



NEW ENGLAND PUBLIC SCHOOL

23-24 School Handbook for Parents and Students



HOME OF THE



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1200 Main St. P.O. Box 307
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School Board Approved on July 12, 2023

Staff Directory

Chris Bisgaard	Head Custodian
Rachel Bock	Special Education 4 – 12
Melissa Crosson	Custodian
Julie Dinius	Bus Driver
Amber Dworshak	Paraprofessional / Bus Driver
Mitzi Fielding	Bus Driver
Michaela Fischer	FACS
Kyra Frank	Title 1 Coordinator
Maria Frank	Speech Pathologist
Laura Greenwood	Kindergarten
Jessica Gussey	1 st Grade
Steven Gussey	Bus Driver
Ardel Hanson	Bus Driver
Cheyenne Hanson	3 rd Grade
Kaine Hanson	Math 4 – 6
Shellee Hanson	Reading 4 – 6
Erin Hauglid	Math
Cheryl L. Hewson	Music
Cheryl A. Hewson	Food Services Director
Linsey Hoerath	Kitchen Assistant
Larry Lechler	Bus Driver
Daryl Jung	Science / Activities Director
Gary Jung	Science
Scott Jung	Superintendent
Tara Keith	Preschool
Casey Kessel	Science
Kim Kohl	Paraprofessional / Bus Driver
Ashly Kraenzel	Physical Education / Health
Ben Krebs	Agricultural Education
Amy Kuehl	Paraprofessional / Bus Driver
LaDonna Kuske	Special Education K – 3
Sandy Ledbetter	Principal K – 12
Betsy Madler	Paraprofessional
Bambi Mansfield	Art / Library
Meribeth Ray	Paraprofessional
Rebecca Reindel	Administrative Assistant
Jolene Rod	Social Work
Jodi Ryder	Elementary Physical Education / Health
Jamie Sabo	Bus Driver
Traci Schmidt	Speech Paraprofessional
Jaden Schoch	Math / Assistant Principal 7 – 12
Amanda Seymour	Bus Driver
Lanie Smith	Science/Social Studies/Writing 4 – 6
Alicia Sonsalla	Paraprofessional
Kevin Stoltz	Head Maintenance
TBA	2 nd Grade
TBA	English 7 – 12
Kari Udovich	Food Service Head Assistant
Ryan Upchurch	Social Studies
Cheryle Urlacher	Bus Driver
Tammy Volk	Business Manager
Kristi Voth	Guidance Counselor

NEW ENGLAND PUBLIC SCHOOL

STUDENT HANDBOOK

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MISSION:

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

PURPOSE OF HANDBOOK

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

NONDISCRIMINATION POLICY STATEMENT

General Prohibitions

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

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

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

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:

- a. For employees: When enduring offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
 - b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Section 504* (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
 - *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
 - b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
 - *Sexual harassment examples* include:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;
 - *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
 - *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that

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

Grievance Coordinators

The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Scott Jung, Superintendent, as the Title IX Coordinator. He may be contacted at: P.O. Box 307, New England, North Dakota, 58647, scott.jung@k12.nd.us, or (701) 579-4160.

The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Scott Jung, Superintendent, as the 504/Title II Coordinator. He may be contacted at: P.O. Box 307, New England, North Dakota, 58647, scott.jung@k12.nd.us, or (701) 579-4160.

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates Scott Jung, Superintendent, as the Nondiscrimination Coordinator. He may be contacted at: P.O. Box 307, New England, North Dakota, 58647, scott.jung@k12.nd.us, or (701) 579-4160.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and (3) the applicability of confidentiality requirements.

DISCRIMINATION, HARASSMENT, AND RETALIATION GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated.

The consequences for violating this prohibition are delineated in the Nondiscrimination and Anti-Harassment Board Policy, coded AAC.

Complaint Filing Format and Deadlines

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

With Whom Complaints May be Filed

A complaint may be filed with any District employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a District employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure must be completed within 30 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

Interim Measures

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

Informal Resolution Procedure

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

Formal Resolution Procedure

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical.

Investigation Report:

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment "more likely than not" occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment or discrimination;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;

3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable, and;
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

Disciplinary Action

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building Principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the District Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

Notice of Outcome

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Investigation Materials

Investigation materials must be retained by the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) for at least six years.

ACADEMIC INTEGRITY POLICY

At New England Public Schools, we value academic honesty and integrity. Academic dishonesty (cheating) is unacceptable because it threatens the ability of a student to learn the material and falls below our expectation of conducting oneself with honesty and integrity. Furthermore, a key part of an educator's job is to assess what a learner knows, understands, and can do. Cheating produces results on assessments that do not allow an educator to accurately assess a student's knowledge and skill, and thus makes it difficult for educators to help their learners be successful.

Academic dishonesty includes, but is not limited to:

- Copying another learner's work
- Submitting work that was completed by someone else (classmate, parent, sibling, etc.) as if it were

your own

- Plagiarism – presenting another individual’s ideas as your own, failing to cite others in writing
- Using unauthorized materials to complete any assessment
- Completing work in a group when not authorized to do so by the educator
- Looking at another learner’s materials during any assessment when not authorized to do so
- Providing answers to another learner before or after a test or quiz
- Taking educator materials (tests, keys, example questions, reviews, etc.) without receiving approval from the educator
- Leaving classroom materials out and visible during an assessment
- Using any form of technology (computers, calculators, cell phones, etc.) to provide or receive unauthorized content
- Any other behavior in submitting work which is performed with the intent of misrepresenting one’s performance

*Note: If three (3) incidences of academic dishonesty occur in the same course for the duration of the course, the student will be removed from the course and will not receive credit for the course. Consequences of academic dishonesty will be handled according to the disciple matrix. A log entry will be created for each instance of academic dishonesty. Please refer to that for more details.

ACCEPTABLE USE POLICY FOR DISTRICT STUDENTS

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

Rules and Guidelines

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

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

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

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

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

The use of personal e-mail is prohibited on school grounds unless it is their personal school e-mail.

Students will not use social networking sites, chat rooms or other live online chat features unless it is an expressed part of a classroom project directed by the instructor. Students are not allowed to download or view video streaming websites or video games of any sort.

Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information

without authorization.

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

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

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

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

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

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

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

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

Digital Citizenship

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

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

Security

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

Vandalism

Vandalism is defined as, "any malicious attempt to physically deface, disable, or destroy computers,

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

Disciplinary Action

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

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

ACCIDENT AND EMERGENCY INFORMATION

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

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

ACTIVITY TICKETS

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

ARRIVAL AND DEPARTURE TO AND FROM SCHOOL

The school day begins at 8:30 a.m. and ends at 3:15 p.m. Breakfast will be served from 8:00 a.m. to 8:25 a.m. Students should not arrive to school any earlier than 8:00 a.m. Students are not to enter the building before that time unless they have special permission from their classroom teacher or the principal. Parents should understand that prior to this time there is no school supervision or responsibility. If students arrive at school before 8:00 am, they are the parents' responsibility, and the school is not responsible for their wellbeing. Students are expected to go directly home after dismissal at the end of the day.

ASBESTOS NOTICE

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

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

ASSEMBLY PROGRAMS

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

ATTENDANCES AND ABSENCES

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

The State of North Dakota has defined truancy as being absent from three (3) consecutive school days during the first or second semester, six (6) half days during the first or second semester, or twenty-one (21) class periods or equivalent without consent of parent/guardian or school officials. Learners under the age of 16 will be held accountable for their attendance in accordance with the North Dakota Century Code (15.1-20-01). The New England Public School District cooperates fully with Health and Human Services and Children in Need of Services (CHINS) in reporting truancy (27-20.3-05).

Absences

Students are allowed a maximum of ten (10) absences per semester.

1. All absences and/or unexcused absences count in the attendance policy. The only absences that do **not** count are absences for school activities/field trips sponsored by New England Public Schools, medically documented absences, extreme weather, in-school suspension and out-of-school suspension, and administrative-approved absences.
2. All absences beyond the maximum must either be **pre-approved** by the administration or medically documented by a note from an appropriate licensed healthcare provider. Any absence beyond the maximum that is not **pre-approved** or medically documented may result in the loss of credit or other disciplinary action.
3. Medical documentation is defined as a note from an appropriate licensed healthcare provider indicating that the student could not attend school due to an illness, injury, etc., or was at a medically related appointment.
4. Funerals, weddings, extreme weather conditions, legal/court requirements are examples of absences that may require administrative approval.
5. **Pre-approval required:** Requests for family vacations or other personal/family reasons must be requested in writing by completing a Family/Personal Absence Request Form available at the front office. Administrative approval is determined on a case-by-case basis. Considerations will be given for students that historically display excellent attendance and behavior at school. Furthermore, the administration must feel comfortable that the absence will not adversely affect the student academically. Administration may request documentation for pre-approval of absences.

Unexcused/Truant Absences

- a. An absence from school without parental/guardian knowledge.
- b. An absence from school that is not approved by the parent/guardian.
- c. An absence from school that has not been excused by the parent/guardian within two (2) school days.
- d. An absence from school deemed as being truant by the administration.
- e. Leaving the school for any reason during the school day without checking out at the office. (Exceptions

are lunch and senior off periods).

f. Any student that receives an Unexcused Absence shall be subject to disciplinary action as determined by the administration and will no longer be eligible for test exemption policy in that class.

g. Three (3) Unexcused absences in the same class(s) in the same semester may result in loss of credit or other disciplinary action.

h. Referrals to law enforcement and other outside agencies may occur if a student is habitually absent from school.

Making-up Work

a. The student will have two (2) days to make-up the work missed the first day of their absence.

b. For every day after the first absence, the student will be given 1 day to make up the work.

c. Absences for school-related activities/field trips may require class work to be completed before the absence occurs.

e. It is the responsibility of the student to make arrangements with the teacher as to when make-up work must be completed.

College Day for Seniors

Each senior will be allowed 2 senior college days. College days may be used for the purpose of visiting colleges/universities. To be counted as a college day, verification on college/university letterhead is necessary. These days may not be used after May 10th.

Job Shadow Days for Juniors and Seniors

Each junior and senior will be allowed 1 job shadow day per year. These days may not be used after May 10th. This day must be pre-arranged with the school counselor.

North Dakota law contains compulsory attendance requirements. In order to comply with and enforce these requirements, the School Board established the following attendance policy:

Definitions

For purposes of compulsory attendance reporting under N.D.C.C. § 15.1-20-02.1 (1-2):

For the purposes of taking disciplinary sanctions as authorized by N.D.C.C. § 15.120-02.1(3):

* Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.

* Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

Documentation Requirements

Administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

- Medical documentation from an appropriate licensed healthcare provider;
- A copy of a court summons or subpoena;
- An obituary for funeral leave;
- Verification of planned or executed family travel (e.g., a boarding pass);

- A request from an official at the student's place of worship;
- A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Accumulated Unapproved Absence

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

Compulsory Attendance Violations North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

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

AUTHORITY

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

BACKPACKS

No backpacks will be allowed in any classroom or during lunchtime. Backpacks must remain in your school locker at all times, unless exiting the building.

BEVERAGES (INCLUDING CAFFEINE)

Only water is allowed in the classroom. Energy drinks are not permitted on campus. If students bring energy drinks to school, they will be asked to throw them away.

BICYCLES

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

BOOKS

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

BULLYING AND HARASSMENT POLICY

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

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

Examples of Bullying include but are not exclusive to:

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

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

of students and termination for employees.

BULLYING POLICY

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

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

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

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

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

School-sanctioned activity is defined as an activity that:

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

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

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

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

Conduct includes the use of technology or other electronic media.

Prohibitions

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

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;
4. Off-campus bullying that is received on school property is also prohibited. The District may notify law enforcement personnel if an investigation by school district personnel results in a reasonable suspicion that a crime might have occurred.

Reporting Procedures for Alleged Policy Violations

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

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

- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in the school building's main office, or placed in a designated drop box located in the school.
 2. Complete and submit an online complaint form. While the form may be completed online, it must be printed out and either mailed or returned to the school by one of the methods listed above. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 3. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

All written reports of an alleged violation of this policy received by the District shall be forwarded to the

appropriate school administrator for investigation and retention.

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

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

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

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

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

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

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

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

Protection Strategies

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

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

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

Prevention Programs & Professional Development Activities

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

BUS CONDUCT

- Drivers are in charge of the pupils on the bus. They are to obey promptly and cheerfully. They have the same authority on the school bus as teachers have in their classroom.
- Transportation by school bus is a privilege not a right. Students failing to follow the rules may be suspended from bussing services.
- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Pupils should never stand in roadways while waiting for the bus.
- Unnecessary conversation with the driver is not permitted.
- Pupils must not extend arms or heads out of bus windows at any time.
- Classroom conduct is to be observed by pupils while riding the bus.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization by their parent, teacher, principal, or superintendent.

- Pupils should always cross the road in front of the bus and never walk behind the bus.

Parent Responsibilities

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

CELL PHONES AND ELECTRONIC ITEMS

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

- The use of cell phones/personal electronics are not permitted during school hours (7:30a.m. – 3:15p.m.), except during their respective lunch period. During this time, it is expected and required that appropriate use of cell phones/electronic devices is maintained. Any inappropriate behavior will be dealt with by the administration.
- Students found using or in possession of a cell phone/personal electronic device will have them confiscated and turned into the front office. Furthermore, the use of any image recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device and additional disciplinary action.
- School staff have the authority to confiscate cell phones, electronics, and recreational items when a violation of this policy occurs.
 - First offense: The cell phone/electronic device will be confiscated and turned into the office. It may be returned to the student at the end of the school day.
 - Second offense: Cell phone/electronic device will be confiscated and turned into the office. A parent/guardian will need to pick up the device. Students must turn their device into the office every morning.
 - Third offense: Cell phone/electronic device will be confiscated and turned into the office. Students will not be allowed to bring the cell phone/personal device onto school grounds. Further disciplinary actions, as determined by the building principal(s), may apply.
- Earbuds/headphones are considered a personal electronic device and will not be allowed in accordance with this policy.
- Additional disciplinary action may be taken as determined by the administration. Searches of cell phones, electronics, and recreational items may also occur if the administration has reasonable suspicion to believe that the item is being used or contains any content that may be deemed as harassing, bullying, offensive, inappropriate, or harmful to others.
- Exceptions may be made on an individual basis at the discretion of the building principal.

CHANGE OF ADDRESS/MOVING

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

CONFERENCES AND REPORT CARDS

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

Progress reports will be sent out at the half-way mark of each nine-week grading period. Report cards come out at the end of each nine-week period. We have scheduled parent-teacher conferences for September 27th and February 28th. Other conferences will be scheduled with individual parents when deemed necessary. In addition, parents may request a conference with the teacher.

COURTESY AT ATHLETIC EVENTS

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

- Be respectful and quiet during the national anthem.
- Stay seated until half time and watch the game.
- After half time be seated for the remainder of the game.
- Demonstrate good sportsmanship.
- Be a positive example to families, school, and community.

DAILY SCHEDULE (GRADES 7-12)

Zero Hour	7:30 – 8:20
1 st Period	8:30 – 9:20
2 nd Period	9:23 – 10:13
3 rd Period	10:16 – 11:06
4 th Period	11:09 – 11:59
	11:37 – 12:27
5 th Period	12:30 – 1:20
6 th Period	1:23 – 2:13
7 th Period	2:16 – 3:15

DEFICIENCY REPORTS

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

Progress Reports are available online 24/7 at: <https://new-england.ps.state.nd.us>

Students and parents/guardians will need the following information:

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

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

DESTRUCTION OF SCHOOL BUILDING OR PROPERTY

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

DETENTIONS (GRADES 4-12)

Students assigned to detention must serve the detention within two days of the incident occurring. Exceptions will not be made for co-curricular or extra-curricular activities (including co-op activities). The detention period will be from 3:20 to 3:50 after school hours. Detention supervision will be assigned to staff members on a weekly basis. Failure to show up for detention and not making arrangements with the administration and supervising teacher for that time period will result in a one-day ISS followed by a conference with parents, student, and principal(s). Serving detention takes precedence over all other activities.

DISCIPLINE

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

Behavior that interrupts or disturbs this orderly environment will not be tolerated and will be dealt with promptly and consistently. The New England Public School discipline program, designed around a matrix of ascending consequences, assists the learner in making good choices and helps him/her manage his/her own behavior. This is a lifelong skill that is imperative to success in later life.

The system approach to school discipline is based on the belief that learners must be responsible for all their actions while in attendance at school. When learners are referred to administration for a violation of school rules, the administration bases the resulting disciplinary action on how many times and for what reasons the learner has been sent to the office during the current school year. For example, a learner that consistently disrupts the learning environment needs to receive a more severe consequence than a first-time offender.

Please refer to the Discipline Matrix, located at the back of the handbook, to find a detailed breakdown of behavior interventions and consequences.

DRESS CODE

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

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

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

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

DRILLS - DISASTER AND FIRE

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

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

Classroom	Fire Exit	Tornado Location
Grade 1	East Door of Wing	Girls Locker Room
Grade 2	East Door of Wing	Girls Locker Room
Grade 3	East Door of Wing	Girls Locker Room
Grade 4	East Door of Wing	Girls Locker Room
Music Room	Music Exit	Girls Locker Room
Speech Room	Exit between North and South Wings	Girls Locker Room
Kindergarten	Exit between North and South Wings	Girls Locker Room
Preschool	Kitchen Exit	Girls Locker Room
Title I	Kitchen Exit	Girls Locker Room
Resource Room	Kitchen Exit	Girls Locker Room
Kitchen	Kitchen Exit	Girls Locker Room

Main Office	Main Exit	Boys Locker Room
Gym	Main Exit	Boys Locker Room
Home Ec Room	Main Exit	Boys Locker Room
5/6 Grade room	West Exit	Boys Locker Room
Business Room	West Exit	Boys Locker Room
History Room	West Exit	Boys Locker Room
English Room	West Exit	Boys Locker Room
Library	West Exit	Boys Locker Room
Science Room	North Exit	Boys Locker Room
Computer Room	North Exit	Boys Locker Room
Math Room	North Exit	Boys Locker Room
VoAg Room	Shop Exit	Boys Locker Room

DROPPING CLASSES

Students will have one week from the start of the new semester to add or drop courses for the semester. Students dropping a course after the one-week period will receive a semester grade of an F for that course.

DRUG USE AND ABUSE

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing procedures for students.

1. Education - This district will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The district will also conduct staff orientation and continued training, and parent and community education. (This will be done in cooperation with a community Chemical Health Committee.) This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time.

without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

2. Prohibited Activities - The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:
 - a. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy of what the student believes is any to be any of the substances listed in this policy.
 - b. To possess, procure, purchase or receive; or to attempt to possess, procure, purchase or receive the substances listed in this policy of what is represented by of to the student to be any of the substances in this policy or what a student believes is any or the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the students' locker, car, or handbag, or when he owns it completely or partially.
 - c. To be under the influence of (legal intoxication not required), or to use of consume of attempt of

use of consume, the substances listed in this policy or what the student believes is any of the substances in this policy.

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

3. Prohibited Substances - Prohibited substances include:

- a. Alcohol or any alcoholic beverage.
- b. Any controlled substance of dangerous drug as defined by NDCC or as defined by United States Code, including but not limited of marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- c. Any prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no dose" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

4. Authorized Use - Any student whose parent or guardian request that he or she be given any prescription medicine, drug, or vitamin shall follow the procedures or policies stated by the New England School District - Administering Medicine to Students - which requires prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

5. Violation - Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor, parent or legal guardian or the student assistance program.

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

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

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

The School Board or the New England Public School District believes that if a student is involved in

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

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

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

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

8. A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, core team member or counselor will be strictly confidential. There are four exceptions:

- a. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.
- b. If a student is experiencing health and/or emotional problems because of use/abuse of prohibited substance and is unable or unwilling to seek professional help, then a referral should be made. Confidentiality will be maintained subject to the welfare of the student.
- c. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
- d. If a staff member is called to testify in a judicial proceeding.

9. A copy of this policy will be given annually to each student.

DUAL CREDIT COURSES

New England Public School is not responsible for payments of dual credit courses. All college/university fees are the responsibility of the student/parents/guardians. Directions and payment information will be disseminated to all students by the guidance counselor at a reasonable time to ensure proper guidelines are being followed for success within the dual credit opportunity at New England Public Schools.

EXAMINATIONS OR EXEMPTIONS FINAL EXAMINATIONS (EXEMPTIONS)

Semester tests are given at the end of each semester in all classes. Seniors may be exempt from three (3) semester tests; juniors may be exempt from two (2) semester tests; sophomores may be exempt from one (1); and all students in grades 7 - 9 will not be exempt from any semester test.

*****All students are required to take Semester Exams in Dual Credit Courses and courses from the North Dakota Center for Distance Education*****

Any student that meets all the following requirements in a specific class shall be exempt from taking the semester test in that class:

- Student carries an A- (3.67) or higher
- Student has 5 or less absences in that class for the semester
- Student has 5 or less tardies total for the semester

- If the student has not been in-school or out-of-school suspension by the administration for major behavioral offenses (examples include, but are not limited to, tobacco/alcohol/drug or weapons violations, fighting, disrespectful/harassing/threatening behavior directed towards staff/students/school, vandalism, theft, etc.)
- If the student has **no** missing assignments (all assignments, including make-up work, have been completed).

Those students who qualify for the exemption may elect to take the semester test at no risk for the opportunity to improve their grade. Students that are exempt from taking semester tests are not required to attend class during that testing period.

FAILING

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

FERPA POLICY/PROCEDURE & RELEASE OF INFORMATION

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

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

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

Parents or adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should 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, misleading, or otherwise violates privacy or other rights, they may request that it be corrected, or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contract the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading or otherwise violates privacy or other rights, the record will be amended. If the office determines that the information is not inaccurate, misleading or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

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

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

student handbook is received.

FIELD TRIPS

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

GRADING SCALE (GRADES 7-12)

Letter grades based on percentage points:

- A 100 – 95 C 78 – 75
- A- 94 – 92 C- 74 – 72
- B+ 91 – 89 D+ 71 – 69
- B 88 – 85 D 68 – 65
- B- 84 – 82 D- 64 – 62
- C+ 81 – 79 F 61 and below

GRADUATION REQUIREMENTS

As per ND Century Code 15.1-21-02.1 and 15.1-21-02.3 all students must have twenty-two (22) credits for graduation (15.1-21-02.2).

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

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

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

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

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

GRADUATION CEREMONY

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

GYMNASIUM

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

HALL COURTESY

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

HEAD LICE

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

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

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

HONOR ROLL POLICY

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

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

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

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

HONOR STUDENTS

A student with a cumulative GPA of at least 3.50, starting with the 9th grade of high school classes, shall be considered a graduating honor student. A student with a cumulative GPA of 3.67 or better will be considered a graduate with special honors and will be so designated.

INCOMPLETE

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

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

INJURY PROTECTION

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

KINDERGARTEN

For admission to Kindergarten, a child shall have attained the school age set by law: 5 years old before

August 1st. A copy of your child's state-issued birth certificate and your child's up-to-date immunization records are required. The New England Elementary School runs full days of Kindergarten following the school calendar.

LEAVING SCHOOL GROUNDS (CLOSED CAMPUS)

Closed Campus

Students attending New England Public School are to remain on the school property during the hours that school is in session (8:30am – 3:15pm), including the lunch period. The exception would be parent/guardians submitting written requests or phone requests for their child to be excused from school. Students in grades 7-11 must be picked up by a parent/guardian or a designated adult, unless prior approval is granted by the building principal. Seniors honoring a written senior privilege contract with the building principal, will be allowed to leave campus during their study hall hour and/or lunch period.

LIBRARY

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

LOCKERS

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

LOST AND FOUND

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

LUNCHROOM RULES

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

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

8. Elementary students are dismissed by their classroom teacher. Grades 7-12 students will be excused from the lunchroom when the bell rings to end the lunch period.

MAKE UP WORK FOR ABSENTEEISM

Learners who have been absent are permitted and expected to make up missed work. Arrangements for make-up work are the responsibility of the learner and must be made with each teacher immediately upon returning to school, or beforehand if that knowledge is available. Learners have as many days to make up work as the number of days they were gone for unexpected absences. Learners are expected to work with their teacher(s) in advance of planned absences.

NDHSAA CONDENSED ELIGIBILITY RULES & NEPS ELIGIBILITY REQUIREMENTS

Please see the athletic handbook for all eligibility rules and requirements.

To be eligible to participate in school activities involving interscholastic competition, students in grades 5 – 12 shall:

- a. Students must be passing ALL subjects to be eligible to participate in extra/intra-curricular activities. A student who has ANY failing grades in his/her academics WILL NOT BE ELIGIBLE until he/she is passing all their classes.
- b. Student eligibility will be determined on the Wednesday of each school week. This grade will be determined by the grade the student has accumulated from the beginning of the current semester.
- c. If a student is found ineligible on the check, they will be ineligible for a period of one week (Wednesday to Wednesday).
 - a. *Example: Student found ineligible on the eligibility check on Wednesday, September 17th, he/she will be ineligible until Wednesday, September 24th.*
- d. Students who are found ineligible will remain ineligible until the grades are determined on the next eligibility check (the Wednesday of each school week).
- e. Students who have failing grades at the end of the semester will be declared ineligible for the next two full days of competition/performance/activity.

OUT OF TOWN EVENTS

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

PARENTS' RIGHT TO KNOW

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

PARTICIPATION IN EXTRA-CURRICULAR EVENTS

The academic school day shall be the primary reason for attending school. Although extra-curricular activities are vital to the overall development of the student, they play a secondary role in our school

program. Therefore, students participating in extra-curricular events, practices or rehearsals, must be in school for the entire day if they wish to be involved in any extra-curricular activity on that day or evening. Students who cannot attend school on the day of an extracurricular activity may be exempt from this rule, only if they have received prior permission from the principal or superintendent. This ruling will cover all athletes, cheerleaders, band members, statisticians, and managers, and any student involved in any capacity with an extra-curricular program.

PATRON COMPLAINTS

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

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

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the Board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

Anonymous Complaints

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

Parental Complaints

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials.

Filing Procedure

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

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

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The

decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.

3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within sixty (60) days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

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

Deadlines

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

Prohibition: Retaliation

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

Prohibition of False Claims

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

PERSONAL PROPERTY

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

PETS

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

PLAYGROUND RULES

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

1. Listen to the playground supervisor.
2. No leaving the playground without permission and no entering the school building unless permission is given by teachers.
3. Tell the supervisor if you get hurt.
4. Do not slide on your stomach, feet, or lean over the edge of the slide.
5. If something happens between you and someone else, tell the supervisor BEFORE coming into the building or classroom.
6. When the bell rings, line up immediately, come in quietly, and get to classrooms right away.
7. Students will not throw hard objects (snowballs, ice, sticks, rocks, etc.)

8. Students will use courteous language at all times.
9. Students will not play rough games that use hitting, tripping, tackling, and running into other children.
10. ABSOLUTELY NO FIGHTING.

PROCEDURES FOR ADMINISTERING MEDICATION IN THE SCHOOL

1. Location of Medication

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

2. Personnel Responsible for Administering Medication

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

3. Records Management

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

4. Other Safeguards or Circumstances

- a. In some cases where students may be capable of independently administering their own medication, the administration [shall] [may] require the student to deposit the medication in the designated office area. The student's age and readiness to assume responsibility will determine such details in each student's situation.
- b. All SCHOOL PERSONNEL will be trained in First Aid procedures pertinent to the

needs of students. Documentation on trained staff will be done yearly.

- c. All PERSONNEL must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency medical number "911" or other local emergency number.

SCHOOL EVENTS

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

SCHOOL PICTURES

Students' pictures will be taken during the school year. You will be notified of the exact date and time. These pictures provide a remembrance of your child's school days that will last a lifetime. Please see to it that your child is appropriately dressed and groomed on that day. The purchase of these pictures is optional. School pictures are presently taken in the fall and again in the spring. Fall pictures are used for creating student IDs, yearbook photos, and for identification purposes; therefore, hats will not be permitted at that time.

SCHOOL RECORDS

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

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

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

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

SCHOOLWIDE TITLE I

New England Public School's Title I program is schoolwide.

A Title I school consists of a lower-income student population who need to catch up or have higher chances of falling behind. A schoolwide program uses Title I funds to upgrade the entire educational program of the school in order to raise academic achievement for all students. Its primary goal is to ensure that all students will showcase at least proficient achievement levels on state academic achievement standards.

Schoolwide programs must address the needs of ALL students in the school, particularly the needs of children who are members of the target population of any federal education program whose funds are included in the schoolwide program. A schoolwide program is built on schoolwide reform strategies rather than separate, add-on services. All staff, resources, and classes are part of the overall schoolwide program.

Schoolwide law requires that schools implement reform strategies and initiatives that:

- provide opportunities for all children, including subgroups of students, to address school needs.
- use methods and instructional strategies that strengthen the academic program, increase the amount and quality of learning time, and provide an enriched and accelerated curriculum; and
- address the needs of all school children, particularly those at risk of not meeting the challenging state academic standards.

Schoolwide programs have great latitude in determining how to organize their operations and allocate the multiple funding sources available to them. The key component of schoolwide programming is flexibility. Flexibility in the use of funds is tied to increased achievement of students at all levels by allowing schools to integrate their programs, strategies, and resources. The requirement is that any activity will help reach the schoolwide goal, and all schoolwide goals must be identified in the school's comprehensive needs assessment.

A well-designed and implemented schoolwide program will:

- Conduct a yearly comprehensive needs assessment.
- Identify and commit to specific goals and strategies to address those needs.
- Create a comprehensive, long-term improvement plan.
- Serve all students with highly-qualified teachers and paraprofessionals.
- Provide continuous learning for staff, parents, and the community.
- Use research-based practices to develop and implement enriched instruction for all students.
- Use inclusive approaches to strengthen the school's organizational structure.
- Engage in continuous self-assessment and improvement.
- Conduct an annual review of the effectiveness of the schoolwide program and revise the plan as necessary.

More information regarding Title I, including our meeting minutes and information, can be found on our website at: www.nepstigers.com/page/title-i

SEARCH AND SEIZURE

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

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Search Procedure

For the purposes of this policy, personal property includes, but is not limited to: a student's vehicle,

backpack, book bag, and/or purse. Students may also be asked to empty their pockets.

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

Searches of Vehicles

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

SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

1. Sex oriented verbal "kidding", abuse or harassment
2. Pressure (subtle or otherwise) for sexual activity
3. Repeated remarks to a person with sexual or demeaning implication

4. Any unwelcome sexually motivated touching such as patting or pinching
5. Intentionally brushing against a student's or employee's body
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with requests to any individual's employment or education status

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

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

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

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

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Definitions

For the purpose of this policy:

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

1. Nonparent Sexual Offenders

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

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

2. Parent Sexual Offenders

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

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

A parent sexual offender who attempts to communicate electronically with a student other than his/her

own child while the students in on school property will be considered on school property without permission and will be in violation of this policy.

3. Student Sexual Offenders

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

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

4. General Provisions

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

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

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

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

SMOKING, DRINKING, OR USE OF ILLEGAL DRUGS

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

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

SNOW/COLD WEATHER

The New England Public School shares with the parents a concern for the safety of students. The decision to close school comes from the superintendent. News media will be contacted when deemed necessary by administration. The District will also utilize Power Announcement, our instant notification system to mass call, email and text those parents/guardians that have configured their notices via Power School. If, in the

event of an early dismissal and buses cannot run, "storm home" locations will be utilized for students.

SPORTSMANSHIP CODE FOR THE SPECTATOR

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

STUDENT RECORDS

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

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

1. An individual employed by the District in an administrative, instructional, or support staff position;
2. School board members;
3. School resource officer(s);
4. A person or company contracted by the District to perform institutional services and/or functions, including, but not limited to, attorneys hired by the District and data storage and protection agencies;
5. A volunteer that performs institutional services and/or functions for the District;
6. A consultant hired to perform institutional services and/or functions for the District;

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

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

Review and Amendments

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

annually in accordance with law.

Record Dissemination

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

Directory information: The Board defines directory information as:

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

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

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

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

SUSPENSION & EXPULSION

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

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

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

Conduct Subject to Suspension/Expulsion

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

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

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

Suspension or Expulsion of Students with Disabilities

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

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

ISS (In School Suspension) Rules:

- Report directly to the Principal on the day(s) of the suspension.
- No cell phones, having your head down to rest, or sleeping is allowed.
- Computers will only be allowed to work on class work.
- Bathroom breaks will be allowed with the permission of office staff.
- The student will eat his/her lunch in an assigned room.
- Any insubordinate in-school suspension room conduct may result in out-of-school suspension.
- All missed work is due on the original due date.
- Principals or office staff will dismiss the student at the end of the day.

If a student receives ISS, they may not start the next contest and further consequences may be imposed at the discretion of the coach/advisor. They may not leave the school early to attend an event if their suspension has not been completed. If a student receives OSS, they may not participate in practice nor attend an activity that day, must sit one calendar week, and complete a return to team protocol set forth by the coach/advisor. If a student receives more than one suspension in an academic year, he/she will be removed from the team in which he/she is participating.

Learners who are suspended will be required to do one or more of the following (as decided by administration):

- Reflective writing
- Letter of apology
- Verbal apology
- Fix it plan

TARDIES

It is the responsibility of the learner to be on time for each class. A tardy is arriving to class after the start of the scheduled class time. Arriving to class ten (10) minutes after the start time will count as an absence. Excessive, unexcused tardies will result in disciplinary action given in the discipline matrix (Appendix A).

Although students will be formally notified, it is still the responsibility of students and parents to use PowerSchool to keep track of tardies prior to being notified. Consequences for tardies will be handled according to the discipline matrix.

- 1 – 4 Tardies: Teacher warning
- 5th Tardy: Administration meeting with students and parents
- 6th Tardy: 1 detention
- 7th Tardy: 2 detentions
- 8th and up Tardy: 1 ISS per tardy

TELEPHONE USE

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

TESTING

The District will be using the ND A+ assessment system, which will be replacing the current NDSA system for the 2024-2025 school year. The District will use the current NDSA for its summative assessment one final year which will be administered to grades 3 through 8 and grade 10 for ELA and mathematics and grades 4, 8, and 10 for science. This test will be given in the spring of 2024. Additionally, two interim assessments will be administered in the Fall and Winter of the 2023-2024 school year for reading and mathematics for grades 3 through 8 and grade 10.

The District will also be utilizing STARS testing for all students K-12. This will be the District's way of tracking progress and growth, along with screening students for intervention and extra help (or enrichment). Other tests may be given by classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

The results obtained from the tests are valuable to the learner, to the parent, and to the district, in that they indicate aptitudes considering his/her present educational plans and those of the future. Parents, as well as learners, are welcome to confer with the counselor, principal, and educators regarding these tests. Standardized test scores will be used for placement in courses both for remediation and enrichment.

TITLE IX POLICY

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

You are further notified that inquiries concerning the application of Title IX and part 86 may be referred

to the Superintendent, who has been designated as the person responsible for coordinating the efforts of New England Public School District #9 to comply with and carry out its responsibilities under Title IX and Part 86, including any investigation of complaints alleging noncompliance.

VISITING SCHOOL

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

VIRTUAL LEARNING POLICY

The New England Public School District will utilize a virtual learning plan for days when the district will not be in session on campus. This will help the district stay on track with the yearly school calendar and not require the use of extra storm days in the school calendar. Please see Appendix B to refer to the plan.

WEAPONS POLICY

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

Definitions

- *Firearm* is defined in accordance with 18 U.S.C. 921.
- *Weapon* includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-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 suspension or 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 suspension or expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.

7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified, and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement. The discipline matrix includes other relevant information in dealing with weapons.

WEIGHT ROOM SUPERVISION

Please refer to school board policy ABBB – District Property and District Equipment Use and/or Rental.

Weight Room Rules:

- a) User represents that school facility(s) and/or school-owned equipment are to be used for the specified purposes and no other as specified.
- b) User shall abide by all the rules and regulations adopted by the school district for use of said school facility(s) and/or school-owned equipment.
- c) Alcohol, tobacco, and all illegal substances are strictly prohibited at all times on school property.
- d) User shall save the district harmless and indemnify it against any public liability and/or property/personal damage liability which may arise or accrue by reason of the use of the school facility(s) and/or school owned-equipment by the user, such agreement to hold harmless to include indemnity to the school district and its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action arising out of the use of said school facility(s) and/or school-owned equipment by user.
- e) All persons under the age of 18 and all K-12 students must be always supervised by a responsible adult. Said adults shall be always responsible for the conduct of these individuals.
- f) User assumes full responsibility for damages and/or loss incurred during the permitted use of school facility(s) and/or equipment while in their care.
- g) User acknowledges that video surveillance is present in the fitness room, gymnasiums, and throughout the entire school in public areas.

**APPENDIX A: NEW ENGLAND PUBLIC SCHOOL DISCIPLINE MATRIX
GRADES PK – 6TH**

New England Public School District #9

Discipline Matrix for Grades Pre-K-6

The following are suggested consequences for certain school violations. The School and District maintain the right to modify any consequences based on the nature of the specific incident.

Behavior	Action Taken					
	1x	2x	3x	4x	5x	
Level 1 (will reset after semester ends)	Teacher will use restorative measures			Administration will intervene		
	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	
Minor physical contact, including poking, tripping, bumping into someone	Staff members refer to restorative measures menu. Continue to model appropriate schoolwide expectations.			Student, parent, and admin conference	Student and counselor conference, behavior intervention in place	
Running in the hallways						
Classroom disruption of any kind; not following classroom expectations						
Unacceptable behavior/profanity	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	
Dress code violation	1 day detention	2 day detention	3 day detention	1 day of ISS	2 days of ISS	
Leaving classroom without permission (different than eloping)						
Examples: going to the bathroom without permission, but returns afterwards or sitting in the hallway, because the student is frustrated						
Throwing objects in the classroom or misuse of classroom materials						
Being unkind to a friend; conflict with peers						
Disrespect/Defiance - minor						
Examples: work refusal, arguing, eye rolling, lying						
Any other minor infraction determined by administration						
Level 2 (will not reset)	Alert admin		Administration will intervene			
	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	
Eloping (automatic 2 day detention)	Warning, teacher call home, student and teacher conference	Student-admin conference, detention	Student and admin conference, 1 day ISS	Student, admin, counselor, parent conference, 2 day ISS	Student, admin, counselor, parent conference, 3 day ISS	
Insubordination/disrespect - major	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	
Examples: raising voice at teacher, screaming, slamming hands on desk	2 day ISS	3 day ISS	4 day ISS	5 day ISS	Expulsion	
Academic integrity (forgery/cheating/plagiarism)						
Any other moderately severe infractions determined by administration						
Level 3 (will not reset)	Administration will intervene					
Fighting	Go right to step 3			<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>
Verbal assault or threats on staff						
Bullying/harassment/threats				1 day ISS	3 day ISS	5 day ISS
Vandalism				<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>
Theft				Expulsion	Expulsion	Expulsion
Trespassing or violations of law						
Any other severe infractions determined by administration						
Level 4 (will not reset)	Administration will intervene					
Using social media to send/request inappropriate media	Go right to step 3			<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>
				3 day suspension	5 day suspension	5 day suspension
Use, possession, or under the influence of drugs or alcohol on school grounds or function	Go right to step 4			<i>Minimum</i>	<i>Minimum</i>	
Use or possession of tobacco on school grounds or function (including electronic devices and paraphernalia)				3 day suspension	5 day suspension	
				<i>Maximum</i>	<i>Maximum</i>	
Any other highly severe infractions determined by administration				Expulsion	Expulsion	
Level 5 (will not reset)	Administration will Intervene					
Physical assault on staff	Go right to step 4			<i>Minimum</i>	<i>Minimum</i>	
Causing major physical harm to another student				3 day suspension	5 day suspension	
Arson				<i>Maximum</i>	<i>Maximum</i>	
Drug distribution/selling				Expulsion	Expulsion	
Any other extremely severe infractions determined by administration						

New England Public School District #9
Discipline Matrix for Grades 7-12

The following are suggested consequences for certain school violations. The School and District maintain the right to modify any consequences based on the nature of the specific incident.

Behavior	Action Taken				
	1x	2x	3x	4x	5x
Level 1 (will reset after semester ends)	Teacher will use restorative measures			Administration will intervene	
	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>
Running in the hallways	Staff members refer to restorative measures menu. Continue to model appropriate schoolwide expectations.			Student, parent, and admin conference	Student and counselor conference, behavior intervention in place
Leaving classroom without permission					
Classroom disruption of any kind					
Unacceptable behavior/profanity	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>
Dress code violation	1 day detention	2 day detention	3 day detention	1 day of ISS	2 days of ISS
Not using proper procedure when checking out of school					
Any other minor infraction determined by administration					
Level 2 (will not reset)	1x	2x	3x	4x	5x
	Alert admin		Administration will intervene		
	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>
Skipping class (automatic 1-hour detention)	Warning, teacher call home, student and teacher conference	Student and admin conference, detention	Student and admin conference, 1 day ISS	Student, admin, counselor, parent conference, 2 day ISS	Student, teacher, counselor, admin conference, 3 day ISS
Insubordination/disrespect					
Unexcused absence (per occurrence)	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>
Academic integrity (forgery/cheating/plagiarism); Please refer to the student handbook for more information regarding academic integrity.	2 day ISS	3 day ISS	4 day ISS	5 day ISS	Expulsion
Any other moderately severe infraction determined by administration					
Level 3 (will not reset)	1x	2x	3x	4x	5x
	Administration will intervene			<i>Minimum</i>	<i>Minimum</i>
	Go right to step 3			1 day ISS	3 day ISS
				<i>Maximum</i>	<i>Maximum</i>
				Expulsion	Expulsion
				Expulsion	Expulsion
	1x	2x	3x	4x	5x
	Administration will intervene			<i>Minimum</i>	<i>Minimum</i>
	Go right to step 3			3 day suspension	5 day suspension
				<i>Minimum</i>	<i>Minimum</i>
	Go right to step 4			3 day suspension	5 day suspension
				<i>Maximum</i>	<i>Maximum</i>
				Expulsion	Expulsion
				Expulsion	Expulsion
Level 4 (will not reset)	1x	2x	3x	4x	5x
	Administration will intervene			<i>Minimum</i>	<i>Minimum</i>
	Go right to step 4			3 day suspension	5 day suspension
				<i>Maximum</i>	<i>Maximum</i>
				Expulsion	Expulsion
				Expulsion	Expulsion
Level 5 (will not reset)	1x	2x	3x	4x	5x
	Administration will intervene			<i>Minimum</i>	<i>Minimum</i>
	Go right to step 4			3 day suspension	5 day suspension
				<i>Maximum</i>	<i>Maximum</i>
				Expulsion	Expulsion
				Expulsion	Expulsion

New England Public School District #9

Discipline Matrix for Grades Pre-K-12

The following are suggested consequences for certain school violations. The School and District maintain the right to modify any consequences based on the nature of the specific incident.

Behavior	Action Taken				
	1x	2x	3x	4x	5x
Weapons (refer to student handbook for further details)	Administration will intervene				
	<i>Minimum</i>				
Weapons: self-reported by student, defined as not dangerous	Confiscate weapon, student, parent, counselor, admin conference				
	<i>Minimum</i>				
Weapons: self-reported by student, defined as dangerous	Confiscate weapon, student, parent, counselor, admin conference, minimum 1 hour detention				
Weapons: not self-reported by student, not defined as dangerous	Go right to step 3 and 4		<i>Minimum</i> 1 day ISS	<i>Maximum</i> Expulsion	
Weapons: not self-reported by student, defined as dangerous	Go right to step 3 and 4		<i>Minimum</i> 3 day ISS	<i>Maximum</i> Expulsion	
Bus Conduct	1x	2x	3x	4x	5x
	Administration will intervene				
	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Minimum</i>
A student who is misbehaving on any school bus will be first addressed by the bus driver. If the behavior continues or escalates, the driver will notify administration. If a camera is present on the bus, it may be used to review the incident. Any conduct on the bus reported to administration will be handled according to the discipline matrix or as administration deems appropriate.	Warning and admin contact parent	Detention and admin contact parent	Loss of riding 1-2 days	Loss of riding 1 week	Loss of riding 2 weeks
	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>	<i>Maximum</i>
	Loss of riding 1-2 days	Loss of riding 1 week	Loss of riding 2-4 weeks	Loss of riding 5-9 weeks	Loss of riding full year
Tardies (per semester)	1x - 4x	5x	6x	7x	8x +
	Administration will intervene				
Tardies will be handled according to the matrix. However, it is still the responsibility of students and parents to use PowerSchool to keep track of tardies. Please refer to the student/parent handbook for more detailed information. Tardies are counted on a per basis method. For example, a student is late for 1st period on Monday, 6th period on Wednesday, and 3rd period on Thursday. This will count as three (3) tardies.	Teacher warning and logged into PowerSchool.	Administration meeting with parents and student.	1 detention	2 detentions	1 day ISS per tardy
Cell phones (per semester)	1x	2x	3x	3x +	
	Administration will intervene				
Cell phones and personal electronic devices are not permitted during school hours (7:30AM - 3:15PM), except during the student's lunch period. Please see the cell phone policy in the student handbook for more details.	Cell phone/personal electronic device confiscated and turned into office. Device may be returned to student at the end of the day.	Cell phone/personal electronic device confiscated and turned into office. A parent/guardian will need to pick up the device. Student must turn in their device to the office every morning.	Cell phone/personal electronic device confiscated and turned into office. Student will not be allowed to bring the device onto school grounds. Further disciplinary actions may apply.	Consequences determined by administration.	
Technology violations (Acceptable Use Policy)	1x	2x	3x	4x	5x
	Administration will intervene				
	<i>Minor Infraction</i>	<i>Minor Infraction</i>	<i>Minor Infraction</i>	Student, teacher, parent, admin conference. Loss of device for 15 days. Any further infractions decided on by administration.	
Access to and use of the Network (Internet/Edutech) is a privilege and should be treated as such by all users. Misuse of the system is considered a violation of system policy and may also be a violation of the law. This policy applies to all users of the Network (Internet/Edutech) computer system. Please refer to the student handbook for further details on the acceptable use policy.	Verbal warning by teacher; admin notified; log entry recorded	Verbal warning by teacher; admin notified; parent notified; log entry recorded	Student, teacher, parent, admin conference. Loss of device for 15 days. Any further infractions decided on by administration.		
	<i>Major Infraction</i>	<i>Major Infraction</i>	<i>Major Infraction</i>		
	1 days ISS and loss of device OUTSIDE classroom use for up to 30 days; device monitored by teachers and admin; admin call parent	5 days ISS and loss of device in totality for up to 60 days; student, teacher, admin, parent conference	3 days ISS and loss of device for remainder of school year (refer to handbook for more details)		

New England Public School District E-Learning Plan

Vision	NEPS understands the challenges that using E-Learning Days creates for students, families, and staff. As a district, we will utilize E-Learning Days only when necessary to ensure the continuity of learning for our students and to ensure we meet state and local contact day requirements as determined by state law and agreed upon contracts. These days will be utilized in lieu of having to make up days in our school calendar.			
Procedure	Administration will inform all staff, students, and families of an E-Learning Day. NEPS will use the resources available to us to make determinations about when to use E-Learning days and communicate those decisions with staff, students, and families. The procedures adopted in this plan have been created/adopted by staff members at all levels (Pre-K through 12) and will be implemented accordingly.			
Who	Time	Pre-K-Kinder	1st – 3rd	4th – 12th
Teachers	8:00 – 10:00	Teachers will communicate through Facebook Live for virtual meetings, and assignments will be sent to parents via email.	Teachers will communicate assignments on Seesaw and through school email. Virtual meetings will take place on Microsoft Teams. Plans will be available no later than 10:00 am.	Teachers will communicate assignments on Microsoft Teams or through school email. Plans will be available no later than 10:00 am.
	10:00 – 12:00	Teachers will be available to meet with students on Facebook Live from 8:00-12:00.	Teachers will be available to meet with students on Microsoft Teams from 8:00-12:00.	Teachers will be available to meet with students on Microsoft Teams for periods 1 – 4.
	12:00 – 1:00	Staff Lunch		
	1:00 – 2:00	Staff Work Time		
	2:00 – 3:00	Teachers will be available to meet with students on Facebook Live from 2:00-3:00.	Teachers will be available to meet with students on Microsoft Teams from 2:00-3:00	Teachers will be available to meet with students on Microsoft Teams for periods 5 – 7.
Lesson Expectations		Instruction and information will be disseminated through Facebook and email.	Instruction and information will be disseminated through Seesaw and email.	Instruction and information will be disseminated through Microsoft Teams and email.
E-Learning Days assignments should be related to what students are currently doing in their classes or review of essential standards. New information can be taught if the online platform is suitable for new learning.				
Students	Time	Pre-K-Kinder	1st – 3rd	4th – 12th
	10:00	Parents will help students check assignments via email. Students and parents will communicate with teachers through Facebook Live or email with any questions or to schedule appointments with teachers to review work or get help.	Students check assignments via email and/or Seesaw. Students will communicate with teachers through Microsoft Teams or email with any questions or to schedule appointments with teachers to review work or get help.	Students check assignments via email or Microsoft Teams. Students will communicate with teachers through Microsoft Teams or email with any questions or to schedule appointments with teachers to review work or get help.
	10:00 – 3:00	Students will use this time to complete assigned work or meet with teachers during the appropriate time slots.		
*Students with special needs or circumstances may face unique challenges while performing academic tasks. Provisions and accommodation will be made for individual needs on a case-by-case basis.				
Parents	10:00	Verify students received work. Offer support where needed.		
	10:00 – 3:00	Parents can communicate with teachers via email.		
	Parent Follow-Up	Parents will ensure students complete and submit any work given.		
Attendance		Attendance will be taken as assignment(s) are marked complete.		
Teacher/Student Communication		Students will be encouraged to communicate via email or through the desired grade level platform (Facebook, Seesaw, Microsoft Teams)		
		Teachers will communicate to their class the most effective mode of communication.		
School/Parent Communication		Parents will be informed of the E-Learning plan prior to first time use of the plan. The school will announce through Thrillshare when an E-Learning Day is being utilized.		

