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

School Colors
Black and White

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

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

New Salem-Almont Public Schools does not discriminate in its educational programs, employment practices, services and/or activities 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.

SECTION 1: SCHOOL PHILOSOPHY

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:

1. 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.

2. 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 environment that promotes tolerance and is free from discrimination and harassment.

3. 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.

4. 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.

5. Education 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 leisure time activities.

6. 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.
7. Parents and the community should serve as partners with schools. It takes the combined effort 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.

SECTION 2: ATTENDANCE POLICIES

Regular attendance is necessary for educational growth. Absences and tardiness hinder scholarship and lower the morale of the entire school. In accordance with the New Salem-Almont Board of Education policy manual, the New Salem-Almont School District recognizes regular attendance is necessary to achieve consistent educational progress. Therefore, students are expected to be in the classes they are assigned 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.

The policies set forth by the New Salem-Almont School District in this handbook regarding attendance, eligibility, tardies, and exemption procedures are to assist in the assurance of fairness as well as encourage regular school attendance.

ATTENDANCE POLICY GUIDELINES

1. Parents or guardians must call the school office (843-7610) by 10:00am on the day of the absence to notify the office of the absence. If a call is not made, the student must bring a note to the principals or main office signed by the parent or guardian explaining the absence. If a note or phone call is NOT made, the absence will be unexcused.

2. Students returning to school after being absent must report to the main office to obtain an admit slip. This slip must be presented to the instructor of each class missed when entering a class. Arrangements for make-up work are to be made at the discretion of each respective teacher using these guidelines:
   a. Work assigned prior to the absence is due upon returning to class.
   b. A student will be allowed two days for every day missed to make up schoolwork.

3. A student is allowed 10 absences per class per semester. Any absence beyond that number will result in a loss of credit in those subject missed.

4. Absences that will not be used for calculating the attendance record are:
   a. Those that occur due to school-sponsored activities (eg. Field trips, athletics, music, etc.)
   b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, & brother). The administration may review other bereavement requests and extended bereavement.
   c. Long term illness or hospitalization verified by a doctor’s statement.
   d. Seniors are allowed two days for a college visit and/or job shadow. Students must see the guidance counselor or high school principal to obtain permission for a college visit or job shadow. Once permission is granted, students will be given a college visit form. Upon completed of their visit, students must turn this form into the office with all required signatures.

5. Absences counted towards the ten (10) day limit will include: family trips, workdays, vacations, visiting friends and relatives, suspensions, hair, medical, dental, or photography appointments, hunting, and any others not mentioned which are unacceptable to the administration.

6. After the sixth (6) absences, a letter will be sent to the parent or guardian indicating the severity of the situation and explaining the consequences that will result.

7. In-school suspensions will not count as an absence.

8. Out of school suspensions will count as days of absence.
EXCUSED ABSENCE.
Excused absence is defined as absence caused by illness, injury, family emergency, religious observance, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed excusable by the principal or Superintendent.

UNEXCUSED ABSENCE.
Unexcused absence is defined as absences that is not excused and/or has not been approved by the principal or Superintendent. Unexcused absences include but, are not limited to, being absent from class or a scheduled activity during the school day without a parent's/guardian's consent and appropriate school approval. If a student is absent for an unexcused reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence. Unexcused absences include truancy, oversleeping, leaving class early without permission, suspensions, or leaving school without properly notifying the office.

STEPS PRIOR TO ABSENCE FOR A SCHOOL ACTIVITY
1. It is the student's responsibility to contact the teacher of each class that will be missed. Work must be made up in advance or as arranged.
2. Teachers have the discretion of not accepting or grading down work not satisfactorily completed in advance or as had been arranged.

TARDIES
Arriving late to an assigned area may be excused or unexcused. In general, tardiness is a matter between the student and teacher involved. An unexcused tardy will result if a student is late for a class without an appropriate note from another staff member or administrator. Tardies will be period based. All students will start with a fresh slate each semester. There will be no consequences for the 1st or 2nd tardy; however the third tardy of the semester will result in a consequence. (See Discipline Section for tardy consequences)

STEPS TO FOLLOW WHEN TARDY
1. Students should get a Tardy Slip from the teacher who detained him/her.
2. The office will issue a tardy slip for the following reasons:
   a. Student was detained at the office.
   b. Student is late when first arriving to school.
   c. Through some circumstance, the office assumes responsibility for the student's tardiness.
3. When the tardiness cannot be verified, the student should go directly to class. Excused or unexcused status will be at the discretion of the teacher.

STEPS TO FOLLOW WHEN LEAVING THE BUILDING
Whenever a student leaves the building during class hours, whether it is for a short period of time, or for the remainder of the day, the following procedure must be followed:
1. Student must receive authorization from the office and sign the checkout sheet in the main office.
2. If leaving is part of class work, a teacher must first sign a request before the office will authorize it. Only the office authorizes permits to leave the building.
3. No permit is required if a teacher or other school personnel accompanies the student.
4. Leaving without proper authorization will be considered unexcused.

STUDENT PASSES
A student should have in his possession, a properly signed pass whenever he is out of a class or study hall.

CREDIT BUY BACK
If a student surpasses ten (10) absences in a class and has lost credit they are able to “buy back” that credit minute-for-minute after visiting with the Principal and signing a buy back agreement.
SECTION 3: STUDENT DISCIPLINE POLICIES

This handbook cannot include every possible phase of student behavior. Common sense will dictate the proper course of action in the absence of a written policy.

BEHAVIORAL GUIDELINES FOR STUDENTS
Expectations: The students in New Salem-Almont Junior/Senior High School shall demonstrate good citizenship according to the guidelines listed below.

- Demonstrate Commitment: Students are expected to attend school regularly and take the initiative to actively pursue opportunities available within the school environment (curricular and co-curricular)
- Cooperate with other People: Students are expected to be polite, treat people with respect, acknowledge and respect people, deal with disagreements maturely and encourage others to do their best.
- Manage Themselves: Students are expected to do what is right. In order to be self-directed learners students must remember that they are accountable for their actions.
- Respect the Right and Property of Others: Students are expected to exhibit behavior that ensures the safety and well-being of everyone in the New Salem-Almont School system. The property of the school district and others is to be respected.

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

SCHOOL DISCIPLINE POLICY
The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented in the New Salem-Almont Junior/Senior High School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a life long skill that is imperative to success in later life.

The “step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence then the “first time” offender.

The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for thirty (30) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.
LEVEL I INFRACTIONS

- 3rd Unexcused Tardy
- Class Disruption
- Inappropriate Hall Behavior
- Inappropriate Displays of Affection
- Leaving Class without Permission
- Use of Profane Language in School
- Not Using Proper Procedure when Checking out of School
- Minor Vandalism to School Property
- Unexcused Absence
- Cheating
- Any other minor infractions as determined by the administration

CONSEQUENCES

- 1st Offense – 45 Minutes of Detention
- 2nd Offense – 1 ½ Hours of Detention

LEVEL II INFRACTIONS

- Fighting
- Stealing
- Talking to staff employee in a disrespectful manner
- Openly defying teacher’s authority (Insubordination)
- Bullying / Harassment
- Use of tobacco in school, on the school premises, or at a school related function.
- Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
- Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
- Major vandalism
- 3rd offense of Level I
- Any other moderately severe infraction as determined by the administration.

CONSEQUENCES

- ½ or more days of In-School or Out-of School Suspension and
- Notify Parents and Authorities if Applicable.

LEVEL III INFRACTIONS

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

CONSEQUENCES

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

LEVEL IV INFRACTIONS

- Any Firearm
- 3rd Level III Offense
- Any other extremely severe infraction as determined by the administration.

CONSEQUENCES

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

Failure to comply with these or other requirements and duties as listed or as dictated by common sense will mean a student is guilty of misconduct. If this is the case, the student may lose the privilege of attending school. Each case of misconduct will be handled on an individual bases since each student is treated as an individual.

When a student’s misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact the local law enforcement.
DETENTION
1. Teachers, staff members, or the principal will notify the parent/guardian after a student has received a disciplinary office referral.
2. Teachers and staff members assigning a student to detention will turn in a Detention Notice to the office.
3. It is the students responsibility to make arrangements for rides home, canceling appointments, etc. when assigned detention time.
4. If a student failed to report for agreed upon detention time, the time will be doubled. If a student failed to report for a detention that was doubled, the student will serve in-school suspension (Insubordination).
5. Students are required to bring school work to detention and are expected to stay on-task.

SUSPENSION – EXPULSION
When it becomes necessary to suspend or expel a student from school, procedures will be governed by U.S. Supreme Court Decision Gross vs. Lopez, and N.D. Public Law 15-19.08. Students may be suspended or expelled for any of the following:
1. Willful violation of any reasonable policy.
2. Willful conduct which materially and/or substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student, other students or school property.

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

ALCOHOL/CHEMICAL ABUSE
1. The New Salem-Almont School Board has determined that it is a wrongful and harmful act to have in possession, use, and/or distribute alcohol, abusive chemicals and tobacco products. The school forbids the use or possession of alcohol or any controlled substance, as defined by the N.D. Century Code, by any student on school property or in connection with any school related activity. No student shall be intoxicated, use, sell, distribute, buy, receive, or be under the influence of or in possession of controlled substances. Alcohol or controlled substances are subject to confiscation by school authorities and may be made available to the police.
2. When this policy is violated, parents will be notified and a conference held. The student may be suspended, reported to the police for possible legal action or subject to other disciplinary action. The school administration may recommend the student be expelled from school.
3. Parents shall be notified when suspicion of abuse (use, possession or distribution) appears sufficiently founded. This will be a time when school officials may work with parents or guardians without involving the police or taking disciplinary action.

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

If a faculty member decides that a student’s behavior indicates the possible use of alcohol or drugs, or a student possesses, uses, or is under influence of alcohol or other drugs, the administration will use the following as guidelines:
• **Investigation** - Student and his/her possessions may be searched. Confiscation of substance.
• **Notification of Parents** - Parents will be notified, and may be requested to come to school as soon as possible.
• **Notification of Police** - At discretion of principal.
• **Disposition of Illegal Substance** - Turned over to authorities.
• **Discipline/Rehabilitation** - Student may be sent home immediately at parental expense or detained until parent can accompany student. Informal hearing may be held at which point further discipline may include suspension or expulsion and may involve an assessment by and compliance with the recommendations of licensed drug and alcohol facility.

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

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

**STUDENT DRESS**
All students are expected to dress appropriately. If a teacher or administrator, at any time deems, the dress, hairstyle, or physical appearance of the individual student is such that it is unsafe, unhealthy or disruptive to the learning process that student may be asked to change or return home to change. Clothing that depicts or represents alcohol, tobacco, drugs or any other items that are vulgar, obscene, inappropriate, profane, or advocating prejudice may be not worn on clothing during school or school sponsored activities. Clothing styles or accessories, which are immodest or reveal a student's undergarments or midriffs, may not be worn at school or school sponsored activities. Students will not be allowed to wear caps in the building from 8:00am to 3:15pm.

The administration reserves the right to address violations by asking students to turn their clothing inside out, put on a t-shirt or sweatshirt, or be sent home to change into appropriate clothing. Students who miss class time to go home and change will be counted absent. Persistent violations of the dress code by a student will be seen as insubordination and subject to disciplinary action, up to and including suspension from school.

**CARE OF PROPERTY**
Damage or destruction of school property will never be tolerated. The person or persons responsible for such damage or destruction will be responsible for repair or replacement and may be subject to other disciplinary action as may be appropriate. Civil authorities will be notified in cases of theft of personal property if the situation warrants it.
CELL PHONES
Cell phones, personal pagers, and any electronic devices (sound or image) shall be turned off and out of site during instructional or class time and during passing times between classes and at any school sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the devise would cause a disruption. The use of cell phones or image recording devices in locker rooms and restrooms is also strictly prohibited. A student’s first violation of this policy will result in the student turning their cell phone into the office for a period of three days from 8:30am to 3:15pm. The second violation will result in the student turning their cell phone into the office for a period of five days from 8:30am to 3:15pm. All further violations will result in the administration and parents/guardians working collaboratively to come up with an appropriate course of action. This policy is in place to prevent the disruption of the educational process and to protect the health and safety of our students.

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

DEFINITIONS
1. “Bullying” means:
   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 substantially interferes with the student’s educational opportunities;
      (2) Places the student in actual and reasonable fear of harm;
      (3) Places the student in actual and reasonable fear of damage to property of the student; or
      (4) Substantially disrupts the orderly operation of the public school; or
   b. 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 schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
      (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      (2) Places the student in actual and reasonable fear of harm;
      (3) Places the student in actual and reasonable fear of damage to property of the student; or
      (4) Substantially disrupts the orderly operation of the public school.

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

PROHIBITIONS
While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, 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.
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 of suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

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

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

1. Completing a written complaint form: A complainant will have the option of including his/her name of this form or filing it anonymously. This form will be available on the schools website, at the main office, or at the counselor office. A completed form may be returned to any school staff member, filed in the school’s main office, or filed with the school counselor.
2. File an oral report with any school staff member.

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

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

**REPORTING GUIDELINES**

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

- Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student of staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
- Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
- Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school).
- Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
- A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, of physical aggression or hostility by other students or staff.
INVESTIGATION PROCEDURES
School administrators are required to investigate violations of this policy (as prescribed under “Prohibitions), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable methods prescribed in the reporting sections of this policy.

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

1. Identification and collection of necessary and obtainable physical evidence (Note: In some cases physical evidence may be unobtainable, e.g.a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet the with 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 and denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator’s schedule and take other appropriate measures (e.g. moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has the 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.
**VICTIM PROTECTION STRATEGIES**

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

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

**SEXUAL HARASSMENT**

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

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

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

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

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

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

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district’s legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.
A substantiated charge against a school district staff member will subject such a member to disciplinary actions in accordance with New Salem-Almont School Board Policy and North Dakota Century Code (NDCC). A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consisted with student disciplinary policies. Juvenile offenders may be subject to actions/charges by civil authorities. Eighteen-year-old offenders shall be treated as adults and may be subject to actions/charges by civil authorities.

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

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

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

Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district’s suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:
1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student’s decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

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

Special Education Students
A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decision, and placement decisions of such students in accordance with IDEA regulations.
Nonapplicable Provisions
The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

SECTION 4: ACADEMIC POLICIES

ENROLLMENT
Each student must be enrolled in a class during at least six class periods each semester. Library and other student-aid positions may not be substituted for a class. Once enrolled, students have three days to change classes at the beginning of each semester. Full credit classes can be changed only at the start of the first semester. No credit will be awarded for a class dropped after the adjustment period and a failing grade will be recorded during the quarter in which the drop occurred. Class changes must be approved by the principal and the teachers involved.

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

Graduation Requirements for the 2014-2015 school year are as follows: Each student must successfully complete the following 22 units of high school coursework:

1. 4 credits of English (English I, II, III, IV)
2. 3 credits of Mathematics
3. 3 credits of Science, including 1 credit of Physical Science, 1 credit of Biology, and one credit of any other science or two ½ credits of any other science.
4. 3 credits of Social Studies, including 1 credit of United States History, 1 credit of Problems of Democracy or ½ credit of United States Government and ½ credit of economics, and one credit or two ½ credits of any other social studies.
5. 1 credit of Physical Education or ½ credit of physical education and ½ credit of health.
6. 3 credits of Foreign Languages, Native American Languages, Fine Arts, or Career and Technical Education Courses.
7. Any 5 additional units.

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

GRADUATION OPTIONS
Each school year, the senior class will have the opportunity to select their class accent color, class motto, and class flower. The graduation gown and hat will be black and the class colors will be black, white and whatever accent color is chosen.

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

1. A student who is within one semester credit of meeting graduation requirements at the end of the school year will be permitted to participate in the graduation ceremonies with his/her class if
he/she has made arrangements to complete the credit. His/her diploma will be awarded when the requirement has been met;

2. Homeschooled students who have satisfied the district’s requirements for obtaining a district-issued diploma;

3. A foreign exchange student, upon successful completion of the school year.

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

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

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

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Work</td>
<td>96.0 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>Above Average Work</td>
<td>94.0 - 95.9%</td>
</tr>
<tr>
<td>B+</td>
<td>Above Average Work</td>
<td>92.0 - 93.9%</td>
</tr>
<tr>
<td>B</td>
<td>Above Average Work</td>
<td>89.0 - 91.9%</td>
</tr>
<tr>
<td>B-</td>
<td>Average Work</td>
<td>87.0 - 88.9%</td>
</tr>
<tr>
<td>C</td>
<td>Average Work</td>
<td>82.0 - 84.9%</td>
</tr>
<tr>
<td>C-</td>
<td>Average Work</td>
<td>80.0 - 81.9%</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average Work</td>
<td>78.0 - 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>Below Average Work</td>
<td>76.0 - 77.9%</td>
</tr>
<tr>
<td>D-</td>
<td>Below Average Work</td>
<td>73.0 - 75.9%</td>
</tr>
<tr>
<td>F</td>
<td>Failing Work</td>
<td>Below 73%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Becomes a failure if work is not completed within a reasonable time.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Every class in which the student is enrolled is considered in determining the GPA. However, classes that carry 1/4 credit, or do not meet daily are not considered to have the same value as a regular class in determining GPA.

SEMESTER EXAMS
Students in grades 7 & 8 will take semester exams and these exams will count as 10% of the overall semester grade. Students in grades 9 – 12 will also take semester exams and these exams will count as 20% of the overall semester grade. Juniors and seniors can meet various requirements to earn exemptions from semester exams. To view the list of semester exam exemption criteria, go to the Special Privileges section of the handbook (page 26).
HONOR ROLL
The New Salem-Almont Junior/Senior High School calculates an “A” and “B” Honor Rolls on a quarterly basis. The “A” Honor Roll will consist of students with a GPA from 3.670 to 4.0. The “B” Honor Roll will consist of students with a GPA from 3.00 to 3.669. The names of the students on the Honor Roll will be published in the New Salem Journal every nine weeks.

HONOR STUDENTS
A graduating senior having accumulated a GPA of 3.25 or better for all the classes in which he was enrolled over the four-year period will be declared an Honor Graduate. The distinction of Valedictorian and Salutatorian will be awarded to the top Honor Graduates. In order for a student to be eligible to be selected as Valedictorian or Salutatorian, they must have been a student at New Salem-Almont High School for at least 4 semesters of high school, with one semester being the last semester of their senior year.

PROGRESS REPORTS
When a student is in danger of failing a semester course, a progress report will be mailed to his/her parents during the midterm of the second and fourth quarters. However, PowerSchool provides availability for parents to access their children’s grades at any time. This program is available on the computer in the library for any parent that does not have Internet access at home a progress report will be made available by calling the school office and requesting one. Students in academic difficulty are subject to certain restrictions.

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

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

Criteria for Determining Promotion & Retention
The decision to promote or retain a student shall be based on at least the following criteria:

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

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

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.
**Procedure for Determining Promotion and Retention**

If a teacher believes retention is a possibility, s/he shall contact the student’s parent(s) and inform the building principal as early as possible. The principal shall inform the parents of remediation options. Advancement to the next grade may be made conditional upon successful remediation or demonstrated proficiency within a timeframe established by the principal.

Teachers, in consultation with parents, are responsible for making promotion and retention recommendations based on promotion and retention criteria contained in policy. Recommendations shall be submitted to the building principal for approval.

A parent who is dissatisfied with the principal’s decision may appeal to the Superintendent. The Superintendent’s decision shall be final. Appeals must be initiated within 30 days of receiving notice of the principal’s promotion or retention decision. Failure to timely present the appeal shall be deemed to be a waiver of the appeal process.

**Promotion & Retention of Special Education Students**

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

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

1. **Student is Retained** - If student fails three of the four solid subjects that include Math, English, Science and Social Studies.
2. **Retention is Considered** - If student fails two of the four solid subjects.
3. Once a student has been identified as having difficulties functioning at the present grade level, the following steps will be followed by the school district:
   a. Initial principal-teacher meeting concerning potential student retention candidates will be held upon completion of the first semester. At this time, the teachers will provide a written statement to the principal as to why he/she is recommending retention and documentation to support this decision.
   b. Monthly meetings with the parents or legal guardians, teachers, and principal will be held from February to May to follow student progress with his/her program.
   c. Decisions on student retention will be made no later than the last week of school.
   d. Hopefully a mutual agreement can be reached between the parents or legal guardians, teachers, 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.
   e. If a student is a candidate for retention for a second time in grades K-8, the final decision for placement will remain with the parents or legal guardians.

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

Credit will be awarded for each semester satisfactorily completed as per the Department of Public Instruction’s “A Guide for CURRICULUM PLANNING” contained in the Administrator’s Resource Manual for North Dakota Schools. Each required course failed must be satisfactorily repeated or credit earned by another arrangement.

**CLASS MEMBERSHIP**

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

- **Freshman**: 0.00 credits
- **Sophomores**: minimum of 5 credits
- **Juniors**: minimum of 10 credits
- **Seniors**: minimum of 15 credits

These minimums are applied to the beginning of each year for the class designation.
EARLY GRADUATION
It is the belief of New Salem-Almont Public School that it is not in the best interest of students to graduate early. If early graduation is requested, the student must provide rationale to justify cause and hardship that resulted in the early graduation request. Application deadline for requesting early graduation is October 1, of the junior year in high school. A student must have a minimum of a 3.25 GPA and must exhibit that they have an exemplary high school attendance record. The application process will be as follows:

1. Student and parent/guardian will make a request to graduate early to the high school principal.
2. Parent/Guardian will visit with the principal and counselor.
3. The principal and counselor will review the request, inform the parents/guardians of the recommendation and make the recommendation to the School Board.
4. The School Board will make the final decision in regard to the early graduation request.

SECTION 5: EXTRA-CURRICULAR & ATHLETIC ACTIVITIES POLICIES

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

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

ACADEMIC EXTRA-CURRICULAR ELIGIBILITY
The first eligibility check of each semester will be conducted on the 4th Wednesday of each semester. Eligibility will then be determined on a weekly basis and will be cumulative from the beginning of each semester. Students in grades 9-12 must be passing six classes, students in grades 7-8 must be passing in all but one class. If a student in grades 7-8 competes at the varsity level, they must be passing in all their classes (NDHSAA rule Article XIV, Section V of the By-Laws). Academic eligibility will be checked Wednesday mornings and students will be notified at this time. Students who are placed on the weekly ineligibility list are ineligible from Wednesday through Wednesday of the following week. All students (both eligible and ineligible) receiving a failing grade, will need to document 1 hour of study time with a teacher in the area of concern either before or after regular school hours. A form will be given to students and they will need to turn it into the principal by the end of the following Wednesday to maintain eligibility.

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

Students who will be absent due to participating in extra curricula’s are expected to have assignments completed on their return to class. It is the student’s responsibility to check with teachers well in advance of being absent to secure assignments and directions.
**INELIGIBILITY ENFORCEMENT PROCEDURES**

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

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

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

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

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

**DUE PROCESS**

The School Administration shall immediately investigate alleged violations of the alcohol, tobacco and controlled substance rule, that is made known to the administrator and if the administrator finds probable cause to believe that this rule has been violated he shall give the student notice. The period of suspension shall begin from the date that the school administration gives time notification to the student.

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

**TRANSPORTATION FOR ACTIVITIES**

The school will provide transportation to all out-of-town activities. Students will ride on assigned transportation unless released to their parents or legal guardian only. (Students will not be released to brothers/sisters). Students who are under suspension or academically ineligible are encouraged to practice and travel with their respective teams. However, suspended/ineligible students will not be allowed to miss school time to travel with the team.
INJURIES/ACCIDENTS
New Salem-Almont Public School does not insure its students against accidents. Responsibility for the cost of treating injuries rests with the parents.

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

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

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

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

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

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

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

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

1. National Honor Society: The National Honor Society is an organization created to recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service, and leadership remain as relevant today as they were in 1921 when the National Honor Society was first founded.

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

2. Student Council: The purpose of the student council is to assist in developing and coordinating various activities and school functions. Further, the student council will aid in promoting good relations between the faculty, administration, and the student body. Representatives will be elected from the classes as follows:
   - 4 - Seniors
   - 4 - Juniors
   - 3 - Sophomores
   - 2 – Freshmen
   - 1 - 8th Grade
   - 1 - 7th Grade

SECTION 6: GENERAL SCHOOL POLICIES

SCHOOL DAY
The school will be open from 8:00am until 4:00pm on school days. In general, students are to be out of the building by 4:00 p.m. unless under the supervision of a staff member.

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

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

Monitoring Use

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

Prohibitions

The District subscribes to the acceptable use policy of EduTech. All district computer users shall abide by the policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:
1. Using obscene language
2. Accessing or creating pornographic files or sites and/or other inappropriate material
3. Harassing, insulting, or attaching others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes
7. Using another’s password
8. Trespassing into another’s folders, work, or files.
9. Intentionally wasting network resources, including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages
10. Employing the network for financial gain and/or commercial purposes
11. Revealing anyone’s personal information, such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval
12. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

Violations

Violation of this policy will at a minimum result in the following disciplinary consequences for students:
1. First offense (Level I)
   a. Loss of SENDIT/email and Internet privileges for four weeks
   b. Parents contacted
2. Second offense (Level II)
   a. Loss of SENDIT/email and Internet privileges for at least the remainder of the year
   b. Parents contacted
3. A student may be subject to Level II 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.

Consent
All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

MEDICATION ADMINISTRATION
The New Salem-Almont School District seeks to assist parents in addressing the health needs of students. Under most circumstances, prescription and non-prescription medications should be administered to students before and/or after school hours, under parental or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent must first submit a written authorization. Authorizations for prescription medications must also be accompanied by written directions from a licensed physician, dentist, pharmacist, or other licensed medical practitioner. The New Salem-Almont School District reserves the right to monitor all situations involving the use of medications by students on school grounds or during district-sponsored events, and take action, as appropriate, to ensure the safety and well-being of students.

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

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

LOCKERS
Each student will be assigned a locker. The inside and outside of the locker must be kept clean and neat at all times. Locker doors are not to be misused, learned against while open, slammed, etc. If you misuse or damage your locker, you will be responsible for any damages and will lose the privilege of having a locker. Students are not allowed to put personal locks on their lockers. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is “in loco parentis” to protect the health, safety and welfare of all students enrolled. Lockers are subject to periodic inspection for cleanliness, and may be entered by the principal or other school authority at any time it is suspected of containing alcohol, tobacco, narcotics, explosives, potentially harmful material, or items unlawfully obtained. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration. It an item is missing from your locker, please contact the principal as soon as possible. It is recommended that valuable personal items not be in your locker. Physical education and athletic lockers are subject to the same general rules as wall lockers. Students are responsible for locks damaged or lost after they have been assigned.
TEXTBOOKS
Textbooks are school property and each student is expected to take proper care of these textbooks. If loss or more-than-normal wear occurs, the student will be assessed damages up to full replacement costs.

NOON LUNCH BREAK
Students are to be out of the building or in the commons area during noon lunch break. During pleasant weather, students will be expected to be out of doors. Students must check out in the office or with the principal to leave the campus during the lunch break.

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

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

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

TELEPHONE
The office phone is for business use. A student must always obtain permission before using the office phone. The public phone is provided for the student’s personal use and is to be used only during class breaks and noon hour. Students are not allowed to make a long distance call on the office phone without authorization. When receiving an incoming call, students will not be called out of class or study hall to receive a call unless there is an emergency.

CLASS/GRADE
Each class will be assigned an advisor and will elect a president, vice-president, secretary-treasurer and student council representatives. Classes may set reasonable dues and will be allowed the opportunity to earn money for their treasury through concessions sales and activities upon approval of principal.

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

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

SALES & FUNDRAISING PROJECTS

1. All sales and fundraising projects must be approved by the principal in advance.
2. Certain sales or fund-raising projects may be further subject to approval by the superintendent or School Board.
3. A complete accounting of the project must be submitted to the superintendent at its conclusion.
SCHOOL PARTIES/DANCES/PROM
1. School parties and dances must be approved by the principal.
2. School parties held within the school must be adequately chaperoned by adults who have been approved by the principal. School sponsored dances held outside of the school must secure adequate police supervision as required by city ordinance.
3. Parties and dances within the school will have a closed-door policy one hour after the scheduled starting time of the dance.
4. School dances shall not run beyond 12:00 midnight.
5. Breathalyzer tests may be conducted at school dances.
6. Each student may bring one outside guest to a dance or the prom if they choose. Those guests must be under the age of 21, cannot be a high school dropout, and eligible for activities according to the New Salem-Almont Eligibility Rules (excluding academic eligibility).
7. Outside guests must be approved and are subject to the same restrictions as New Salem-Almont students. Outside guests attending prom must turn in a Guest Request form to the office one week prior to the date of the prom. These forms can be obtained from the office.
8. All Prom couples must be signed up at the school office one week prior to the date of the prom. All Prom couples must attend the Grand March and a breathalyzer tests may be conducted at that time. If anyone is tested positive the parents and police will be notified and the students will not be allowed to go through the Grand March or stay for the dance.

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

CLASS RINGS, PICTURES AND ANNOUNCEMENTS
Purchase of any or all of these items are not required; however, should a student desire to do so, the following procedures will be followed:
1. Selecting and ordering of these items will be done as a class group.
2. Competition by the various representatives, among the students, for the purpose of soliciting sale of these items will not be permitted during school hours.
3. Ordering class rings by the group will be done during the junior year.
4. Ordering of graduation announcements by the group will be done during the senior year.
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 interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints should be resolved at the lowest possible level of authority. Therefore, patrons with complaints about personnel are encouraged to first discuss the complaint with the employee involved. If the complaint cannot be satisfactorily resolved at that level, the complaints about personnel shall be directed to the principal or other supervisor directly responsible for the supervision of that employee. The supervisor shall:
1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee’s personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

SECTION 7: SPECIAL PRIVILEGE POLICIES

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

JUNIOR 2nd SEMESTER TEST EXEMPTION:
a. May be exempt from their 2nd semester Math, Science, and/or English test if they have scored at or above grade level on the Math/Science/Reading NWEA test AND have a current grade of a C or higher in their Math/Science/English class.
b. Have acquired no more than five (5) excused absences
c. Have acquired no unexcused absences in any class.
d. Have acquired no more than two (2) tardies per semester.
e. Have acquired no In-School or Out-of-School Suspensions.
f. Faculty members will determine eligibility within their respective classes and students will be notified of their status on a date to be announced prior to the end of the semester.
g. An eligible junior may elect to take the semester test. The subsequent score may raise, but not lower the final grade.
h. All tests will be taken during their scheduled time.
i. No Exceptions or Waivers will be granted for Semester Tests.
SENIOR SEMESTER TEST EXEMPTION:

a. Have been absent no more than five times during the semester (including suspensions), and maintained a GPA of at least 3.0 ("B" average) in a class. - OR - Have been absent no more than two times during the semester (including suspensions), and maintained a GPA of at least 2.0 ("C" average) in a class.

b. Have acquired no unexcused absences in any class.

c. Absences in each class will be considered separately in determining eligibility.

d. Have acquired **no more than 2 tardies per semester**.

e. Have acquired no In-School or Out-of-School Suspensions.

f. Faculty members will determine eligibility within their respective classes and students will be notified of their status on a date to be announced prior to the end of the semester.

j. An eligible senior may elect to take the semester test. The subsequent score may raise, but not lower the final grade.

k. **No Exceptions or Waivers** will be granted for Semester Tests.

SENIOR OPEN CAMPUS - 4TH QUARTER

Study hall is intended to provide time to complete homework and for general study. Open campus is a privilege granted to those seniors who demonstrate responsible behavior and meet standards for academic performance and attendance. Conditions for eligibility are as follows:

1. Have been absent no more than **ten days** at the time of determining eligibility, and have a GPA of at least **3.0** for Q3. - OR - Have been absent no more than **four days** at the time of determining eligibility, and have a GPA of at least **2.0** for Q3.

2. No unexcused absences in any class.

3. No more than 2 tardies in the second semester.

4. Have no failing 4th quarter OR 2nd semester grades.

5. Accumulating absences beyond what is specified, acquiring an unexcused absence, tardies, or failure to maintain the required GPA will result in suspension, or revoking of open campus privileges.

6. Eligible seniors must either remain in school and be in a study hall, or be out of the building and off the school grounds. Arrangements for unsupervised work may be made through the faculty member responsible for a particular area. Loitering or disturbing classes will not be tolerated.

7. Other abuses will result in immediate suspension or revoking of open campus privileges for the remainder of the term.

ANNUAL NOTIFICATION REGARDING PARENTS’ - RIGHT OF ACCESS TO STUDENT RECORDS

Each year parents and students need to be reminded of the student records policy of the New Salem-Almont School District. Parents of students or 18-year old students who wish to review any or all of the school records pertaining to the students should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the cords for the cost of copying.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

It is the policy of the New Salem-Almont school district to forward school records, without parent consent according to Federal Law 99.30, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.
NOTICE OF DIRECTORY INFORMATION

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

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

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

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

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

<table>
<thead>
<tr>
<th>Address</th>
<th>Participation in Activities/Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and place of birth</td>
<td>Photograph</td>
</tr>
<tr>
<td>Dates of attendance</td>
<td>Student’s name</td>
</tr>
<tr>
<td>Degrees, honors, and awards received</td>
<td>Telephone listing</td>
</tr>
<tr>
<td>Grade level</td>
<td>Most recent educational institution attended</td>
</tr>
<tr>
<td>Institutional electronic mail address</td>
<td>Weight &amp; height of members of athletic team</td>
</tr>
</tbody>
</table>
New Salem - Almont Public Schools
MEDICATION ADMINISTRATION AUTHORIZATION:
JUNIOR / SENIOR HIGH SCHOOL

Directions for Parent: Please complete this form if your child will be taking any medication while on school grounds or during District-sponsored activities this school year. If taking more than two medications, please use another form.

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

Thank you for your cooperation!

Student: __________________________ DOB: ___________ Grade: __________

MEDICATION #1 (Please Print):

Name of Medication: __________________ Dose: __________ Time/Frequency: __________
Route (Circle One): By Mouth Inhaled/Nasal Apply to Skin Apply to Eyes Drop into Ears Other: _____
Reason for Medication: __________________________ Continue Until: __________________
Instructions for Use: ___________________________________________________________________
Major Side Effects: _________________________________________________________________

Authorization (Check One):
___ I authorize my child to securely keep/store, and self-administer the medication listed above.
___ I authorize New Salem-Almont Staff to securely keep/store and administer the medication listed above to my child.

MEDICATION #2 (Please Print):

Name of Medication: __________________ Dose: __________ Time/Frequency: __________
Route (Circle One): By Mouth Inhaled/Nasal Apply to Skin Apply to Eyes Drop into Ears Other: _____
Reason for Medication: __________________________ Continue Until: __________________
Instructions for Use: ___________________________________________________________________
Major Side Effects: _________________________________________________________________

Authorization (Check One):
___ I authorize my child to securely keep/store, and self-administer the medication listed above.
___ I authorize New Salem-Almont Staff to securely keep/store, and administer the medication listed above to my child.

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

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

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

Provider: __________________________ Providers Phone Number: ___________

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

Parent Signature: __________________________ Date: ______________________

Home Phone: ______________ Work Phone: ______________ Cell Phone: ______________
New Salem-Almont Junior-Senior High School Student Handbook

Acknowledgement Sign-Off Sheet

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

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

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

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

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

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

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

- **The Code of Conduct and Sportsmanship Policy** on page 19
- **Internet Guidelines/Acetable Use Policy** on page 21
- □ All other rules & regulations addressed in the Handbook

Student Signature: __________________________ Date: ________________

Parent Signature: __________________________ Date: ________________
New Salem-Almont Junior-Senior High School

Request to Withhold Directory Information for the 2014-2015 School Year

☐ Please do not release any directory information (See list on page 29)

☐ 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.