

Prairie View Elementary

*400 North Fourth Street
New Salem, ND 58563*

Phone Number: (701) 843-7823

Website: www.newsalem.k12.nd.us

Mission of Prairie View Elementary

“The Mission of New Salem-Almont Public Schools is to ensure that each child achieves his/her full potential through student-centered practices.”

Vision of Prairie View Elementary

“Together: Every Kid - Every Day!”

*School Colors
Black and White*

*School Mascot
Holstein*

New Salem-Almont School Calendar 2019-2020

August 20	First Day of School
September 2	NO SCHOOL – Labor Day
September 18	Early Out – Staff Professional Development (1:30 Dismissal)
October 9	Early Out - Staff Professional Development (1:30 Dismissal)
October 16	End of 1 st Quarter
October 17-18	NO SCHOOL – Teacher’s Convention
October 21 & 24	Parent – Teacher Conferences 4:00 – 7:00 p.m.
November 11	NO SCHOOL - Veteran’s Day
November 28-29	NO SCHOOL - Thanksgiving
December 20	End of 2 nd Quarter/Last Day of School Before Break (2:15 Dismissal)
January 2	Classes Resume
January 15	Early Out – Staff Professional Development (1:30 Dismissal)
January 20	Martin Luther King Jr. Day– School IS IN SESSION
January 31	NO SCHOOL – East West Wrestling Tourney
February 17	NO SCHOOL - President’s Day
March 13	End of 3 rd Quarter
March 16 & 17	Parent – Teacher Conferences 4:00 – 7:00 p.m.
March 20	NO SCHOOL - P/T Comp Day
April 10	NO SCHOOL – Good Friday
April 13	NO SCHOOL – Easter Break (Storm Make-Up Day)
May 15	Last Day of School (Dismiss at 2:15pm)

SCHOOL BOARD

Tyler Schau
Monica Reiner-Pletan

Toby Olin
Mark Feland

Kris Emineth
Fannie Thiel

Jim Reinfeld

ADMINISTRATION

Brian Christopherson – Superintendent
Michael Gilbertson – Principal (7-12)
Jamie Entzi - Principal (K-6)
Wanda Hammersmark – Business Manager
Sherri Hulm – Elementary Administrative Assistant
Kayla Kunkel – High School Administrative Assistant

PVE Student and Staff Beliefs

I believe in myself and I am here to succeed.

I am responsible, respectful, and safe.

I will do all I can to help myself and others learn.

I will do my best because everything I do today will affect my tomorrow.

Philosophy of New Salem – Almont School

We, the **New Salem – Almont** Public School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives, and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

We Believe:

- The purpose of education is to equip students with the knowledge and skills necessary to become active, informed and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.

- All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environments that promotes tolerance and is free from discrimination and harassment.

- Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.

- Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.

- Educations must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile property, and resource management techniques and conservation practices in order to assist students with planning for the future.

- Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.

- Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.

- Parents and the community should serve as partners with schools. It takes the combined efforts of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

Back to School Welcome

Welcome to Prairie View Elementary School. On behalf of the faculty and administration, we welcome you to this academic year. This handbook is designed as a guide for students and parents. Not all policies necessary for the efficient operation of the school can be printed; common sense and respect for the rights of others will dictate the course of action in the absence of a printed guideline.

In providing educational programs, we believe that all decisions should be made with the **best interests of our students in mind. We also believe that the most important priority for our future is our children's education.** It is our mission to provide the best educational experience for each and every student.

We ask for student and parent support in our efforts to provide a positive and valuable experience for each child. We want the education of our students to be a partnership between the school, home, and community. We invite you to visit the school, as you desire, and to visit staff members about any concerns or ideas you may have to improve the educational process.

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

opportunities for all students, free from limitations based on race, color, religion, sex, national origin, handicap, or age.

We hope this handbook provides an adequate description of the programs available in our school. It contains policies of New Salem – Almont School District and may answer many of the questions you may have. Please feel free to contact staff or administration for clarification of policies stated in this handbook.

Prairie View Elementary Hours of Operation

The student hours in the elementary school are from 8:15 a.m. to 3:10 p.m. The doors to the building will be opened at 7:50 a.m. for children partaking in the breakfast program. All other students will remain outside on the playground (weather permitting) until 8:15 when the first bell rings. The tardy bell will ring at 8:20 when the instructional day begins. All outside doors will be locked when classes begin each school day. Tardy students must enter the building through door number one on the east side of the building. If you need to enter the building during the school day, push the button by door number one and the office will let you in. The office will unlock the door. Teachers will be available from 8:00 a.m. to 4:00 p.m. each day. Please make arrangements to visit with them within these hours, but not interrupting instructional time with students.

When school is dismissed, students are to go home immediately. If a student must remain in school after the dismissal time, the student must remain in the entryway of the school under school employee supervision. Students are not allowed to play on the playground immediately after school. They must go home first and get permission from their parents.

Prairie View Elementary Curriculum

Reading and Language Arts	Journeys by Houghton Mifflin
Math	Go Math by Houghton Mifflin
Social Studies	Pearson
Science	MacMillan/McGraw-Hill
North Dakota Studies – Grade 4	North Dakota Studies text written by Gwyn Herman and Laverne Johnson
Handwriting	Zaner-Bloser
Second Step Social Emotional Behavioral Curriculum	

Admissions

All children who have reached their 5th birthday on or before July 31st are eligible to attend kindergarten. A child may enroll in the first grade if they are six years old prior to midnight July 31st, except as provided by law.

Children who are entering school must present a birth certificate or other legal proof of age. A certificate of immunization, signed by a physician, must be on file in the office.

Attendance Policy Guidelines

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

A student is allowed 10 absences per semester or a total of 20 absences per year. Any absence beyond that may result in retention at the discretion of the administration. A letter will be sent after ten absences indicating the severity of the situation and explaining possible consequences.

The elementary school day consists of two periods: the morning session and the afternoon session.

- If a student arrives in class within sixty minutes of the ringing of the morning or noon bell, he/she will be tardy.
- If the student arrives over sixty minutes late, they will be counted as absent for that half-day period.
- If the student leaves sixty minutes or more before the end of the period, the student will be considered absent for the half-day period.

Excused Absences:

- Illness
- Medical appointments
- Responsible parental requests:
 - Family related circumstances: death/funeral/illness, wedding, etc.
 - Limited circumstances for which the student is needed at home.
 - Limited out of town trips or family vacations. **Advance approval is required.**
- The school administration may refuse requests for personal absences considered unreasonable.
- Other requests may be considered on an individual basis.
- Authorized school activities

Unexcused absences:

- Absences from school for reasons other than those listed as excusable.
- Leaving the school day without permission, or without properly notifying the office.

Steps to Follow When Absent:

- Have parent write a note or call the school to verify the date and reasons for the absence. If the school does not receive a call from the parent or guardian, the school will attempt to call the parent or guardian.
- Arrangements for make-up work are to be made at the discretion of each respective teacher using these guidelines:

- In general, work assigned prior to the absence is due upon returning to school
- In general, a student will be allowed twice the time missed to complete make-up work assigned during the absence.
- It is the responsibility of the student to contact the teacher to make arrangements for the make-up work.

Steps to Follow When Leaving the Building:

Whenever a student leaves the building during school hours, whether it is for a short period of time, or for the remainder of the day, the parent or guardian **must** stop in the office to sign them out.

- If leaving is part of class work, a teacher must first sign a request before the office will authorize it. Only the office authorizes permits to leave the building.
- No permit is required if a teacher or other school personnel accompanies the student.
- Leaving without proper authorization will be considered unexcused.

Tardiness

Students are expected to be in class on time. If a student has been tardy 10 days, a letter will be mailed home informing the parent/guardian of the tardiness concern. If a student has been tardy 20 days, the school will contact social services to develop a plan to ensure prompt attendance. A letter may be mailed home informing the parent/guardian that social services has been notified.

Birthday Celebration

It is requested that birthday or party invitation arrangements should be made outside of the school setting. Please check with the classroom teacher before bringing birthday treats to ensure there are no allergies present in the classroom.

Breakfast, Lunch, and Milk Prices

Breakfast and lunch deposits can be made at the office or by turning money in to your teacher. Milk can be purchased to go along with your cold lunch. The price for a carton of milk is \$.25 each.

Breakfast is \$1.25 a day for students in grade K through 12 and can be paid for in the office. Cost for adults is \$1.75.

Lunch is \$2.20 a day for students in grades K through 6 and can be paid for in the office. Grades 7 – 12 will pay \$2.50 per meal, and adults will pay \$3.25 per meal. It is recommended that the student bring a check payable to NSA. The check should contain the students name and grade.

All student's meal money goes into their PowerSchool lunch account and when a student has a meal the money for that meal comes out of the account. Student accounts can be checked on Powerschool by parents.

New Salem – Almont Public Schools belong to the National School Lunch Program through USDA which means that certain rules need to be followed in order to receive reimbursement for free and reduced lunch.

Some of the rules for hot lunch are:

students must take at least 3 items, one of which must be at least 1/2 cup of fruit or vegetable.

Milk only counts as an item if they have a 1/2 cup of fruit/vegetable.

Students do not have to take a milk if they already have 3 items.

Water must be available for students to drink if they wish.

Students cannot be forced to eat all of his/her food.

Students cannot bring additional food if they choose hot lunch unless it meets nutritional standards. Cookies, candy, chips etc. do not meet standards.

Class parties, birthdays, other classroom activities, and cold lunch are exempt from the above.

Snack Policy

-The only snacks allowed in our classroom include a fruit, vegetable, dairy or meat snacks each day. If a snack needs refrigeration, he/she must have a chilled lunch box.

Children must bring a spoon from home if needed.

-Snacks will be worked into the classroom schedule by the teacher.

-High fat, high carbs and sugary foods will not be allowed. (i.e. cookies, fruit snacks, fruit roll ups, snack cakes, chips, soda.)

-The only beverage allowed with snack is water.

-Due to health regulations no food will be stored in the classroom and all uneaten opened snacks will be disposed of. Unopened snacks will be returned home.

-Bringing a daily snack of an individual portion is the responsibility of the child. No snacks will be provided by the school.

Listed below are some healthy choices to help guide you when deciding on your child's snack.

Acceptable snacks include but may not be limited to:

Raw vegetables, Fresh Fruit, Cheese, Dried Fruit, Trail Mix, Granola Bars, Jello Cups, Pudding Cups, Yogurt Cups, Popcorn, Crackers, Pretzels, Beef Jerky/Sticks, NutriGrain Bars, Applesauce, Fruit Cups, Rice Cakes, or Check Mix.

Bullying Policy

Definitions

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color,

religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term *on-campus* refers to all property owned or leased by the 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 Salem/Almont Public School, 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.

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:

Engage in bullying;

Engage in reprisal or retaliation against:

- A victim of bullying;
- An individual who witnesses an alleged act of bullying;
- An individual who reports an alleged act of bullying; or
- An individual who provides information/participates in an investigation about an alleged act of bullying.

Knowingly file a false bullying report with the District;

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

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

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the

procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

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

- 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 a school building's main office, or placed in a designated drop box located in each school.
- Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
- 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. 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:

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

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

- Initiates a report of an alleged violation of this policy; or
- 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);

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:

- Require the student to attend detention;

- Impose in-school or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;

- 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;

- Create a behavioral adjustment plan;

- Refer the student to a school counselor;

- Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;

- Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;

If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), 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.

Victim Protection Strategies

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

1. Additional 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.

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.

15.1-19-17. Bullying - Definition.

As used in sections 15.1-19-17 through 15.1-19-22:

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

b. Conduct that is received by a student while the student is in a public school, on school district premises, is a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

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

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

Bus Rules

Rules of the bus:

1. Respect and obey your bus driver and/or bus aide.
2. Stay seated, talk quietly, keep head, arms, or other parts of the body inside the bus, do not disturb others or their property, or throw objects on or off the bus
3. Fighting, obscene language, physical harm to others, their property, or the bus is forbidden.
4. Bringing or using unauthorized articles on the bus is forbidden. Use of tobacco, drugs, alcohol, possession of firearms, explosives, matches, knives, or other weapons shall be dealt with severely.
5. Bullying/harassment on the bus will not be tolerated.

Consequences:

If a student creates a safety hazard or causes a discipline problem, the following steps will be taken. Based on the severity of the infraction, school or law enforcement authorities may be notified or suspension may be issued after an infraction. The building principal or superintendent will make the final decision.

1st Offense: Fix-it will be completed and parents will be notified in writing or by telephone that the student's behavior is not appropriate. Student may be moved to different assigned seat or another consequence may be given.

2nd Offense: Office Discipline Referral completed and parents notified. Student rider will be suspended from bus services for three days. A conference will be held with student and administration.

3rd Offense: Office Discipline Referral completed and parents notified. Student rider will be suspended from bus services for five days. A conference will be held with student, administrator, superintendent, and bus driver.

4th Offense: Student rider will be suspended from bus services for the remainder of the school year. Office Discipline Referral completed and parents notified.

Cameras are documenting audio and video on each bus. This video will be reviewed by administration while investigating any reported incidents.

Care of Books

The school furnishes textbooks and workbooks for all children. It is very important that children take good care of their books. In case a book is damaged or soiled, the child may be charged for a replacement of the book.

Change of Address of Phone Numbers

If a family changes address (home or work place) or telephone during the year, parents are requested to notify the school. This also includes all emergency contacts.

Child Abuse/Child Neglect

By state law, school professionals are required to report any cases of suspected child abuse, child neglect, or education neglect to appropriate authorities. Failure, on our part to do so, is a crime subject to legal penalty. Reporting is not necessarily accusing; it is merely reporting a reasonable suspicion that abuse or neglect may have occurred that requires investigation.

Dangerous Objects

No person will possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school supervised areas, in any school vehicle or at any school-sponsored activity.

Any object which could be used to injure another person and which has no school-related purpose for being in school, on school supervised areas, in any school vehicle or at any school-sponsored activity may be considered a weapon for purposes of this policy. Any object of a threatening nature that has the potential of inflicting bodily harm is prohibited including chains, guns, starter pistols, toy guns, and other look-alikes. These are considered as weapons for the purpose of this policy. Weapons shall be confiscated and will be turned over to the proper authority. Disciplinary action may include but is not limited to suspension or expulsion.

Dress (Cold Weather/Student Dress and Appearance)

Students will go out for recess whenever health and weather permits. In the winter students will go out for recess until it reaches -10 degrees with or without wind-chill. Proper winter clothing must be worn. Students need snow pants, boots, coats, hats, and gloves. If you cannot provide these things for your child, please contact the school. If a student is to stay inside during this time, a written request is required from the parent or guardian.

Students must be adequately dressed for cold weather. When the playground is muddy, very wet or covered with snow, snow boots and snow pants must be worn to play on the field. If those items are not worn students will be asked to stay on cement areas out of water and snow.

We have a simple dress code at Prairie View Elementary. The school expects students to dress in good taste and present a general appearance which is commendable. Styles which 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 or parents will be requested to bring appropriate clothing to school.

Caps, hats, bandanas, and other forms of headwear are not permitted for anyone male or female, except for specifically arranged days.

Due Process

Decisions affecting students may be appealed to the next highest school authority and ultimately to the School Board.

A Hearing Procedure, described in the District Policy Manual, is established which will be followed in cases involving long term suspension, expulsion, and appeals to the School Board.

Eligibility Policy

A student in elementary extra-curricular activities must have all past due assignments completed before attending practice or an extra-curricular event. At the end of each day, the teachers will report to the office the names of students with outstanding assignments and those students will be contacted. The students will have the choice of staying in for the last recess or after school to complete their work. Upon completion of their work, the student will be allowed to go to practice. The student may also choose to go home and return with their work completed the following day. On game or event day, the student may choose to complete work and hand it in before taking part in the event or miss the event.

Any student with a failing grade in Math or Reading will not be allowed to participate in athletics or other extra-curricular events until a passing grade is achieved.

Field Trips

Classes may take field trips. A written parental consent form will be signed by each parent upon the start of the year. A reminder of the field trip will be sent to the parent by the teacher within the week prior to the trip.

Fire/Tornado/Natural Disasters

The teacher will give complete information on all procedures to be followed in case of a fire or other emergency. Emergency drills will be held throughout the school year. Please become familiar with the procedures so that you will know where to go and what to do in case of an emergency.

Illness and Injury

Illness: If a child becomes ill while in school, the child must notify his/her teacher. Do not leave the building without contacting a teacher or the office.

Injury: If a child is injured or involved in an accident at school first aid will be administered by either the teacher or the principal. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parent, and emergency contact person, doctor, or emergency medical services will be called.

Guidance Services

New Salem-Almont School District provides the services of one school counselor. Counseling services include individual and group counseling, referral to outside agencies when appropriate, classroom character lessons, and career services. Counseling can be initiated by a request of the student, the parent or guardian, or school personnel, on behalf of the student.

Grading System and Retention Policy

The New Salem-Almont Public School District is concerned about the educational well-being of each student. Occasionally the district feels it is in the best interest of all parties involved, (the student, parents or legal guardians, teachers, and administration) that for certain reasons a child would not be promoted to the next grade level and would benefit by being retained at the present level.

Upon evaluating student achievement for placement, each teacher shall make use of all available information including measurement of skill and content mastery, standardized test results, and teacher observation of student performance.

Prairie View Elementary will use a standards-based report card in grades K – 4. This report gives us a tool to accurately communicate the progress students are making on district-identified essential learning for each grade level. The report will clearly communicate what is expected of each student, give teachers a better understanding of what each child must be able to do by the end of the year, and provide parents with a detailed outline of the expectations in each academic area.

<u>Reporting Code</u>	<u>Quality</u>
A	Advanced
P	Proficient
PP	Partially Proficient
N	Novice

The following guidelines will be used for grade K-4 consideration of retention:

- Students who have not demonstrated grade level proficiency in reading or math
- Students who have missed more than 20 days of school unless waived by the principal in conference with the student's teacher(s)
- Standardized achievement test scores and/or the social, emotional, and physical maturity of the student

The New Salem - Almont Public School District uses the following grading system to report student progress in grades 5 – 6 in conjunction with standards-based reporting.

<u>Letter Grade</u>	<u>Percentage</u>
A	100-96
A-	95-94
B+	93-92
B	91-89
B-	88-87
C+	86-85
C	84-82
C-	81-80
D+	79-78
D	77-75
D-	74-73
F	Below 73

The following guidelines will be used for grades 5-6 consideration of retention:

- Students who have failed two or more of the six solid subjects
- Students who have missed more than 20 days of school unless waived by the principal in conference with the student’s teacher(s)
- Standardized achievement test scores and/or the social, emotional, and physical maturity of the student

Once a child has been identified as having difficulties functioning at the present grade level, the following steps will be followed by the school district:

- Informal parent-teacher discussion about possible retention will be held before second parent-teacher conference.
- Retention documentation will be reviewed by the Multi -Tiered System of Supports (MTSS) Team and monitored until May.
- Decisions on student retention will be made no later than the last week of school.

A mutual agreement will be reached between the parents or legal guardian, teacher(s), and principal regarding the student’s placement for the following year. If a mutual agreement cannot be reached, the final decision for placement remains with the principal.

Internet and Email Policy

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

Monitoring Use:

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

Prohibitions:

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

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

Violations:

Violation of this policy will at a minimum result in the following disciplinary consequences for students:

- First offense (Level 1)
 - Loss of email and/or internet privileges for four weeks
 - Parental contact
- Second offense (Level 2)
 - Loss of email and/or internet privileges for at least the remainder of the year
 - Parental contact

- A student may be subject to Level 2 disciplinary action on his/her first offense if administration deems this necessary based on the severity of the offense.

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

Legal Custody

In situations where one parent has custody or is considered the legal guardian of a child, documentation should be brought to the school and placed in the child's file. This is particularly important in cases in which one parent is legally denied contact with the child. In such cases the school will make every effort to tactfully cooperate with court order.

Library

Students will attend Library Class a half hour each week. This time will be spent taking part in a prepared task, researching, or checking out material. Students will be allowed no more than two books at any time. Students will not be allowed to check out books until theirs are returned. Any lost book will have to be paid for if it is not found and returned by the end of the year. Students will also have a half hour each week dedicated to Library Media and Technology. Students will be using www.learning.com to complete lessons on computer literacy, coding, typing, and digital safety.

Lost and Found

Clothing articles should be properly identified with a name tag. Students losing personal belongings should check the lost and found area in the school. If the item is something of value, check with the school office.

Medication Administration

The following procedures have been established for handling requests to administer drugs or medicines to students:

- Aspirin or any other drugs are not provided by the school. Nonprescription medicine sent or brought to school must be accompanied by a signed request by the parent for its dispensation.
- Any medication which is ordered by the physician to be administered at school may be given according to the following procedures:
 - Medicine sent or brought to the school must be accompanied by a signed request from the physician and parent for its dispensation. The necessary form is found in the back of this handbook.
 - If medication is for emergency use only, such as a bee sting kit, parents must demonstrate proper procedure to the person or persons

responsible and leave complete instructions provided by the physician for administration.

Location of Medication:

- 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.
- The administrator shall also establish a check-in procedure for medication brought to school. This procedure shall include recording the date the medication was deposited and the number of pills, ensuring that authorization is on file, and notification of the person who has been designated to administer the medication.
- 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 not more than one month's supply of any medication be brought to the school at one time. Parents or legal guardian should be notified approximately 5 days before all medication has been used so that the supply can be replenished if necessary. The unused portions of medications should be returned to the parents or legal guardian at the end of the school year or when the medication is no longer needed by the student.

Personnel Responsible for Administering the Medication:

- All personnel should be familiar with the policy and procedures for administering medication in the school.
- All personnel having responsibility for supervising students shall be given information in the health portion of the student's school records including related medical problems, if any; they 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.)
- A list of designated personnel within the school building who are responsible for the administering 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.

Records Management:

- 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.
- 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.

Other safeguards or circumstances:

- In some cases where students may be capable of independently administering their own medication, the administration (may) (shall) 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.

- All personnel should have the opportunity for training in First Aid procedures, and as many as possible should be encouraged to remain current in such training.
- All personnel must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency medical assistance number (911) or other local emergency numbers.

Money or Valuable Items and Toys

Please do not bring money or valuable items to school and leave them in your desk. If you have money for meal tickets, etc., give the money to your teacher or turn the money into the office for safe keeping during the school day. Students should be cautioned to stay out of other student's desks or teacher's desks. If any item is stolen, please report the theft to you teacher and to the office. We will try to get the item back to you, but this is not guaranteed.

Children are not allowed to bring toys unless approved by their teacher. The school is not responsible for toys brought from home. It is best to leave all toys at home.

Notice of Directory Information

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

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

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

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

If you do not want New Salem – Almont School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 4, 2018. New Salem – Almont School District has designated the following information as directory information:

- Address
- Date and place of birth
- Dates of attendance
- Degrees, honors, and awards received
- Electronic personal identifier
- Grade level
- Institutional electronic mail address
- Major field of study
- Participation in officially recognized activities and sports
- Photograph
- Student's name
- Telephone listing
- The most recent educational agency or institution attended
- Weight and height of members of athletic teams

Parent – Teacher Conferences

Scheduled parent-teacher conferences are held periodically throughout the year. Parents will be informed of these conferences. Because we consider this kind of communication to be the very best kind of reporting, we will consider parent – teacher conferences to be a vital and ongoing procedure. In addition, parents may request a conference with the teacher at any time.

Pet Policy

Prairie View Elementary School has a clear responsibility to maintain an atmosphere which will promote a safe learning environment. Prairie View Elementary School Will Not Allow pets to be brought into the school building, or on school ground. This policy is to protect your child and other children in the school district.

Power School/Power Teacher/Power Grade

The Family Education Rights and Privacy Act will be used as a guideline to access student records.

In fulfilling obligations to students, the North Dakota educator shall disclose confidential information about individuals, in accordance with state and federal laws, only when a compelling professional purpose is served or when required by law.

Confidentiality:

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Teacher/Employee Access:

Do not discuss, outside of professional bounds, student grades, attendance, discipline, test scores, demographic information, or any other student data. Every employee will be held individually responsible for strictly adhering to these Federal regulations. In the event of violations of the afore mentioned guidelines, an investigation will be initiated by the administration. If found guilty of violations the following consequences will occur.

- First violation will result in a written warning.
- Second violation will result in a hearing and improvement plan will be put into place.
- Third violation will result in non-renewal hearing, including a report to the Educational Standards and Practices Board.

Professional Practices

The code of Professional Conduct of ESPB governs all members of the teaching profession. A violation of this sections constitutes grounds for disciplinary action which includes the issuance of a warning or reprimand or both, suspension or revocation of the license of the afflicted educator, or the appropriate disciplinary action.

Public Complaints

The school board welcomes constructive criticism based on a sincere desire to improve the quality of the educational program or to equip the schools to perform their tasks more effectively.

Complaints and grievances should be handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows: teacher, principal, superintendent, school board.

An individual board member should refer a person making the complaint to the principal or the superintendent. If the reply is not satisfactory, the person may request a hearing before the board. (NDCSC 15.1 – 09 - 33 and NDCSC 15.1 – 14 – 01)

Complaints About Instructional Materials

The school board assumes final responsibility for all books and instructional materials it makes available to students. However, it recognizes the right of individual parents regarding controversial materials used by their own children.

While the board will not permit any individual or group to exercise censorship over instructional materials and library collections, provision will be made for the reevaluation of materials upon formal request. On the other hand, students right to learn and the freedom of teachers to teach shall be respected. (NDCSC 15.1 – 09 -33 and 15.1. – 14 – 01)

Complaints About Personnel

The board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner that is in the best interest for promoting better educational opportunities for children, the following policy is adopted.

Complaints should be resolved at the lowest possible level of authority. Therefore patrons with complaints about personnel are encouraged to first discuss the complaint with the employee involved. If the complaint cannot be satisfactorily resolved at that level the complaints about personnel shall be directed to the principal or other supervisor directly responsible for the supervision of that employee. The supervisor shall:

- Investigate the complaint.
- 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 result of an inquiry or investigation.
- Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
- 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.

This 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.

(NDCC 15.1 – 14, 15.1 – 15, and 15.1 – 17)

Sexual Harassment

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

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

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or educational environment.

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

- Sex oriented verbal “kidding,” abuse, or harassment;
- Pressure (subtle or otherwise) for sexual activity;
- Repeated remarks to a person, with sexual or demanding implications;
- Unwelcome touching, such as patting, pinching, or constant brushing against another’s body;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, employment status, or similar personal concerns.

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

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

A substantiated charge against a student in the school district will subject the student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Special Services

The following special education services are available to New Salem Public School children:

- Speech and Language Pathologist
- Special Education
- Title 1 Math and Reading classes
- Individual student evaluations
- Individual instruction to students that are home-bound or hospitalized.
- Student Strategist
- Section 504
- Health Care Needs

In addition to special education services, the County Health Nurse is available to the school for health examinations and consultations. Use of any one or more of these services may be initiated by the Principal when the school feels there is a need. Should a parent feel their child is in need of any such services and the same has not been provided, they are invited to discuss the matter with the Principal.

Student Discipline

PBIS (Positive Behavioral Interventions and Supports)

Respectful Responsible Safe

Prairie View Elementary has implemented a program called Positive Behavioral Interventions & Supports in an effort to provide a safe and purposeful learning

environment for each student. PBIS encourages students to achieve their academic potential while conducting him or herself with good character. The focus is on encouraging appropriate behavior in all areas of the school through instruction on what that behavior will look like in each environment. Students who conduct themselves in this manner will maximize their learning opportunities and will not interfere with the learning of their classmates.

In addition to learning and practicing expectations, students will be recognized and rewarded for better-than-expected behavior. Rewards will include MOOrifics for students to return for a staff determined privilege at the end of each month. In addition, MOOrific awards will be placed on the bulletin board in the front entry of the school. Class trophies will be awarded to exemplary classrooms at the end of each month based upon fix-its and classroom tardies. Classroom pictures will also be posted to showcase great classroom behavior.

PBIS schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. This system teaches behavioral expectations and rewards students for following them, unlike the typical disciplinary response to student misbehavior.

The key to an effective learning environment is sound classroom management that addresses all aspects of the classroom. Procedures are taught to students at the beginning of the school year and are revisited frequently until it is clear that all students understand the procedures and have the stamina to perform them throughout the school day.

Student Behavior Matrix

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to; district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonable predicted to have a substantially disruptive effect on district operations and/or the educational environment.

The students in New Salem Prairie View Elementary shall demonstrate good citizenship according to the matrix below. All school personnel have the authority to take steps as necessary to maintain proper discipline at any place in the school, the school grounds, and at school functions. Since every teacher approaches discipline differently, each classroom teacher has the discretion of setting reasonable classroom rules within the framework of these policies and each teacher will communicate their expectations to the students. Behavioral expectations will be explained and practiced with students at the beginning of the school year. Students displaying appropriate behavior on a consistent basis may receive a MOOrific and receive a special reward at the end of the month.

Location	Be Respectful	Be Responsible	Be Safe
Arrival <i>Voice Level:0-1</i>	<ul style="list-style-type: none"> • Hold the door for others • Make sure your shoes are clean and caps are off • Use quiet voices 	<ul style="list-style-type: none"> • Be on time • Go directly to designated area • Turn cell phones off and put them in your backpack 	<ul style="list-style-type: none"> • Walk • Use crosswalk • Keep hands and feet to self
Assembly/ Lyceum <i>Voice Level:0</i>	<ul style="list-style-type: none"> • Remain seated until dismissed • Respect the space of others 	<ul style="list-style-type: none"> • Use the bathroom and a drink before assembly • Be a good listener, watch, and learn 	<ul style="list-style-type: none"> • Sit in the assigned area and face forward • Stay with your class
Bathroom <i>Voice Level:0-1</i>	<ul style="list-style-type: none"> • Respect the privacy of others • Use a quiet voice • Politely wait to use the sink and towels 	<ul style="list-style-type: none"> • Use toilet, sink, and trash appropriately • Wash hands with soap • Return to class as soon as possible • Place towels in the trash 	<ul style="list-style-type: none"> • Get permission to use the bathroom • Tell an adult about any problems
Classroom <i>Voice Level:0-3</i>	<ul style="list-style-type: none"> • Be an active listener and follow directions the first time • Talk at appropriate times • Respect the ideas, opinions and space of others 	<ul style="list-style-type: none"> • Ask for help when needed • Complete and hand in work on time • Take care of materials and be ready to learn 	<ul style="list-style-type: none"> • Walk • Sit appropriately on chairs and in desks • Use school tools or other items appropriately • Pick up after yourself
Computer Cart <i>Voice Level:0-1</i>	<ul style="list-style-type: none"> • Cooperate while sharing laptops • Wait patiently to receive and put away a laptop • Use equipment appropriately 	<ul style="list-style-type: none"> • Unplug and plug in laptops appropriately • Put laptops in designated numbered area • Ask to print • Stay on designated websites 	<ul style="list-style-type: none"> • Carry and store laptops with care • Keep food/drinks away from the laptops • Only adults can move carts • Keep cords inside and doors shut
Gym <i>Voice Level:0-3</i>	<ul style="list-style-type: none"> • Listen and follow directions the first time 	<ul style="list-style-type: none"> • Wear appropriate gym clothing and shoes • Use equipment and space appropriately 	<ul style="list-style-type: none"> • Keeps hands, feet, and objects to self • Get permission to leave
Hallway <i>Voice Level:0</i>	<ul style="list-style-type: none"> • Walk from one place to another with voices off • Stay to the right 	<ul style="list-style-type: none"> • Go directly to where you need to be • Stay with your class • Move in a single file line 	<ul style="list-style-type: none"> • Face forward • Keep hands, feet and objects to self • Walk at all times
Library <i>Voice Level:0-1</i>	<ul style="list-style-type: none"> • Listen and follow directions the first time • Wait patiently • Respect the space of others 	<ul style="list-style-type: none"> • Take care of library materials and return when due • Respect cushions and beanbags • Use a book place holder 	<ul style="list-style-type: none"> • Sit where directed • Push chairs under tables
Lunchroom <i>Serving Line: 0</i> <i>Lunch table: 0-2</i>	<ul style="list-style-type: none"> • Use a quiet voice • Politely wait in line with your sleeves up • Use good manners 	<ul style="list-style-type: none"> • Clean up after yourself • Wait quietly to be excused • Use both hands to carry your tray 	<ul style="list-style-type: none"> • Walk • Use utensils appropriately • Sit on bench with feet on floor facing forward • Tell an adult if something is spilled
Music Room/Stage <i>Voice Level:0-3</i>	<ul style="list-style-type: none"> • Follow directions the first time • Listen respectfully to others • Respect the equipment 	<ul style="list-style-type: none"> • Return musical materials to proper place • Be prepared 	<ul style="list-style-type: none"> • Sit properly and stand on risers safely • Walk • Clean and tidy up area
School Grounds <i>Voice Level:0-4</i>	<ul style="list-style-type: none"> • Practice good sportsmanship • Respect school property 	<ul style="list-style-type: none"> • Use trash containers • Use equipment properly 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Avoid parking lots • While on bikes and skateboards be cautious of others
School Buses <i>Voice Level:0-2</i>	<ul style="list-style-type: none"> • Use quiet voices • Listen to directions the first time • Respect the space of others 	<ul style="list-style-type: none"> • Place trash in appropriate locations • Take care of your own items • Dress for the weather 	<ul style="list-style-type: none"> • Hands, feet, and objects to self and inside bus at all times • Remain seated at all times • Remain a safe distance from the bus while on the sidewalk
Recess/Playground <i>Voice Level:0-4</i>	<ul style="list-style-type: none"> • Respect games in progress • Respect the authority of the supervisors • Follow directions the first time 	<ul style="list-style-type: none"> • Use equipment appropriately and return items after use • Personal objects are your responsibility • Follow all playground rules • Dress appropriately for the weather 	<ul style="list-style-type: none"> • Line up quickly and quietly when bell rings • Stay in designated play area • Inform a supervisor of any problem or to ask permission to leave the playground
Dismissal <i>Voice Level:0-2</i>	<ul style="list-style-type: none"> • Use quiet voices • Keep your cell phone off and put away until you are dismissed 	<ul style="list-style-type: none"> • Be polite and considerate of others • Collect belongings before leaving the room 	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Leave school grounds promptly

Prairie View Elementary Flow Chart

Student Behavior Management Process
Consistently Teach and Re-Teach
School-Wide Rules/Expectations

Observe and identify problem behavior

Staff Managed

Is the behavior
Teacher/Staff or
Administration
managed?

Administration Managed

30 Second Intervention
Redirect student
Re-teach behavior

FIX-IT
Conference with student
on inappropriate
behavior in this
situation and of
potential +/-
consequences. Call or
email parent.

If behavior continues-
contact parent. Teacher-
Student-Parent meeting
after school or next
morning.

Teacher and guidance
counselor work with
student to re-teach and
propose strategies for
success

Did the
Behavior
Change?

Teacher/Staff Managed	vs.	Administration Managed
<ul style="list-style-type: none"> • Minor disruption • Noise Making • Outbursts/Blurting • Wrong Voice Level • Not Participating • Minor Aggression-grabbing items • Misusing property-throwing/damaging items • Disrespectful tone • Pattern of not completing work • Cheating • Inappropriate language • Off task behavior • Teasing others • Lying/giving false information • Eye rolling 		<ul style="list-style-type: none"> • Aggressive physical contact • Bullying/Harassment • Property destruction • Weapons • Leaving school property • Pattern of aggressive/profane language • Credible threats • Major/chronic refusal to follow school rules • Theft • Inappropriate use of internet • Direct refusal of authority • Excessive talking back/yelling

Call to notify office
of major infraction,
student to be picked
up or sent to office
-WRITE ODR

Student conference
with administration.
Reflection/re-
teach/rehearse
behavior

Administration
determines and assigns
consequences according
to policy.

Parent Contact and
administrator provides
teacher with feedback.

Incident entered on
SWIS

Yes – Notice and reward correct behaviors.

No- Complete Discipline Referral and send student and referral to the discipline office

Student Records

Access to Individuals Authorized by Law

The District shall grant access to student educational records to individuals authorized by law in accordance with law. When applicable, appropriate consent will be obtained 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.

Student Education Records Access and Amendment Procedure

Reviewing an Educational Record:

The District will comply with a parent/guardian/eligible student's right to inspect educational records. This right will be granted using the following procedure:

- A request to view an educational record shall be granted by the deadline in law (45 days.)
- A request may be made orally or in writing to the building principal.
- The principal shall notify the parent/guardian/eligible student of the time and place when a record may be inspected.
- The principal or designee shall be present when the parent/guardian/eligible student reviews the record.
- If circumstances prevent a parent/guardian/eligible student from reviewing the educational record at the school office, the District shall prepare and mail a copy of the record or make alternative arrangements for the parent/guardian/eligible student to review the record. Any expense incurred from copying and/or mailing a record may be charged to the parent/guardian/eligible student at state rates, except as prohibited by law.

Amending an Educational Record

A parent/guardian/eligible student has the right to request an amendment to any portion of the educational record she/he believes to be inaccurate, misleading, or in violation of the student's right to privacy. A parent/guardian/eligible student shall use the following procedure to dispute or request an amendment to an educational record. This procedure shall not be used to dispute a grade, disciplinary decision, or opinions/reflections of a school official contained in an educational record.

- Any request to amend an educational record shall be made in writing and submitted to the building principal.
- The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent/guardian/eligible student. If the principal denies the amendment request, she/he shall inform the parent/guardian/eligible student of his/her right to request an appeals hearing.
- Requests for an appeals hearing shall be submitted to the Superintendent. The hearing shall be held within a reasonable time after the appeal request has been made.
- The Superintendent shall serve as the hearing officer. A representative of the parent/guardian/eligible student's choosing may accompany the parent/guardian/eligible student at the parent/guardian/eligible student's

expense. The parent/guardian/eligible student shall have a full and fair opportunity to present evidence related to the amendment request.

· If the Superintendent denies the amendment request, she/he will notify the parent/guardian/eligible student within a reasonable time of his/her right to submit a written response commenting on the contested material and/or explaining the disagreement with the hearing officer's decision. This written response shall be retained and when applicable, disseminated in accordance with law.

Student Rights and Responsibilities

The Board affirms those legal rights of students that are guaranteed under the federal and state constitution and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

- Civil rights, including the right to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
- The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these fights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

Suspension – Expulsion

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than maximum duration allowed by law. The parents of the student are to be notified promptly by the school principal that suspension has been issued.

The authority to determine whether or not a student shall be suspended rests with the principal or Superintendent and can be exercised AFTER the student is given:

- * Oral or written notice of the charges against him/her
- * An explanation of the evidence against him/her
- * An opportunity to present his/her side of the story

Expulsion shall not be for more than the maximum duration permitted by law and the District shall follow the procedure for conducting an expulsion hearing contained in law.

The responsibility of the school may not end with expulsion.

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

Telephone

Outgoing Calls: Students must ask for permission to use this phone, and are asked to only do so when absolutely necessary.

Incoming Calls: Students will not be called out of class to receive a call unless there is an emergency. A message will be taken and delivered to the student or teacher in charge.

Cell Phones: The use of cell phones, pagers, or any communication devices is not allowed in school. If a student has to bring a cell phone to school, they are asked to turn it off and keep it in their backpack or turn it in to the teacher during school hours. If a student uses a cell phone during the school day, the cell phone will be confiscated and parents will be contacted.

Visitation and Visitors

Parents and grandparents are always welcome at Prairie View Elementary School. An invitation is not necessary, however, a phone call ahead of time to the classroom teacher would be appreciated as a courtesy and will help avoid conflicts.

Visitors must use the main door on the east side of the building and are required to check in at the office. Visitors must also wear a visitors badge at all times when in the building and check out at the office before leaving.

Volunteers

There is currently a great movement to involve parents directly in the education of their children. One of the best ways to become involved is to work as a volunteer in the school. Possibilities for volunteering include working in the library, the school office playground, lunchroom, or the classroom. You are invited and encouraged to become a school volunteer. Upon arriving at school for volunteer services, you are required to check in at the office.

Winter Storms

If serious storm conditions develop during the day when children are already in school, students are not allowed to leave the building unless called for by an adult. (The adult must come into the building for their children.) Early dismissal due to storm conditions will be announced on KFJR (Channel 550 AM) radio and an Instant Alert will be sent to your phone that you have entered into the system. Please update yearly. Parents are expected to use their judgment as to whether or not their own child is able to walk

home safely. If this is the decision that is made, the parent needs to call the school and we will allow them to walk home.

If, in the event of an early dismissal and busses cannot run, “storm home” locations will be utilized for students.

If school is closed for the day, the local radio stations will be notified as early as possible to broadcast the announcement.

Grades K – 6 will be required to make up the days that school is closed.

We have taken these steps to protect the safety and promote the well-being of the children during inclement weather.

Questions or Concerns

For any questions or concerns regarding your child, please follow the steps listed below:

Step 1 – Contact the teacher. Usually the problem or concern can be solved at this level.

Step 2 – Contact the principal with problems or concerns that are unresolved or continuing in the classroom.

Step 3 – Contact the superintendent. This is a final appeal if the parent/guardian is not satisfied with the decisions at the previous levels.

Request to Withhold Directory Information From Newspapers For The 2019-2020 School Year

- Please do not release **any** directory information to newspapers

- Please do not release the following **part or parts** of directory information: (Check all that apply)
 - Name
 - Telephone
 - Photograph
 - Other (specify): _____

- Please do not release directory information to:
 - Military Recruiters
 - Colleges & Universities
 - Other (specify): _____

Student's Name: _____

School: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

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

New Salem - Almont Public Schools
MEDICATION ADMINISTRATION AUTHORIZATION:
ELEMENTARY SCHOOL

Directions for Parent: Please complete this form if your child will be taking any medication while on school grounds or during District-sponsored activities this school year.

(IMPORTANT: If you want your child to self-administer an inhaler for asthma or Epi-pen for severe allergic reactions, state law requires you to use different forms. Those forms are available from your health care provider or at the school office. Thank you for your cooperation!)

Student: _____ DOB: _____ Grade: _____

MEDICATION #1 (Please Print):

Name of Medication: _____ Dose: _____ Time/Frequency: _____

Route (Circle One):

By Mouth Inhaled/Nasal Apply to Skin Apply to Eyes Drop into Ears Other: _____

Reason for Medication: _____

Continue Until: _____

Instructions for Use: _____

Major Side Effects: _____

Authorization (Check One):

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

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

"New Authorization" forms must be completed prior to the start of each new school year).

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

Provider: _____

Providers Phone Number: _____

In exchange for granting my request to permit my child to self-administer the above-named medication(s), I agree as follows: (1) To indemnify, defend and hold harmless the New Salem-Almont Public School District, its officers, employees and all other individuals working in their official capacities on behalf of the District from any claim or liability for injuries or damages resulting from the self-administration of the above-named medication; and (2) To acknowledge that I will not seek any recovery from the District for any claim or liability for injury or damages, including without limitation reasonable attorney's fees and costs, caused or claimed to be caused by the self-administration of the above-described medication.

Parent Signature: _____

Date: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Acknowledgement Sign-Off Sheet

This handbook is made for the purpose of setting forth rules and regulations for Prairie View Elementary School. Please read the handbook online on the school's website, <http://www.new-salem.k12.nd.us/>. Feel free to ask questions on matters relating to the handbook, and then sign this form in the space provided below. We ask that you then return this form (**with student and parent signatures**) to your student's classroom teacher or the school office.

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

Allergies: YES or NO (Please circle one)

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

Medical Problems: YES or NO (Please circle one)

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

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

- Internet Guidelines/Acceptable Use Policy on page 17-18
- All other rules & regulations addressed in the Handbook

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____