respect the Driver	<input type="checkbox"/> Avoid conflict	<input type="checkbox"/> Stay in your seat <input type="checkbox"/> Keep belongings to yourself <input type="checkbox"/> Appropriate volumes	<input type="checkbox"/> Keep bus clean <input type="checkbox"/> Keep aisle clear
<b>Classroom</b>	<input type="checkbox"/> Be prepared to learn <input type="checkbox"/> Encourage others to do their best <input type="checkbox"/> Show understanding for diversity	<input type="checkbox"/> Follow classroom expectations <input type="checkbox"/> Accept differences <input type="checkbox"/> Personal space	<input type="checkbox"/> Contribute to positive learning environment	<input type="checkbox"/> Actively participate in lessons	<input type="checkbox"/> Always do your personal best <input type="checkbox"/> Stay focused and on task



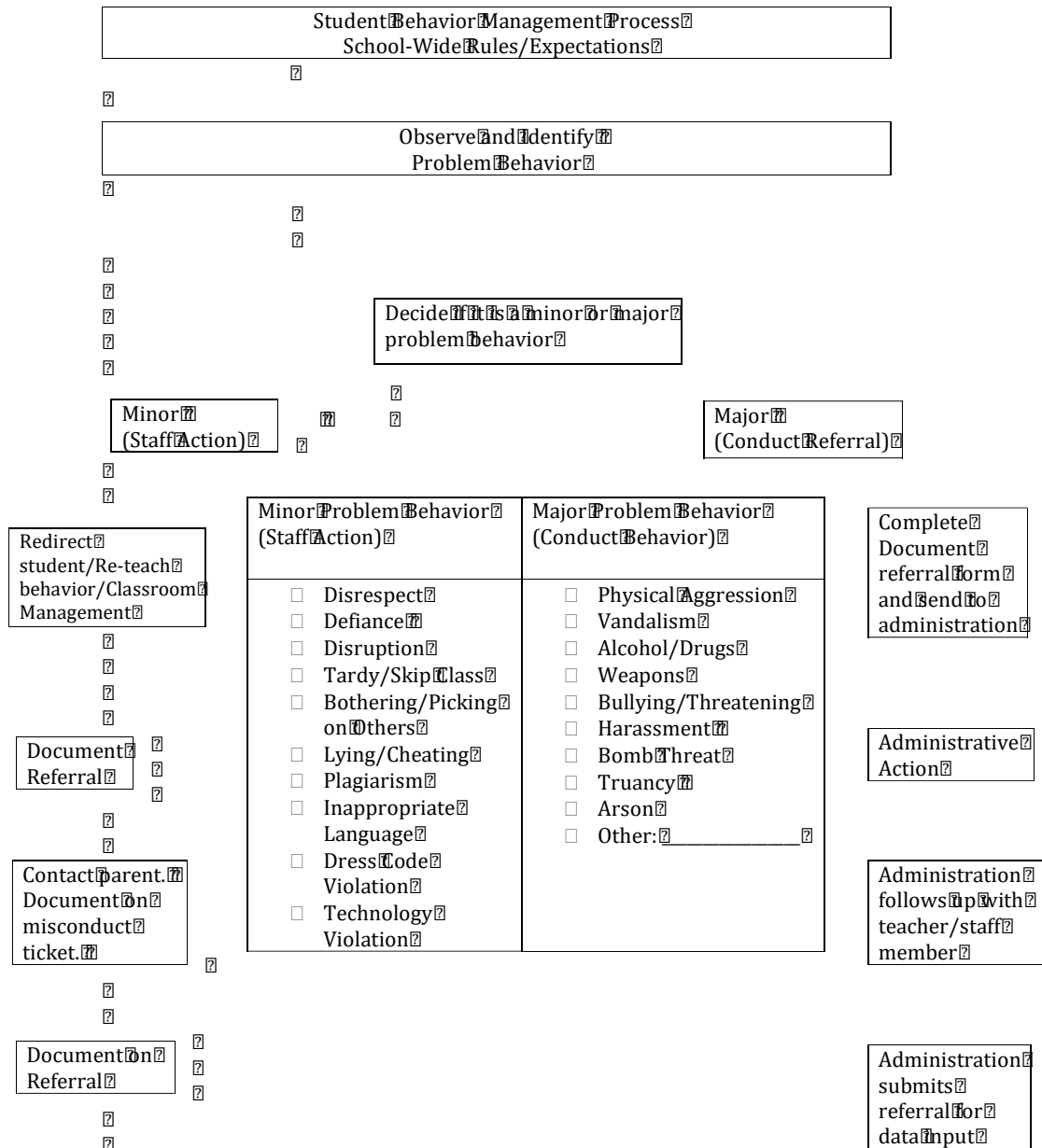
## ***Holstein PRIDE!***



### **Behavior Expectations**

If the behavior expectations set forth in the PRIDE matrix are not met, school staff will utilize the following flow chart to determine what action will be taken:

## New Salem-Almont High School MTSS Behavioral Flow Chart



### MINOR INFRACTIONS

Class Disruption  
Redirect/Reteach  
Inappropriate Hall Behavior  
Inappropriate Displays of Affection

### CONSEQUENCES

1<sup>st</sup> Offense –  
  
AND fill out referral form  
2<sup>nd</sup> Offense – Contact parents,



Leaving Class without Permission  
Use of Profane Language in School  
Not Using Proper Procedure when Checking out of School  
Minor Vandalism to School Property  
Unexcused Absence  
Cheating  
Any other minor infractions as determined by the administration

fill out referral form, AND  
lunch or after school detention  
3<sup>rd</sup> Offense (in 30 days) – fill out  
referral form and it becomes a  
Level I Major Infraction

#### **MAJOR INFRACTIONS LEVEL I**

Fighting  
Stealing  
Talking to staff employee in a disrespectful manner  
Insubordination  
Bullying / Harassment  
Use of tobacco/alcohol/drugs in school, on the school premises, or at a school related function.  
Major vandalism  
3<sup>rd</sup> offense of Level I Infraction (within 30 days)  
Any other moderately severe infraction as determined by the administration.

#### **CONSEQUENCES**

½ or more days of In-School or  
Out-of School Suspension

#### **MAJOR INFRACTIONS LEVEL II**

Physically assaulting a school employee  
Causing major physical harm to another student  
Deliberate action that can endanger the life, health,  
or safety of another student.  
Possession of a weapon(s) on school grounds (Other than a firearm)  
3<sup>rd</sup> offense of Level I  
Any other severe infraction as determined by the administration.

#### **CONSEQUENCES**

2 – 10 Day Suspension and  
Notify Parents and Authorities  
if Applicable.

#### **LEVEL IV INFRACTIONS**

Any Firearm  
3<sup>rd</sup> Level II Offense  
Any other extremely severe infraction as  
Determined by the administration.

#### **CONSEQUENCES**

4 – 10 Days of Out-of-School  
or Expulsion. Notify Parents  
and Authorities

## New Salem/Almont JH/HS School Discipline Matrix

Offenses	Tardies →	5th tardy = 1 detention
Class one (per year)		Consequences
<ul style="list-style-type: none"> <li>Class disruption</li> <li>Inappropriate hall behavior.</li> <li>Leaving class without permission</li> <li>Use of profane language in school</li> <li>Not using proper procedure when checking out of school</li> <li>Minor vandalism of school property</li> <li>Unexcused absence</li> <li>Cheating – minor offense – (worksheet or daily assignment)</li> <li>Any other minor infraction as determined by the administration</li> </ul>		<p><b>1st offense - 1 detention</b>  <b>2nd offense – 2 detentions</b>  <b>3<sup>rd</sup> offense – 1 day ISS</b></p>
Class two (per year)		
<ul style="list-style-type: none"> <li>Fighting</li> <li>Stealing</li> <li>Cheating – major offense – (Tests)</li> <li>Harassing or bullying another student verbally or physically. (Junior High penalty is 3 days of ISS for the first offense.)</li> <li>Talking to a staff employee in a disrespectful manner</li> <li>Openly defying teacher's authority (insubordination)</li> <li>Fourth offense of Level I</li> <li>Any other moderately severe infraction as determined by the administration</li> </ul>		<p><b>3 or more days out of school suspension</b></p>
Class three (per year)		
<ul style="list-style-type: none"> <li>Use of tobacco in school, on the school premises, or at a school related function.</li> <li>Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.</li> <li>Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.</li> <li>Major vandalism</li> <li>Physically assaulting a school employee</li> <li>Causing major physical harm to another student</li> <li>Deliberate action that can endanger the life, health, or safety of another student</li> <li>Possession of weapon on school grounds (other than a firearm)</li> <li>2nd offense of Level II</li> <li>Any other severe infraction as determined by the administration</li> </ul>		<p><b>5 or more days out of school suspension or expulsion</b></p>
Class Four (per year)		
<ul style="list-style-type: none"> <li>ANY FIREARM</li> <li>ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN N EXPULSION</li> <li>Any other extremely severe infraction as determined by the administration.</li> </ul>		<p><b>EXPULSION</b></p>

\*\*\* Parents will be notified by telephone as well as a follow up letter for levels 2, 3 and 4.

No written set of rules can possibly cover every situation that may arise during the course of the school year. Please see the above following policy statement:

### **SUSPENSION – EXPULSION**

New Salem-Almont will consider the severity of the infraction, the student's age, and disciplinary history when determining the length of the expulsion as well as allowing flexibility to review and potentially reduce the expulsion duration if a student meets established reinstatement conditions.

Note: Suspension can be up to 10 days, or up to 20 days for alternative education program students.

The District will also follow state and federal law when a student may be suspended or expelled for any of the following:

1. Willful violation of any reasonable policy.
2. Willful conduct which materially and/or substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student, other students or school property.

### **DUE PROCESS**

1. Decisions affecting students may be appealed to the next highest school authority and ultimately to the School Board.
2. A Hearing Procedure, described in the District Policy Manual, is established which will be followed in cases involving long-term suspension, expulsion and appeals to the School Board.

### **ALCOHOL/CHEMICAL ABUSE**

1. The school forbids the use or possession of alcohol or any controlled substance, as defined by the N.D. Century Code, by any student on school property or about any school related activity. No student shall be intoxicated, use, sell, distribute, buy, receive, or be under the influence of or in possession of controlled substances. Alcohol or controlled substances are subject to confiscation by school authorities and may be made available to the police.
2. When this policy is violated, parents will be notified and a conference held. The student may be suspended, reported to the police for possible legal action or subject to other disciplinary action. The school administration may recommend the student be expelled from school.
3. Parents shall be notified when suspicion of abuse (use, possession or distribution) appears sufficiently founded. This will be a time when school officials may work with parents or guardians without involving the police or taking disciplinary action.

### **TOBACCO**

1. The school forbids the use or possession of tobacco or tobacco products by any student on school property or about any school related activity. Tobacco or tobacco products are subject to confiscation by school authorities and will be made available to the student's parents upon request.
2. When this policy is violated, parents will be notified. The student may be suspended (in school or out of school) or subject to other disciplinary action.

### **ELECTRONIC CIGARETTES**

1. The school forbids the use or possession of electronic cigarettes, or any other device used in the process of "vaping", by any student on school property or about any school related activity. Electronic cigarettes, or other vaping devices, are subject to confiscation by school authorities and will be made available to the student's parents upon request.
2. When this policy is violated, parents will be notified. The student may be suspended (in school or out of school) or subject to other disciplinary action.

**If a student is found to be using, or has received a citation relating to, alcohol, drugs, or tobacco from any level of law enforcement they are also subjected to a suspension an activity suspension**

## **STUDENT INVESTIGATIONS**

If a faculty member decides that a student's behavior indicates the possible use of alcohol or drugs, or a student possesses, uses, or is under influence of alcohol or other drugs, the administration will use the following as guidelines:

- **Investigation** - Student and his/her possessions may be searched. Confiscation of substance.
- **Notification of Parents** - Parents will be notified and may be requested to come to school as soon as possible.
- **Notification of Police** - At discretion of principal.
- **Disposition of Illegal Substance** - Turned over to authorities.
- **Discipline/Rehabilitation** - Student may be sent home immediately at parental expense or detained until parent can accompany student. Informal hearing may be held at which point further discipline may include suspension or expulsion and may involve an assessment by and compliance with the recommendations of licensed drug and alcohol facility.

## **HALLWAYS, LUNCHROOMS, and OUTSIDE AREAS**

Students will behave in a way that respects the physical safety and emotional security of themselves and others. Therefore, no students will be allowed to run in the halls, engage in cruel teasing or behave in any manner that might harm another person.

## **BUSES**

Students riding the buses are expected to conduct themselves in mannerly fashion. The driver is in full charge of the bus and the students riding it. The driver has the same authority as a teacher and the students are expected to comply promptly with their requests. It is the student's responsibility to meet the bus on time. If the buses do not run because of inclement weather, rural students will not be counted absent. If bus service is not needed for a rural student on a certain day, it is the responsibility of the student to inform the bus driver as soon as possible. Flagrant violation of these rules will result in the suspension of the student from the riding the bus.

## **STUDENT DRESS**

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are conducive in creating an atmosphere of effective learning and good personal hygiene. New Salem - Almont recognizes that individual students have a right to free expression and that right must be balanced with the school's responsibility to provide a safe, secure and orderly educational environment for all students. It shall be violation of the New Salem – Almont Public School policy for any student to wear attire that interferes with the educational process, is disruptive to the school environment, is provocative, or could endanger the health or safety of that student or others during school hours and school activities. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating.

### **General Rules**

- Articles of clothing, such as T-shirts with writing or images, are prohibited if they display content deemed suggestive, obscene, or promote the use of alcohol, tobacco, or illegal substances. Determinations will be made by school staff to maintain an appropriate learning environment

### **Upper**

No undergarments showing

- No Strapless dresses, tube tops, or similarly styled clothing  
Dress Straps should be thick enough to cover undergarment straps  
Off Shoulder Garments such as sweaters and sweatshirts should have something underneath

- No cleavage may be showing
- Midriffs must remain covered, and tops should align with bottoms when a student is standing
- Shirts may not be longer than the lower body covering

#### **Lower**

- No undergarments showing
- Skirts, Dresses, and Shorts should be midhigh in length
- Form-fitting shorts, such as Spandex, are restricted to gym or athletic activities only
- Holes in clothing should not violate any other policies

#### **Accessories**

- Hats may be worn if they do not disrupt the learning environment or violate other dress code policies. Teachers can choose to not allow hats in their room.
- Backpacks are not allowed in halls or classrooms
- Sunglasses or items that obscure the eyes are not permitted indoors unless for medical reasons
- Jewelry/accessories that pose a safety concern for the student or others are prohibited.

#### **Unusual Circumstances**

- In cases where dress or grooming situations arise that are not covered explicitly by this policy, school administrators hold the authority to make appropriate judgments, ensuring consistency with the policy's intent.

#### **Actions**

- Students wearing or displaying such items will be asked to remove, cover, or return home to change. If students do not have the ability to do this, clothes may be provided for that student to wear. Defiance and/or repeated offenses will result in disciplinary action.

### **CARE OF PROPERTY**

The person or persons responsible for damage or destruction, to school property, will be responsible for repair or replacement and may be subject to other disciplinary action as deemed appropriate. Law enforcement authorities will be notified in cases of theft of personal property if the situation warrants.

### **BULLYING**

New Salem-Almont Public Schools is committed to creating a safe, caring, and respectful learning environment for all students. Bullying of students occurring is strictly prohibited and will not be tolerated. For this policy, "school" includes school buildings, school grounds, school-sponsored social events, trips, sporting events, and buses. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

#### **DEFINITIONS**

##### **1. "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:
  - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  - (2) Places the student in actual and reasonable fear of harm;
  - (3) Places the student in actual and reasonable fear of damage to property of the student; or
  - (4) Substantially disrupts the orderly operation of the public school; or
- 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:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - (2) Places the student in actual and reasonable fear of harm;
    - (3) Places the student in actual and reasonable fear of damage to property of the student; or
    - (4) Substantially disrupts the orderly operation of the public school.
  - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
    - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - (2) Places the student in actual and reasonable fear of harm;
    - (3) Places the student in actual and reasonable fear of damage to property of the student; or
    - (4) Substantially disrupts the orderly operation of the public school.
2. "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, at any public school or school district sanctioned or sponsored activity or event, or off school property 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.

### ***REPORTING PROCEDURES for ALLEGED POLICY VIOLATIONS***

Reporting requirements for school staff: Any school staff member with knowledge of 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 know of 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 of this form or filing it anonymously. This form will be available on the school's website, at the main office, or at the counselor office. A completed form may be returned to any school staff member, filed in the school's main office, or filed with the school counselor.
2. File an oral report with any school staff member.
3. Use Online Reporting Systems

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

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

### **REPORTING GUIDELINES**

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the district's bullying policy. The examples serve as guidelines only and in no way encompass all indicators that a student has become victim of bullying. Students with knowledge/reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy. Students should file a report under the bullying policy and staff shall file such a report when there is:

- Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
- Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
- Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school).
- Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
- A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

### **INVESTIGATION PROCEDURES**

School administrators 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 methods prescribed in the reporting sections of this policy.

Upon receipt of a report of an alleged policy violation, 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 of all of the following steps or any other investigatory steps that the administrator deems necessary:

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

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

### ***DISCIPLINARY & 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 consider 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 and 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.

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

### ***VICTIM PROTECTION STRATEGIES***

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

1. Additional 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.

### ***SEXUAL HARASSMENT***

A learning and working environment that is free from sexual harassment will be maintained in the New Salem-Almont School District. It will be a violation of policy for any member of the staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators may use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct is



made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or educational environment.

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 implications.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district should report the alleged acts immediately to the appropriate school official or the president of the school board. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a school district staff member will subject such a member to disciplinary actions in accordance with New Salem-Almont School Board Policy and North Dakota Century Code (NDCC). A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. Juvenile offenders may be subject to actions/charges by civil authorities. Eighteen-year-old offenders shall be treated as adults and may be subject to actions/charges by civil authorities.

## **CARRYING WEAPONS**

### **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-alikes, 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-like 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 decision, and placement decisions of such students in accordance with IDEA regulations.

### **Nonapplicable Provisions**

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.

## **CELL PHONES**

### **Personal Technology Policy**

To protect instructional time, support a focused learning environment, and comply with North Dakota Century Code 15.1-07 and district expectations, New Salem-Altmont Secondary requires that all personal technology devices be powered off and secured in a locking pouch during the school day. Prohibited personal technology includes, but is not limited to: cell phones, smartwatches, headphones, earbuds, radios, CD players, MP3 players, tape players, iPods, iPads, tablets, electronic readers, wireless speakers, boomboxes, pagers, and electronic gaming devices.

Only school-issued devices and pre-approved personal laptops are permitted during school hours.

### **Pouch Use and Device Access**

All personal technology must be powered off or silenced with no vibrations and placed in a secure pouch by 8:00 am or as soon as a student enters school if after 8:00 am

- Grades 9–12 may unlock their pouches using designated unlocking times only:
  - During open lunch (cannot have phone at PVE)
  - When leaving for approved Work-Based Learning (WBL)
  - If granted prior administrative approval (e.g., IEP/504, medical needs, firefighter/EMT if no better plan is found)
  - Devices must be relocked before re-entering the building when returning from any of the above-mentioned situations
- Grades 6–8 pouches must remain locked throughout the entire school day.
  - If granted prior administrative approval (e.g., IEP/504, medical needs, firefighter/EMT if no better plan is found)

At no point may students open or tamper with the pouch without staff permission.

While students retain possession of their phones, the school is not responsible for lost, stolen, or damaged technology. Students are strongly encouraged to keep pouches secure and not leave pouches unattended.

No Bluetooth headphones/earbuds will be allowed.

### **Violations & Disciplinary Action**

If a student opens, is in possession of or misuses any device listed during restricted times or fails to comply with this policy, the following steps will be taken:

- 1st Offense
  - Loss of open lunch privileges for 1 week
  - Parent/guardian contacted
  - One detention assigned
  - Device is confiscated and returned to the student at the end of the day
- 2nd Offense
  - In School Suspension (ISS) assigned
  - Device is confiscated and must be picked up by a parent
  - Student must turn in their phone and pouch to the office each morning for the next 5 school days
  - Parent notified
- Beyond 2nd Offense
  - Punishments will be enforced on a case-by-case basis up to but not limited to Out of School Suspension (OSS)

### **Other Violations**

- Tampering with, destroying, or losing the pouch may result in the student being responsible for the full replacement cost of the pouch.
- Students using social media apps or sites on school devices during the school day will be considered in violation of this policy and face similar disciplinary actions
- Additional consequences may be issued for:
  - Recording or sharing unauthorized content.
  - Disruptive or unsafe use of technology.
  - Violations of district conduct policies, including cheating, bullying, and network abuse.

### **Searches and Confiscation**

Staff may confiscate devices if there is reasonable suspicion of misuse. Only administrators may determine return timing or whether further investigation is necessary. Devices suspected of containing illegal content will be turned over to law enforcement. Staff are prohibited from accessing or searching student devices directly.

## **SECTION 4: ACADEMIC POLICIES**

### **ENROLLMENT**

Each student must be enrolled in a class during at least six class periods each semester. Once enrolled, students have two days to change classes at the beginning of each semester. No credit will be awarded for a class dropped after the adjustment period, and a failing grade will be recorded during the quarter in which the drop occurred. Class changes must be approved by the principal and the teachers involved.

### **GRADUATION REQUIREMENTS**

Each student shall meet requirements for graduation as set by the State Department of Public Instruction and New Salem-Almont Public Schools. The school board reserves the right to raise, but not lower the requirements as set by the State.

Graduation Requirements are as follows: Each student must successfully complete the following 22 units of high school coursework:

1. 4 credits of English (English I, II, III, IV or College Composition) other English courses should not be substituted, without the permission of administration
2. 3 credits of Mathematics
3. 3 credits of Science, including 1 credit of Physical Science, 1 credit of Biology, and one credit of any other science or two ½ credits of any other science.
4. 3 credits of Social Studies, including 1 credit of United States History, 1 credit of Problems of Democracy or ½ credit of United States Government and ½ credit of economics, and 1 credit of World History or two ½ credits of any other social studies.
5. 1 credit of Physical Education or ½ credit of physical education and ½ credit of health.
6. 3 credits of Foreign Languages, Native American Languages, Fine Arts, or Career and Technical Education Courses.
7. Any 5 additional credits.

New Salem-Almont High School will make available to its handicapped students, programs in special education that will meet their individual needs. Handicapped students working on a modified program of study will receive credit toward a High School Diploma upon satisfactory completion of their Individual Educational Plan (IEP).

### **GRADUATION OPTIONS**

The graduation gown and hat will be black, and the class colors will be black, white and whatever accent color is chosen.

#### **Participation Criteria**

Only students who have completed all district graduation requirements shall participate in the ceremony. The Superintendent is authorized to make exceptions to this policy under the following circumstances:

1. A student who is within one semester credit of meeting graduation requirements at the end of the school year may be permitted to participate in the graduation ceremonies with his/her class if he/she has planned to complete the credit. His/her diploma will be awarded when the requirement has been met.
2. Homeschooled students who have satisfied the district's requirements for obtaining a district-issued diploma;
3. A foreign exchange student, upon successful completion of the school year.

4. A special education student who is unable to meet graduation requirements but will receive a certificate of attendance or special education diploma.

Additional exceptions may be approved by the Board, upon recommendation of the Superintendent. Students allowed to participate in graduation as a result of one of these exceptions shall not be issued a diploma unless the student has met district graduation standards and is attending district schools. Participation in the graduation ceremony is a privilege not a right. Students who violate student conduct policies/regulations may be denied the privilege of participation in the ceremony at the principal's or superintendent's discretion.

### **Distance/Online Learning: Three (3) Options**

Online/Dual Credit (N.D. College/University or NDCDE), High School Online Classes (NDCDE or CRACTC) or Internships (Student to Work)

#### **Online/Dual Credit**

Students at New Salem-Almont High School are encouraged to take higher academic classes via the dual credit opportunity. This will allow students the opportunity to take a higher-level class and prepare themselves for future years in education. The Board recognizes that there may be some high school students who exhibit exceptional academic progress and who are capable of performing college-level work while enrolled in high school. To encourage these students to their fullest capabilities, assistance will be given to these students to enroll in advanced courses. If a particular course is not offered by the district, a qualified high school student may enroll in a course of interest or college-level course offered by an approved by North Dakota Center for Distance Education or Central Regional Area Career and Technical Center.

The following are criteria that need to be met before a student request to take a distance/online learning class will be considered. The final approval or denial of a student request will be at the discretion of the school administration.

- Student must have the appropriate number of credits to be at a second semester sophomore status or above in high school.
- Student must have accumulated a minimum GPA of a 3.0 on a 4.0 scale.
- Students that fail or were habitually behind 5 or more assignments in a previous distance learning class will be ineligible to participate for 2 semesters.
- Student must show that they are self-motivated due to the rigor of the online class.
- Student Character and Disciplinary Record
- Student attendance

### **Dual Credit Courses Reimbursement Opportunities**

The New Salem-Almont School District offers financial support for high school students enrolled in dual credit courses. The district will cover the cost of one dual credit course, up to four credits, once during a student's high school career. Additionally, the District will do what it can to obtain other funding to help New Salem-Almont students pay for additional dual credit courses.

- If the student earns an A, the full course cost will be covered.
- If the student earns a B, 75% of the cost will be covered.
- The grade of C or lower will result in the student being responsible for the full cost of the course.

#### **Additional Financial Support Options**

Dual Credit Assistance – Bank of North Dakota (BND)

Students who are unable to afford the cost of dual credit courses may apply for financial assistance

through the Bank of North Dakota's Dual Credit Assistance Program or consider a low-interest student loan. To be eligible for BND dual credit assistance, students must meet the following criteria:

1. Qualify for the federal free or reduced-price lunch program.
2. Be a North Dakota resident and a current high school sophomore, junior, or senior.
3. Obtain approval from the school district superintendent or designee (typically through a guidance counselor or principal).
4. Complete a Dual Credit Assistance application through PowerSchool via the ND Education Portal.

#### **North Dakota Dual-Credit Scholarship**

Students who successfully complete dual credit coursework may also be eligible for the North Dakota Dual-Credit Scholarship, a one-time scholarship awarded upon enrollment in a certificate or degree program at an accredited public, private, or tribal institution of higher education with a physical presence in North Dakota. Award amounts are as follows:

- \$250 for one completed dual credit course
- \$500 for two completed courses
- \$750 for three or more completed courses

These financial opportunities are designed to support students in pursuing college-level coursework and to ease the transition into postsecondary education.

#### **Internship: Work Based Learning or Student Aide**

Students may receive a letter grade and credit for both student aide and school to work programs. These courses will not impact student GPA. If a student is removed from either program for any reason that student will be ineligible for either program in the future. Students may apply to either program. Participation will be based on the following:

- Student must have the appropriate number of credits to be at a junior status or above in high school for WBL
- Student must have be on track to graduate.
- Student must show that they are self-motivated.
- A teacher or workplace willingness to take on a student
- Student Character and Disciplinary Record
- Student attendance

#### **Missing/Late Assignments:**

Students will have one (1) week to turning missing and or late assignments at a possibly reduced percentage up to minus (10%).

#### **Work When Absent:**

Students will have two (2) days for everyday absent to turn in their assignments for each class.

#### **CORRESPONDENCE STUDY**

The principal must approve all correspondence study programs. In general, a student may not substitute a correspondence course unless such course is not available in the local curriculum, or there are complications due to time pressures or scheduling. Credits earned through correspondence study may be applied to satisfy the graduation requirements.

CRACTC will be the preferred vendor of correspondence courses.

## GRADING SCALE

A	100 – 92
B	91 – 83
C	82 – 74
D	73 – 65

## GRADE POINT AVERAGE

Grade point average will be determined by assigning the following numeric value to letter grades:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Every class in which the student is enrolled is considered in determining the GPA.

## SEMESTER EXAMS/PROJECTS

Students in grades 7 & 8 will take semester exams and these exams will count no more than 10% of the overall semester grade. Students in grades 9 – 12 will also take semester exams and these exams will count no more than 20% of the overall semester grade. Juniors and seniors can meet various requirements to earn exemptions from semester exams. To view the list of semester exam exemption criteria, go to the Special Privileges section of the handbook (page 28).

## HONOR ROLL

The New Salem-Almont Junior/Senior High School calculates an “A” and “B” Honor Rolls on a quarterly basis. The “A” Honor Roll will consist of students with a GPA from 3.670 to 4.0. The “B” Honor Roll will consist of students with a GPA from 3.00 to 3.669. The names of the students on the Honor Roll will be published in the New Salem Journal every nine weeks.

## HONOR STUDENTS

A graduating senior having accumulated a GPA of 3.5 or better for all the classes in which he was enrolled over the four-year period will be declared an Honor Graduate. The distinction of Valedictorian and Salutatorian will be awarded to the top Honor Graduates. For a student to be eligible to be selected as Valedictorian or Salutatorian, they must have been a student at New Salem-Almont High School for at least 4 semesters of high school, with one semester being the last semester of their senior year.

A graduating student who has accumulated a GPA of 3.75 or higher for all classes taken during their four years of high school will be recognized as an honor graduate.

To be eligible for this distinction, students must also meet the following criteria:

- No failing final grades in any course during the 10th through 12th grade years
- No incidents of academic dishonesty (cheating, plagiarism, etc.) during the 11th or 12th grade years
- No in-school (ISS) or out-of-school suspensions (OSS) during the 11th or 12th grade years
- Successful completion of at least one dual credit course

The distinctions of valedictorian and salutatorian will be awarded to the top honor graduates. To be considered for these honors, a student must have been enrolled at New Salem-Almont High School for at least four semesters, including the final semester of their senior year.

In the event of a tie in GPA, the ACT composite score will be used to determine the valedictorian and salutatorian. This will go into effect at the start of the 2027 school year

## **PROGRESS REPORTS**

All parents that attend parent teacher conferences will be presented with current grades, at the time of parent teacher conferences. If parents do not attend; these grades will be sent home. When a student is in danger of failing a semester course, a progress report will be mailed to his/her parents during the midterm of the second and fourth quarters or a phone call will be made to inform parents of the situation. However, PowerSchool provides availability for parents to access their children's grades at any time. This program is available on the computer in the library for any parent that does not have Internet access at home; a progress report will be made available by calling the school office and requesting one.

## **GRADE PROMOTION & RETENTION**

The New Salem-Almont Public School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and educational goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

### **Criteria for Determining Promotion & Retention**

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade;
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the district's athletic program.

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

### **Procedure for Determining Promotion and Retention**

When a student is being considered for retention in grades 6, 7, or 8, the criteria listed above along with the guidelines listed below will be used:

1. **Student is Retained** - If student fails three of the four core subjects that include Math, English, Science and Social Studies.
2. **Retention is Considered** - If student fails two of the four core subjects.
3. Once a student has been identified as having difficulties functioning at the present grade level, the following steps will be followed by the school district:
  - a. Initial principal-teacher meeting concerning potential student retention candidates will be held upon completion of the first semester. Now, the teachers will provide a written



statement to the principal as to why he/she is recommending retention and documentation to support this decision.

- b. Monthly meetings with the parents or legal guardians, teachers, and principal will be held from February to May to follow student progress with his/her program.
- c. Decisions on student retention will be made no later than the last week of school.
- d. Hopefully an agreement can be reached between the parents or legal guardians, teachers, and principal regarding the student's placement for the following year. If an agreement cannot be reached, the final decision for placement remains with the principal.
- e. If a student is a candidate for retention for a second time in grades K-8, the final decision for placement will remain with the parents or legal guardians. Age will be a consideration in retention.

### **Promotion & Retention of Special Education Students**

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law. Parents wishing to appeal the IEP's decision shall follow appeal procedures under the Individuals with Disabilities Act.

### **REPEATING A COURSE (GRADES 9-12)**

Credit will be awarded for each semester satisfactorily completed. Each required course failed must be satisfactorily repeated or credit earned by another arrangement.

### **CLASS MEMBERSHIP**

Students are registered for classes and are considered members of classes by credits earned.

Freshman: 0.00 credits

Sophomores: minimum of 5 credits

Juniors: minimum of 10 credits

Seniors: minimum of 15 credits

These minimums are applied to the beginning of each year for the class designation.

### **EARLY GRADUATION**

The New Salem-Almont School Board recognizes that, in most cases, the full benefits of a high school education are best realized over four academic years. The senior year, in particular, provides valuable opportunities for academic enrichment, exploration of new interests, and personal and social development. Therefore, early graduation should be considered only in exceptional or extenuating circumstances.

However, for students with specific goals or needs who may benefit from graduating early, the following policy has been established:

#### **Eligibility Requirements**

To be considered for early graduation, a student must:

1. Have completed six semesters of high school attendance.
2. Have met all graduation requirements as outlined for a four-year graduate.
3. Hold a minimum cumulative GPA of a 3.0 at the end of the sixth semester.
4. Present compelling extenuating circumstances or defined goals that justify early graduation.

Note: Summer school credits may not be applied toward early graduation eligibility.

#### **Application Procedure**

Students who meet the above requirements must submit a formal written request for early graduation to the high school principal no later than August 31 of their intended graduation year.

The written request must include:

- A clear explanation of the reasons for early graduation.
- Signatures of both the student and their parent(s) or legal guardian(s), indicating support.

- A written endorsement from a school counselor.

Following a comprehensive evaluation, the principal will submit a recommendation to the Superintendent and Board of Education for final approval or denial, no later than the September Board meeting.

#### **Privileges and Limitations for Early Graduates**

Students approved for early graduation will be entitled to the following:

- Participation in commencement exercises with their graduating class
- Inclusion in the school yearbook with graduating seniors
- Receipt of their diploma following the graduation ceremony or as soon as practical thereafter

However, because early graduates will have completed only six semesters of high school, they will not be eligible for:

- Valedictorian, salutatorian, or high honors
- Participation/voting in other senior incentives or recognitions reserved for full-term graduates.

## **SECTION 5: EXTRA-CURRICULAR & ATHLETIC ACTIVITIES POLICIES**

Participants in athletics and extra-curricular activities are subject to the rules set forth by the Constitution and By-Laws of the North Dakota High Schools Activities Association and other rules established by New Salem-Almont High School. Extra-curricular activities include inter-scholastic competitions, meetings and conventions. Activities that do fulfill course requirements outside of the classroom are also considered extra-curricular. Students planning to participate in extra-curricular activities must meet and maintain the following eligibility standards.

### **ATTENDANCE REQUIREMENT FOR PARTICIPATION**

A student must be present in school for at least a half day on the day of an extracurricular event in which he/she wishes to participate. Students who are absent on a Friday will be eligible to participate on Saturday. This includes practices and events. Students who must miss more than a half day must personally check with the administration to determine if they are eligible to participate in extracurricular activities for the day. Exceptions may be granted for medical appointments or family emergencies.

### **ACADEMIC ELIGIBILITY**

The first eligibility check of each semester will be conducted on the 4<sup>th</sup> Wednesday of each semester. Eligibility will then be determined on a weekly basis and will be cumulative from the beginning of each semester. Students in grades 9-12 must be passing six classes, students in grades 7-8 must be passing in all but one class. If a student in grades 7-8 competes at the varsity level, they must be passing in all their classes (NDHSAA rule Article XIV, Section V of the By-Laws). Academic eligibility will be checked Wednesday mornings and students will be notified at this time. Students who are placed on the weekly ineligibility list are ineligible from Wednesday through Wednesday of the following week.

If a student taking a class via ITV/Online falls more than 5 (five) assignments behind pace, they will be deemed academically ineligible until they are once again caught up.

If a student is academically ineligible after the 2<sup>nd</sup> or 4<sup>th</sup> quarter, the one-week ineligibility period will be served the following week. All NDHSAA rules apply when failing a semester. Students must also meet additional standards as set by the activity or organization advisor/coach.

It is the student's responsibility to check with teachers well in advance of being absent to secure assignments and directions and make arrangements to complete those assignments in a timely manner.

## **INELIGIBILITY ENFORCEMENT PROCEDURES**

The use or possession of tobacco, alcohol or any controlled substance as defined by North Dakota law is prohibited. Any student/co-curricular participant in violation of the foregoing shall be suspended from participation in interscholastic contests, events or activities for a period of 6 consecutive weeks for the first offense and a period of 18 consecutive weeks for any subsequent offenses. The period of suspension shall begin on the date a school administrator is notified of the violation.

Students who violate these rules will not be eligible to participate in any school contests or activities for the time period specified. These school activities and events include any athletic event/contest, any school club activities, any speech meets, any school plays, Homecoming Royalty, school dances, Parade of Champions, cheerleading and dance team performances, academic competitions and any other activity deemed extracurricular by the administration.

Special honor, awards and appreciation events associated with these school activities will not be presented to ineligible students during the suspension period. These events include seasonal banquets and induction ceremonies. Students, ineligible through academics, will still be able to attend these special functions.

Because Band and Choir are graded classes, students under suspension will be allowed to take part in these activities. They will however be suspended from band and choir tours because they are not part of the graded music program. Student will not be allowed to participate in any NDHSAA sanctioned contests or festivals while under suspension.

Any violations committed by the use or possession of tobacco, alcohol, or any controlled substances as defined by North Dakota Law during the summer months (June 15<sup>th</sup> or later), will be considered the 1<sup>st</sup> offense of the upcoming school year and the will result in the student serving a six week suspension from the time the school administration is notified of the offense. A period of eighteen consecutive school weeks will be served for any subsequent offenses.

## **DUE PROCESS**

The School Administration shall investigate alleged violations of the alcohol, tobacco and controlled substance rule. The period of suspension shall begin from the date that the school administration is notified by the student or law enforcement.

The student shall have the right to a hearing within three days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. Such a hearing shall be on notice and conducted by a hearing panel comprised of the principal, superintendent and the director of the activity. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such student violation. If the ruling does not satisfy the student, such student shall have the right to have the ruling reviewed by the School Board.

## **TRANSPORTATION FOR ACTIVITIES**

The school will provide transportation to all out-of-town activities. Students will ride on assigned transportation unless released to their parents or legal guardian only. (Students will not be released to brothers/sisters). Students who are under suspension or academically ineligible are encouraged to practice and travel with their respective teams. However, suspended/ineligible students will not be allowed to miss school time to travel with the team.

## **INJURIES/ACCIDENTS**

**New Salem-Almont Public School does not insure its students against accidents.** Responsibility for the cost of treating injuries rests with the parents.

## **CODE OF CONDUCT AND SPORTSMANSHIP GUIDELINES**

As a spectator or participant of New Salem-Almont School's Activities Programs, I understand that I am representing New Salem-Almont High School and the New Salem and Almont communities. Participation in school activities is a privilege that is earned. I will be expected to conduct myself in a manner consistent with the high expectations set forth by the New Salem-Almont Public Schools, my advisor/coach, and the North Dakota High School Activities Association.

As a participant or spectator of school activities, I will conduct myself in a sportsmanlike manner at all times. I will respect my fellow participants, advisors, coaches, fans, and supporters of all schools involved. I will demonstrate this respect through my actions and words. I will set the personal expectation of true sportsmanship by conducting myself in a manner which is positive toward everyone, especially my fellow students, teammates, and opponents.

As a participant in school activities, I realize the importance of respecting school property and the property of others. Just as I expect others to respect my property, I will show respect for their property. The facilities and equipment provided by the school district make it possible for me and others to participate in athletics and other extra-curricular activities. I will conduct myself in a manner honoring the property of others and in a manner that demonstrates pride in my school and its property.

Classroom misconduct will not be tolerated. I will respect my teachers and all fellow students; and I will do the highest quality work that I am capable. School activity participants are expected to live up to the Code of Conduct and Sportsmanship. Any violation of this Code shall result in an indefinite suspension, the length of which shall be determined by the Principal, with advice and recommendation from an Activities Committee. Because each individual and each violation is different, each infraction will be dealt with on its own merit.

Common sense will dictate the course of action in the absence of a printed rule. An athlete may be suspended or expelled from the team for willful violation of the following rules of conduct:

1. **School Discipline** - An athlete who is suspended out of school for disciplinary reasons will not be allowed to participate in athletic events during the time of the suspension.
2. **Team Discipline** - The coaching staff may suspend or expel from the team any athlete who engages in behavior judged to be inappropriate which would discredit or embarrass the team, school or community.
3. **Athletic Awards Presentation** - Any athlete, who at the time is under suspension for any training violation, may not participate in each season ending awards presentation.
4. **Reporting Violations** - School personnel and citizens of the community are encouraged to report infractions of training rules. A signed, written statement will be required from any individual other than school personnel or law enforcement officials.

## ORGANIZATIONS

The following is a list of organizations/clubs available to students at New Salem-Almont High School:

Hoofprint(School Paper)	FFA	Student Council
National Honor Society	Speech	
Yearbook	Drama: One-Act Play & Musical	

Each organization will be assigned an advisor and will elect officers as might be appropriate. Organizations are subject to eligibility rules and accounting regulations as described in other sections of this handbook.

1. **North Dakota Honor Society:** The North Dakota Honor Society is an organization created to recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy.

- a. **Selection Process:** Each school year a selection committee is chosen by the principal to elect new inductees into the local New Salem-Almont Chapter. Candidacy is open to those in grades 10-12 who have attended New Salem-Almont High School the equivalent of one semester to both establish themselves and to permit the faculty time to get to know the potential inductee. The selection committee reviews the potential inductees, based on the written qualifications presented to the committee in their candidacy forms and on the observed performances of each candidate within the school and community. The selection committee looks closely at each candidate's performance in the areas of scholarship, character, service, and leadership. Each candidate must have a cumulative GPA of 3.2 or higher and demonstrate outstanding performances in the additional areas of character, service, and leadership to become elected. An induction ceremony will be held after the selection committee has chosen their candidates. All North Dakota honor society policies will be followed.
2. **Student Council:** The purpose of the student council is to assist in developing and coordinating various activities and school functions. Further, the student council will aid in promoting good relations between the faculty, administration, and the student body.

## **SECTION 6: GENERAL SCHOOL POLICIES**

### **SCHOOL DAY**

The school will be open from 7:30am until 4:00pm on school days. In general, students are to be out of the building by 4:00 p.m. unless under the supervision of a staff member.

### **LIBRARY**

All library materials must be checked out through the librarian on duty. Books may be checked out for two weeks and renewed for one additional week. Periodicals, newspapers and encyclopedias are to remain in the library and are never checked out. Overdue books are subject to fine.

### **INTERNET GUIDELINES/ACCEPTABLE USE**

The New Salem-Almont Public School District believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken responsible precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

### **Monitoring Use**

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

### **Prohibitions**

The District subscribes to the acceptable use policy of EduTech. All district computer users shall abide by the policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Using obscene language
2. Accessing or creating pornographic files or sites and/or other inappropriate material

3. Harassing, insulting, or attaching others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes
7. Using another's password
8. Trespassing into another's folders, work, or files.
9. Intentionally wasting network resources, including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages
10. Employing the network for financial gain and/or commercial purposes
11. Revealing anyone's personal information, such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval
12. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

### **Use of School Logo/Likeness on Social Media**

In an effort to safeguard the reputation and brand of our school, no student should use the school's name, logo, or likeness in an effort to represent the school, without permission. Unauthorized use can lead to misrepresentation, confusion, and potential legal consequences.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

**Fees:** If a student damages a school technology device or loses a charger, the student will be charged accordingly.

### **MEDICATION ADMINISTRATION**

If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent must first submit a written authorization. Authorizations for prescription medications must also be accompanied by written directions from a licensed physician, dentist, pharmacist, or other licensed medical practitioner. The New Salem-Almont School District reserves the right to monitor all situations involving the use of medications by students on school grounds or during district-sponsored events, and act, as appropriate, to ensure the safety and well-being of students.

Medication authorization forms are available at the school office. Every medication authorization form must be resubmitted every year, prior to the student taking the medication at school.

1. If your child will be storing and self-administering and **emergency inhaler** at school for asthma, you and your child's health care provider will need to complete the following documents: Asthma and Anaphylaxis Emergency Medication Consent Form and ND Asthma Action Plan.
2. If your child will be storing and self-administering an **EpiPen** at school for severe allergic reactions, you and your child's health care provider will need to complete the following documents: Asthma and Anaphylaxis Emergency Medication Consent Form and ND Anaphylaxis Action Plan.
3. If your child will need any other prescription or non-prescription medication other than the two listed above (whether they will self-administer or you would like the staff to administer), you will need to complete the following document: New Salem – Almont Medication Administration Authorization Form.

### **LOCKERS**

Each student will be assigned a locker. If you misuse or damage your locker, you will be responsible for any damages and will lose the privilege of having a locker. Ownership and control of all lockers is retained by the school district. Access to all lockers is a legal right of school officials whose responsibility it to protect the health, safety and welfare of all students enrolled. Any locker may be entered by the principal or other school authority at any time if it is suspected of containing alcohol, tobacco, narcotics, explosives, potentially harmful material, or items unlawfully obtained. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration. If an item is missing from your locker, please contact the principal as soon as possible. It is recommended that valuable personal items not be in your locker. Physical education and athletic lockers are subject to the same general rules as academic lockers. Students are responsible for locks damaged or lost after they have been assigned.

### **TEXTBOOKS**

Textbooks are school property and each student is expected to take proper care of these textbooks. If loss or more-than-normal wear occurs, the student will be assessed damages up to full replacement costs.

### **Backpacks**

For security and safety of students, backpacks are not allowed to be brought from classroom to classroom. Students are expected to utilize their lockers.

### **NOON LUNCH BREAK**

Students are to be out of the building or in the commons area during noon lunch break. Grades 10-12 may be in the hallways. During pleasant weather, students will be expected to be out of doors.

### **SCHOOL LUNCH**

**Hot Lunch** - Orderly, courteous use of the cafeteria is required. Students who show disregard for the cafeteria rules may forfeit their privilege to participate in the Hot Lunch Program. The School Board sets meal prices. Meal prices and conditions for free and reduced lunch prices will be published.

### **PARKING**

As long as weather permits, students are encouraged to park, in an orderly manner, in the available parking lots. On-street parking is subject to local parking regulations.

### **FIRE AND EMERGENCY WARNING**

Periodic evacuation drills will be held for the purpose of preventing loss of lives should a real fire or emergency occur. Students should follow the directions of their supervisor as directed in the school's Disaster Plan.

### **CLASS AND ACTIVITY FUND ACCOUNTING**

Money earned on behalf of a class or organization becomes the property of the school district and is subject to the following accounting regulations:

1. All purchases from mail order houses or school supply firms must be properly requisitioned through the office of the Superintendent.
2. Before making any purchase locally, a purchase order must be obtained from the office. The purchase order is to be presented to the storekeeper and a sales slip signed. The signed sales slip and purchase order should be returned to the office.

### **SALES & FUNDRAISING PROJECTS**

1. All sales and fundraising projects must be approved by the principal in advance.
2. Certain sales or fund-raising projects may be further subject to approval by the superintendent or School Board.

3. A complete accounting of the project must be submitted to the superintendent at its conclusion.

#### **SCHOOL PARTIES/DANCES/PROM**

1. School parties and dances must be approved by the principal and adequately chaperoned.
2. Parties and dances within the school will have a closed-door policy one hour after the scheduled starting time of the dance.
3. School dances shall not run beyond 12:00 midnight.
4. Breathalyzer tests may be conducted at school dances at the discretion of the administration.
5. Each student may bring **one** outside guest to a dance or the prom if they choose. Those guests must be under the age of 21,
6. Outside guests must be approved and are subject to the same restrictions as New Salem-Almont students. Outside guests attending prom must turn in a Guest Request form to the office one week prior to the date of the prom. These forms can be obtained from the office.
7. All Prom couples must be signed up at the school office one week prior to the date of the prom. All Prom couples must attend the Grand March and a breathalyzer tests may be conducted at that time. If anyone is tested positive the parents and law enforcement will be notified and the students will not be allowed to go through the Grand March or stay for the dance.

#### **SCHOOL RECORDS (See also: ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT OF ACCESS TO STUDENT RECORDS)**

1. The school has on file, relevant information about the history and achievement of each student.
2. The student and/or his parents may see the contents of the file by making an appointment with the principal. The student or his parent may place in the file any item that is pertinent, but no item may be removed.
3. If it is desired that an item be removed, a written request must be made to the principal. In the event that the request is denied, the decision may be appealed to the superintendent and ultimately the School Board.
4. The school will not, without written consent of the student if 18 or older, or the student's parent if less than 18 . . .
  - a. Send a transcript of a student's school record to a post-secondary institution.
  - b. Give information from a student's record to a prospective employer, or other outside person or organization.
- a. Records will be sent without prior authorization to another public school within the state in which a student has already enrolled after transferring from this school.

#### **COMPLAINTS ABOUT PERSONNEL**

The board recognizes that complaints from concerned patrons are inevitable and complaint forms are located in the main office. In order to provide an effective procedure for responding to complaints in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints should be resolved at the lowest possible level of authority. Therefore, patrons with complaints about personnel are encouraged to first discuss the complaint with the employee involved. If the complaint cannot be satisfactorily resolved at that level, the complaints about personnel shall be directed to the principal or other supervisor directly responsible for the 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 results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.



4. 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.

## **SECTION 7: SPECIAL PRIVILEGE POLICIES**

Senior, Junior, & Sophomore students who demonstrate responsible behavior and meet standards for academic performance and attendance may be exempt from semester tests. Conditions for eligibility are:

### **SENIOR SEMESTER TEST EXEMPTION:**

- Have a minimum of a **3.0 ("B" average)** in a class.
- Have NO in-school, or out-of-school suspensions
- Have acquired no unexcused absences in any class.
- 1. Have made up any detention time for tardies or other reasons
- Faculty members will determine eligibility within their respective classes and students will be notified of their status on a date to be announced prior to the end of the semester.
- An eligible senior may elect to take the semester test. The subsequent score may raise, but not lower the final grade.
- **No Exceptions or Waivers** will be granted for Semester Tests.

### **JUNIOR 2<sup>nd</sup> SEMESTER TEST EXEMPTION:**

- Have a minimum of a **3.0 ("B" average)** in a class.
- Have NO in-school, or out-of-school suspensions
- Have acquired no unexcused absences in any class.
- 2. **Have made up any detention time for tardies or other reasons**
- Faculty members will determine eligibility within their respective classes and students will be notified of their status on a date to be announced prior to the end of the semester.
- An eligible junior may elect to take the semester test. The subsequent score may raise, but not lower the final grade.
- **No Exceptions or Waivers** will be granted for Semester Tests.

### **SOPHOMORE 2<sup>nd</sup> SEMESTER TEST EXEMPTION**

- Must have scored proficient or higher on the state test associated with the class they are taking
- Have a minimum of a **3.0 ("B" average)** in that class.
- Have NO in-school, or out-of-school suspensions
- Have acquired no unexcused absences in any class.
- Faculty members will determine eligibility within their respective classes and students will be notified of their status on a date to be announced prior to the end of the semester.
- An eligible sophomore may elect to take the semester test. The subsequent score may raise, but not lower the final grade.
- Students who achieve proficiency on all state test items will be exempt from all tests if all above criteria has been met
- **No Exceptions or Waivers** will be granted for Semester Tests.

### **SENIOR OPEN CAMPUS –**

. Open campus is a privilege granted to those seniors who demonstrate responsible behavior and meet standards for academic performance and attendance. Open Campus can be given during the following circumstances: Open periods due to a 0 hour class, off days of college courses, Conditions for eligibility are as follows:

3. Have been absent no more than **ten days (excused absences)**
4. No unexcused absences in any class.

5. **Have made up any detention time for tardies or other reasons**
6. **Have no failing grades.**
7. Accumulating absences beyond what is specified, acquiring an unexcused absence, tardies, or failure to maintain the required GPA will result in suspension, or revoking of open campus privileges.
8. Eligible seniors must either remain in school and be in a study hall or be out of the building and off the school grounds. Loitering or disturbing classes will not be tolerated.
9. Other abuses will result in immediate suspension or revoking of open campus privileges for the remainder of the term.

### **ADVISORY**

Advisory is a time designed for students to finish missing work, make up tests, work on homework, get help from teachers, and for small group instruction. It can also be used for class/group meetings, practices ect...

If a teacher requests a student to meet with them during advisory students are required to attend. Students that break or abuse the rules of advisory privileges will be required to report for the entire advisory time.

#### **Privileges**

Seniors and Juniors without missing work will be able to go to lunch once attendance has been finished. Sophomores without missing work will be dismissed for lunch at a time set by the principal and the lunch staff.

Freshmen must report to advisory for the full time during the 1<sup>st</sup> semester.

Middle school students, grades 6,7,8 will not have early leave privileges, but instead may have other privileges given for having no missing work.

### **STUDENT VOTING ACCESS**

Students of New Salem-Almont who are of legal voting age will be permitted to vote during advisory time, lunch break, or during an online course period to ensure they have the opportunity to participate in the democratic process. Any time missed from class or school activities for the purpose of voting will be considered an excused absence. This policy supports civic engagement among students and recognizes the importance of making time for responsible citizenship without penalizing academic standing.

### **ANNUAL NOTIFICATION REGARDING PARENTS' - RIGHT OF ACCESS TO STUDENT RECORDS**

Each year parents and students need to be reminded of the student records policy of the New Salem-Almont School District. Parents of students or 18-year old students who wish to review any or all of the school records pertaining to the students should contact 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 or misleading, they may request that it be corrected, or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

It is the policy of the New Salem-Almont school district to forward school records, without parent consent according to Federal Law 99.30, 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 forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

### **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Salem-Almont Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Salem-Almont may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the New Salem-Almont School District to include this type of information from your child's educational records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent.

**If you do not want New Salem-Almont School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1<sup>st</sup> of the current school year.** New Salem-Almont School District has designated the following information as directory information:

Address	Participation in Activities/Sports
Date and place of birth	Photograph
Dates of attendance	Student's name
Degrees, honors, and awards received	Telephone listing
Grade level	Most recent educational institution attended
Institutional electronic mail address	Weight & height of members of athletic team

***New Salem - Almont Public Schools***  
***MEDICATION ADMINISTRATION AUTHORIZATION:***  
***JUNIOR / SENIOR HIGH SCHOOL***

**Directions for Parent:** Please complete this form if your child will be taking any medication while on school grounds or during District-sponsored activities this school year. If taking more than two medications, please use another form.  
**(IMPORTANT: If you want your child to self-administer an inhaler for asthma or Epi-pen for severe allergic reactions, state law requires you to use different forms. Those forms are available from your health care provider or at the school office.**  
Thank you for your cooperation!

**Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**MEDICATION #1 (Please Print):**

**Name of Medication:** \_\_\_\_\_ **Dose:** \_\_\_\_\_ **Time/Frequency:** \_\_\_\_\_

Route (Circle One): By Mouth Inhaled/Nasal Apply to Skin Apply to Eyes Drop into Ears

Other: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_ Continue Until:

\_\_\_\_\_  
Instructions for Use:

\_\_\_\_\_  
Major Side Effects:

**Authorization (Check One):**

\_\_\_\_ I authorize my child to securely keep/store, and self-administer the medication listed above.

\_\_\_\_ I authorize New Salem-Almont Staff to securely keep/store and administer the medication listed above to my child.

**MEDICATION #2** (Please Print):

Name of Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Time/Frequency:

Route (Circle One): By Mouth Inhaled/Nasal Apply to Skin Apply to Eyes Drop into Ears

Other: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_ Continue Until:

\_\_\_\_\_  
Instructions for Use:

\_\_\_\_\_  
Major Side Effects:

**Authorization (Check One):**

\_\_\_\_ I authorize my child to securely keep/store, and self-administer the medication listed above.

\_\_\_\_ I authorize New Salem-Almont Staff to securely keep/store, and administer the medication listed above to my child.

**Expiration of Authorization:** This authorization shall remain in effect for one school year unless an earlier expiration date is provided here: \_\_\_\_\_.

**(Note: new "Authorization" forms must be completed prior to the start of each new school year).**

I authorize the New Salem-Almont Public Schools to contact the following health care provider if concerns or emergencies arise regarding my child and the medications listed above:

Provider: \_\_\_\_\_ Providers Phone Number:

\_\_\_\_\_  
In exchange for granting my request to permit my child to self-administer the above-named medication(s), I agree as follows: (1) To indemnify, defend and hold harmless the New Salem-Almont Public School District, its officers, employees and all other individuals working in their official capacities on behalf of the District from any claim or liability for injuries or damages resulting from the self-administration of the above-named medication; and (2) To acknowledge that I will not seek any recovery from the District for

any claim or liability for injury or damages, including without limitation reasonable attorneys fees and costs, caused or claimed to be caused by the self-administration of the above-described medication.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## New Salem-Almont Junior-Senior High School

### Request to Withhold Directory Information for the 2022-2023 School Year

- ☐ Please do not release **any** directory information
- ☐ Please do not release the following **part or parts** of directory information: (Check all that apply)

- ☐ Name  
☐ Telephone  
☐ Photograph  
☐ Other (specify): \_\_\_\_\_

- ☐ Please do not release directory information to:

- ☐ Military Recruiters  
☐ Colleges & Universities  
☐ Other (specify): \_\_\_\_\_

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.*

**NEW SALEM-ALMONT PUBLIC SCHOOL  
INTERACTIVE TELEVISION (ITV) / ONLINE  
STUDENT CONTRACT**

ITV/Online is a curriculum enhancement tool for school districts to provide courses not normally offered to students because of low enrollment or lack of certified teachers. This unique environment requires students to be motivated and have effective time management skills. Since this is a unique learning environment, students will have higher expectations.

Students insubordination of any kind will NOT be tolerated. Insubordination is defined as interference with teaching or learning in the classroom. Students are expected to maintain the highest degree of cordial behavior and to represent their school in the best manner possible. Students need to realize that cheating and plagiarism will not be tolerated and can result in the removal of a class. Finally, students are required to use technology responsibly and in a respectful manner.

**ITV/Online Homework Policy:** All students need to abide by the ITV and online teacher's expectations; however, due to grading and eligibility checks, students will be considered failing if they are behind by more than 5 assignments.

**NOTE:** Once a student is registered for an ITV or online class, that student is bound to that class as a school is charged a fee for their enrollment. If during the year a student decides to withdraw from a class, whether at semester time or in the middle of the year, he/she will be charged for the cost of that class. If a student fails an ITV/online course, the school will not pay for another course for this student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## New Salem-Almont Junior-Senior High School Student Handbook

### 2025-2026 Acknowledgement Sign-Off Sheet

This handbook is made for the purpose of setting forth rules and regulations for the New Salem-Almont Public Schools. Please read this handbook, feel free to ask questions on matters relating to the handbook, and then sign this form in the space provided below. We ask that you then return this form (***with student and parent signatures***) to the principal's office.

The classroom teacher(s) should be aware that my child/children have the following allergies and/or medical problems:

**Allergies:** YES or NO (Please circle one)

If you circled YES, please give brief name and/or brief description of the allergy (include child's name):

**Medical Problems:** YES or NO (Please circle one)

If you circled YES, please give brief name and/or brief description of the medical problem (include child's name):

***Please check the boxes to acknowledge that you have read and understand the rules and regulations as presented in the current New Salem-Almont Student Handbook.***

- ☐ **ATTENDANCE POLICIES – PAGES 5 - 6**
- ☐ **The EXTRA-CURRICULAR & ATHLETIC ACTIVITIES POLICY - PAGES 23 - 25**
- ☐ **ACCEPTABLE USE POLICY – PAGES 26-27**
- ☐ **All other rules & regulations addressed in the Handbook**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_