

# New Town Public School District #1

## “Home of the Eagles”

### Parent / Student Handbook 2023-2024

New Town Public School District #1  
P.O. Box 700  
New Town, North Dakota 58763  
(701) 627-3658  
(701) 627-3689 (fax)

Website: <http://www.newtown.k12.nd.us/>



This Handbook Belongs To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**New Town Public School Staff  
2023-2024 School Year**

**School Board**

Member .....	Doug Bratvold
Member .....	Marietta Heart
Member .....	BJ Brady
Member .....	Pete Young Bird
Member .....	Delvin Driver, Jr.

**Administration**

Superintendent .....	Anthony Vandal
Superintendent .....	Marc Bluestone
Assistant Superintendent of Curriculum and Professional Development.....	Lori Olson
High School Principal.....	Garnet Asmundson
Assistant High School Principal.....	Wade Crissman
Middle School Principal.....	Earl Kirkpatrick
Elementary Principal.....	Jenell Bear
Assistant Elementary Principal.....	Amy Dana
Assistant Elementary Principal.....	Tanya Houle

**TABLE OF CONTENTS**

School District Mission and Purpose .....	5
Belief Statements: Students, Teachers, & District .....	5
Acceptable Use Policy (Parent Sign).....	50
Activity Tickets.....	8
Admission Requirements – Resident and Nonresident.....	8
After School Programming – Elementary.....	12
Asbestos (ADHERA).....	7
Attendance .....	8
Excused Absences.....	10
Unexcused Absences .....	10
Tardies.....	10
Elementary .....	10
Middle & High School.....	10
Truancy Reporting .....	11
Backpacks, Duffle Bags, Book Bags, Coats.....	39
Bicycles.....	12
Breakfast Program .....	12
Building Level Support Team (BLST) .....	12
Bus Drive .....	12
Bus Students.....	12
Canine Search Policy .....	13
Cell Phone/Electronic Devices .....	14
Child Abuse and Neglect .....	14
Child Abuse/Neglect Procedural Flow Chart .....	14
Checkout Procedure .....	15
Classroom Rules .....	12
Crisis Management Planning .....	15
Dance/Activity Regulations.....	17

Daily Schedule .....18

Discipline Program .....18

    Anti-Bullying Policy .....18

    Assault on Staff Members .....26

    Bullying Policy .....23

    Bullying Reporting Guidelines .....26

    Bullying/Harassment .....26

    Criminal Offense.....19

    Insubordination .....21

    In-School Suspension Elementary .....30

    Disruptive Behavior in a Classroom .....20

    Expulsion .....20

    Discipline – Extracurricular .....30

    Discipline Matrix .....21

    Suspension In-School.....19

    Suspension Out-of-School .....20

Due Process Procedures .....30

Eligibility Elementary .....30

Eligibility/Extra-Curricular/Co-Curricular Activities .....31

North Dakota High School Activities Association Eligibility Requirements .....31

New Town Middle and High School Eligibility Rules .....31

Emergency Closing .....31

Family Rights and Privacy Act (FERPA) .....7

Fees and Fines .....32

Field Trips .....32

Fire Drills - Tornado Drills .....32

Flag Song .....32

Grading .....32

Gum, Candy, and Pop .....33

Halls, Lunchrooms, Outside Areas, & Bus Behavior .....12

Hickeys – Student Policy .....33

Home Bound Instruction .....33

Home Schooling.....33

Illegal Substances.....33

Items Not Allowed in School.....34

Illness .....34

Medication .....34

Injuries and Accidents at School.....35

Internet Acceptable Use .....35

    A Responsible User Will .....35

Leaving Early .....15

Library, Elementary .....36

Library Procedure .....36

Lice Control Policy .....36

Lockers/Locker Search .....42

Lost and Found .....36

Lunch Period: Elementary and Middle School .....37

Lunch Period: High School.....37

Lunch Programs .....37

Messages and General Announcements.....37

Money at School .....37

NDCC 15.1-19-09 (Suspension/Expulsion).....18

Notification of Nondiscrimination Policy.....6

Out of Town Events .....37

Parent Complaint/Concern Policy.....38

Personal Appearance.....39

Physical Contact Policy .....39

Physical Restraint.....39

Playground and Green Space Rules .....39

Power of ICU .....41

Positive Behavior Interventions & Support (PBIS).....27

Relations with Armed Forces Recruiting Units .....7

Retention Grades k-6 .....42

Scheduling Non-School Events .....42

Sportsmanship Code .....42

Search and Seizure.....42

Sex Equity & Title VI Grievance Procedures.....6

Student Records .....43

TAT District Court Truancy-Failure to Send Children to School Procedural Flow Chart.....11

Telephone.....43

Threat Assessment Response Protocol .....16

Visitor Policy .....44

Winter Weather Elementary/Middle School.....44

**MIDDLE AND HIGH SCHOOL SECTION**

Building Areas .....44

Correspondence Courses/Fees .....44

Credit Recovery .....44

Driving Policy.....45

Credit Enrollment Requirements .....45

Dual Credit.....45

Graduation Requirements .....45

Class Progression Chart .....47

8th Grade Graduation Ceremony .....48

Homecoming Candidates & Royalty Courts.....48

Passes .....48

Pep Rallies .....48

Prom.....48

Semester Tests .....49

Surveillance Cameras.....43

Dual Credit Requirements and Signature Page.....51

Plagiarism Agreement.....52

## **NEW TOWN SCHOOL DISTRICT MISSION AND PURPOSE**

### **PURPOSE**

*New Town School District #1 envisions schools where teachers learn together and students experience success through authentic, real-life learning activities, focusing on an appreciation of the diversity of society and an ever-changing world, thereby creating the greatest opportunities possible for students.*

### **MISSION**

*The mission of the New Town School District #1 is to create an environment which develops, nurtures, and reinforces the success of students, as well as all people served by the district, through the shared involvement of home, community and school. Our purpose is to develop and provide quality curriculum to prepare students to think, reason and thrive in a diverse society.*

### **RESPECT**

*Recognizing, accepting, and properly honoring the values of yourself, others, and everything around you.*

## **STUDENTS AND LEARNING**

### **WE BELIEVE**

*That a positive, supportive, and challenging environment is necessary to maximize student learning.*

*That all students have worth and should be treated equally with dignity and respect.*

*That each student has the right and the responsibility to a rigorous education that teaches both academic skills and applied life skills.*

*That all students can learn and that students learn at different rates.*

*That a student's education should include problem solving skills that will help the student solve personal and social problems as well as academic problems.*

*That good attendance is critical for student success.*

*That students are the center for all curriculum decisions and their voice is important in decisions that impact their learning.*

*That all students should demonstrate an understanding, appreciation, and respect for the history and contributions of their own culture as well as other cultures within their communities, state, and society.*

## **TEACHERS AND TEACHING**

### **WE BELIEVE**

*That teaching is an important profession.*

*That all teachers have worth and should be treated equally with dignity and respect.*

*That it is important for teachers to get along with the students, parents, and the community members.*

*That all teachers should demonstrate an understanding, appreciation, and respect for all cultures within their classrooms, their communities, the state, and society.*

*That it is important for teachers to be good role models both personally and professionally.*

*That teachers should treat students with respect and recognize the individual differences of all students.*

*That the instruction teachers provide should help prepare students for life.*

*That teachers motivate students and help students achieve success daily.*

*That all students can learn and maintain high expectations for student achievement with the understanding that not all students learn at the same rate.*

## **SCHOOL DISTRICT**

### **WE BELIEVE**

*That all people have worth and should be treated equally with dignity and respect.*

*That the district will provide safe clean healthy facilities and conditions.*

*That the district will provide a child-centered curriculum that is sensitive to the cultures represented in the school community, state, and society.*

*That policy will be developed with input from the community.*

*That policy includes curriculum decisions and discipline.*

*That the district will maintain high standards for the selection and retention of personnel.*

*That a positive school climate is necessary for providing maximum learning and resources will be provided to ensure that a positive school climate does exist.*

*That collaborative planning includes community, administration, teachers, students, and paraprofessional staff, and is important in maintaining open and honest communications among all parties in the educational setting.*

**SEX EQUITY/HARASSMENT & TITLE VI (Race, Color, National Origin) & 504 (Handicapped) GRIEVANCE PROCEDURES**

Any person who believes himself or any specific class of individuals to be subjected to discrimination may by himself or by a representative file a complaint as outlined below. A complaint must be filed not later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the responsible official or his designee.

**Complaint Procedure**

Any student or employee of New Town Public School District may file a complaint alleging discrimination in any of the programs or activities of the school district as follows:

1. An oral complaint may be filed with the principal of the building in which the discrimination occurred, or
2. A formal written complaint may be filed with Daniel Anderson, who has been designated as the person responsible for coordinating efforts of the New Town Public School District comply with title IX, VI, and Section 504, including the investigation of complaints alleging noncompliance. The office address and telephone number of our coordinator are as follows: P.O. Box 700, New Town, ND 58763 (701-627-3718).

Any person lodging an informal oral complaint has the right to file a formal written complaint within 60 days of filing the oral complaint. Further, a formal written complaint must be filed as outlined in 2 above, prior to the filing of an appeal as outlined below.

**Formal Appeal Procedure**

When a formal written complaint has been filed as outlined above, if an equitable resolution of that complaint has not been obtained within 30 days of the filing of said complaint, or if the allegations of the written complaint are rejected as unfounded, then the complainant shall have the right to file a formal written appeal, within 30 days after the final decision has been submitted in writing to the complainant.

Such an appeal should be made to the School Board of New Town Public School District (or to the State Department of Public Instruction). Upon receipt of an appeal, a date shall be fixed for a hearing to be held not less than 20 days after the receipt of the appeal. Both the School Board and the complainant shall have the right to:

Be represented by council.

Introduce all relevant evidence.

Take direct testimony of any witnesses, given orally under oath or affirmation.

Cross-examine witnesses on any matter material to the proceeding, without regard to the scope of his direct examination.

Have the proceeding transcribed by a court reporter, at the expense of the person requesting such transcript.

In addition to the above specified procedural rights, the provisions applicable to Title IV of the Civil Rights Act of 1964 as found at 45 CFR Sections 80.6-80.11 and 45 CFR Part 81 are also made applicable to Formal Appeals under Title IX.

Note: Any student or employee of the New Town Public School District shall also be entitled to submit any complaint of alleged discrimination directly to the Regional Office for Civil Rights of the United States Department of Health, Education, and Welfare by sending said complaint to:

111 NORTH CANAL STREET, SUITE 1053, CHICAGO, ILLINOIS 60606-7204: Telephone: (312) 886-8434

**NOTIFICATION OF NONDISCRIMINATION POLICY**

YOU ARE HEREBY NOTIFIED that New Town School District does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, and Section 504 of the Vocational Rehabilitation Act of the Department of Health, Education, and Welfare regulations not to discriminate in such manner. This requirement not to discriminate extends to educational activities and programs, as well as to employment therein.

YOU ARE FURTHER NOTIFIED those inquiries concerning the application of Title VI, Title IX, and Section 504 may be referred to Daniel Anderson of the New Town Public School District to comply with and carry out its responsibilities under Title VI, Title IX, and Section 504, including any investigation of complaints alleging noncompliance. The office address and telephone number of our coordinator are as follows: P.O. Box 700, New Town, North Dakota: (701-627-3718).

## **ASBESTOS STATEMENT**

The New Town Public School District complied with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 by performing asbestos inspections for all school buildings. These findings and the results of our three-year re-inspections, performed by Trio Environmental Consulting Inc. The documentation of our last six-month monitoring is on file for the Edwin Loe Elementary School in the Principal's office, and for the high school and middle school in the Superintendent's office. The report can be viewed upon request during normal working hours with an appointment. The designated Asbestos Program contact person is Lori Olson, Asst. Superintendent.

As of July 15, 2010, the elementary school is asbestos free. As of July 1, 2014, the high school and middle school is asbestos free.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (34 CFR § 99.31)**

The purpose of this notice is to provide you with information regarding your rights under the Family Educational Privacy Act (FERPA). Parents of students or students who are at least eighteen (18) years old and wish to review any or all the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of the 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 record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

FERPA also allows a school district to identify certain information as "directory information" which may be released without prior consent by parents or an adult student. The New Town Public School District #1 considers the following to be directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received at school, most recent, and previous schools attended, and Honor Roll information on its students. This notice also allows the school to use photographs/audio/video images of students in public communications and/or the school website. If you do not want this information released without consent, provide written notice to the building principal. If we do not receive notice we will consider this to mean that you have no objection to the release of this information.

FERPA contains several exceptions to the general rule that education records may not be disclosed without prior, written parental consent. One exception allows for disclosure to authorized representatives of the Secretary of Education, the Comptroller General, representatives of the Secretary of Education, and state and local educational authorities. Such a disclosure must be made in connection with an audit or evaluation of a Federal or State supported education program. The disclosure may also be made for the enforcement of or compliance with Federal legal requirements related to the Federal or State education program.

## **RELATIONS WITH ARMED FORCES RECRUITING UNITS**

The school district supplies all names, addresses, telephone numbers, and grade levels for all students in grades 9-12 to Armed Forces Recruiting Units when requested. If a parent does not want his or her child's name provided to the recruiting units, the parent must provide a written statement to the high school office stating that they do not wish their child's information released to them.

## **CHILDREN'S ONLINE PRIVACY ACT (COPPA) 15 U.S.C §6501-6506**

COPPA requires "verifiable consent for the collection, use or disclosure of personal information" obtained from children. The following information is intended to inform parents/legal guardians of the district procedure regarding the display of pictures and student work on district and/or school created website:

- (1) Student work will not contain any information that may identify the student or other family members.
- (2) The first and last initial of the student's name will be the only information used to identify and credit student work displayed on school website.
- (3) No individual photographs of students will be used on the school website.
- (4) Group photographs of students will not identify individuals in the photographs.

This procedure listed above is consistent with the Family Rights and Privacy Act (FERPA). Any parent/legal guardian that does not want any student work or photographs on the school website must file written notice with the building principal. If we do not receive notice, we will consider this to mean that you have no objection to the use of this information on the school website.

### **ACTIVITY TICKETS**

All students are encouraged to buy activity tickets. They are \$35 for students in grades 7-12, \$30 for students in grades K-6, \$55 for adults, \$25 for seniors (ages 58+), and \$110 for family. The family pass only refers to those students who are still enrolled in a K-12 school. Once a child graduates from high school or drops out of high school, they are no longer eligible to be part of the family pass. They must pay the adult rate. They will admit students into most activities in the New Town Public School District. Some exceptions include but are not limited to school dances, tournaments, district and regional tournaments, and community sponsored events held at school facilities. Misconduct at school sponsored events can result in consequences such as losing the privilege of attending events as determined by administration.

### **ADMISSION REQUIREMENTS - RESIDENT**

The State of North Dakota requires compulsory attendance up to age sixteen (16). The Three Affiliated Tribes requires attendance to age eighteen (18). To be eligible to attend school in a school district, the parent or legal guardian MUST be a resident of the district. These basic definitions apply to that eligibility requirement:

Resident: parent or legal guardian actually lives within the State recognized legally established boundaries of the New Town Public School. A mailing address is not enough to establish residency.

Parent: either mother or father as long as parental rights have not been terminated.

Legal Guardian: must be recognized by the court and cannot simply be given responsibility for the child by the parent. Although not legally required to do so, the New Town School District allows a thirty (30) day period of grace to complete a guardianship change. The thirty (30) days would be counted from the day the student is enrolled. In such a case, it is the newly appointed guardian's responsibility to provide a copy of the guardianship papers to the principal by the end of the thirty (30) day period. If the change of guardianship papers cannot be obtained within the thirty (30) days allowed, the student will have to return to the district of his or her current parent or legal guardian unless there is only a week or less before the end of the semester.

Transferring students from school to school during the school year is extremely harmful to a child both academically and socially.

### **ADMISSION REQUIREMENTS - NONRESIDENT STUDENTS**

Attendance of non-resident students has been prohibited by the Board of Education, except as provided for under the North Dakota Open Enrollment law. Students awaiting a change of guardianship may attend for a period not to exceed thirty (30) days during which time official court papers indicating change in guardianship must be filed at the school.

If approved by the Board of Education, nonresident students will be allowed to enter school after a quarter is completed.

### **ATTENDANCE**

#### **Definition of Terms**

Attendance Codes—A code used in PowerSchool to designate the type of absence

Absence—when a student is not physically in attendance in their assigned classroom within the first 10 minutes of each class period

Tardy—when a student is not physically in their assigned classroom when the bell rings

Noncredit (NC)—when a student has reached the maximum number of absences allowed (29 actual absences) regardless of reason. No credit will be given for the course, and the NC equates a failing grade for GPA.



PowerSchool Absences – The absence numbers displayed on PowerSchool. These numbers represent Actual Absences minus the number of hours a student has made up through ICU, Saturday Academy, and/or another authorized activity or event.

Actual Attendance – The number of actual times a student has missed a class. This would include Absences (A), Excused Absences (E), Unexcused Absences (U), Medical (M), Funeral (F), and ICU/Saturday Academy (S).

29 Absence Noncredit – When a student non-credits due to having 29 Actual Absences in a class. This equates as a failed grade when calculating GPA.

Attendance Noncredit – When a student non-credits due to having more than 7 PowerSchool Absences at the end of the semester.

Attendance Phone Calls – Phone calls made when a student has reached 8 or more absences.

**School attendance is mandatory. An absence is an absence regardless of the reason.** Regular attendance at school is necessary to achieve educational progress. Classroom experiences are a meaningful and essential part of the educational process and system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers and other students. Students who are absent ten (10) days or more per semester, whether it is unexcused or excused absences can be referred to Child Protection the appropriate local or state agencies for failure to comply with compulsory attendance laws based on State statute and Tribal law.

Accumulated absences that exceed the standard for students in grades 7– 12 will require that those days be made up before credit or promotion can be awarded. Make up time can be served through after school tutoring, Saturday Academy, or other means as determined by administration. High school students will be allowed to make up a maximum of 21 hours per class per semester but will have to have that time made up before each semester ends. Once a student has a total of 29 absences in a class, they will non-credit that class without the opportunity to make up the time.

For schools in North Dakota to make Adequate Yearly Progress (AYP), the State of North Dakota has adopted the attendance rate of 95% as the additional indicator for determining adequate yearly progress. This means that an elementary student can miss no more than seven (7) days per middle school and high school students cannot miss more than (7) seven class periods per semester ~~year~~ to meet this 95% average daily attendance standard.

Students in grades kindergarten through six whose poor attendance has caused notable deficiency in learning may be required to stay after school or attend Saturday School to make-up time and receive instruction in the concepts missed due to absences. Poor attendance has caused a notable deficiency in learning may be retained or be required to attend summer school at their present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consultation with the teacher and parent(s) during the last month of the school year.

Attendance at these sessions could prevent referral to Child Protection for non-attendance.

Building administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases.

Suspension will not count as an absence for purposes of determining the number of absences to be considered for credit or promotion.

The teacher's PowerSchool record is the official record for attendance.

The elementary school day is divided into halves for attendance purposes as follows:

8:23 am to 12:00 pm

12:01 to 3:40 pm

The middle school and high school day is divided into seven (7) periods with each period counted as 1/7<sup>th</sup> of the school day. Any high school student who misses more than seven (7) absences in any subject must make up their time by staying after school or at Saturday Academies, otherwise they will noncredit and receive an F in that class. Student-athletes will become academically ineligible in the class when they reach their eighth (8) absence. Even if the student is passing that class, they will become academically ineligible until they have seven (7) or less absences.

### **EXCUSED ABSENCES**

Excessive absences, whether excused or unexcused may result in failure of a class. Excused absences are granted in the case of illness or injury, school related activity, family emergency, funeral, or religious observance. Students excused for illness or injury must submit a doctor's excuse for days in excess of two (2) consecutive days.

Seniors will be allowed a maximum of two (2) college visit days which will not count towards attendance or eligibility towards semester test exemptions.

On the day of the absences, parents/guardians must call the office by 9:00 am (Elementary: 627-3718; Middle School: 627-3660 and High School: 627-3658) to inform the school of the reason why their child is not at school. If a phone call is not received, the absence becomes unexcused regardless of the reason. If the office must call to verify your child is home, the absence will be considered unexcused. Please be aware that parent contact alone does not excuse an absence. Students who impersonate parents or request impersonations may be suspended for up to three (3) days. The reason is the deciding factor.

The school principal will:

- after seven (7) days absent the office will send a letter home.
- after fifteen (15) days absent the office will call and send a 2<sup>nd</sup> letter.
- at twenty-one (21) days absent a 3<sup>rd</sup> letter will be sent home and the office will make a referral to Child Protection and/or Juvenile Court.
- at twenty-nine (29) days absent a non-credit letter will be sent home to notify parents of the non-credit. The student has reached the limit of maximum makeup hours and the class period is now unrecoverable.

The assistant principal will send copies of such letters. Students who miss ten (10) consecutive days without notifying the school can be dropped from enrollment for non-attendance. Parents will have to re-enroll the student for continued enrollment after a determination for re-entry by school administration.

### **UNEXCUSED ABSENCES**

Students who miss classes for reasons other than illness or injury, a school related activity, family emergency, funeral, or religious observance will have the absence recorded as unexcused. A student who missed class and whose absence is unexcused will be written up for truancy/skipping and assigned appropriate consequences by the administration. Family trips should be scheduled, when possible, during the summer or other non-school days. Absences for such a trip may be excused if given prior approval by building principal with a pre-absence. These absences apply to the seven (7) day rule for credit.

### **TARDIES:**

**ELEMENTARY:** Students who are tardy may serve either noon or after-school detention with teachers/administrators to make up the time they missed. Students may be kept after school for tardy detention at the discretion of their teacher with prior notice to parents. Whenever a pattern of tardiness or absences begins to exist, the school will assume responsibility for parent contact and conferences. Additional appropriate local and/or state agencies will also be informed of the child's attendance problem (i.e., County Social Services, Tribal Child Welfare, Juvenile Judge, etc.).

**MIDDLE SCHOOL:** Upon arrival, all middle school students who are late must sign in at the office. Punctuality to class is important for the student and the smooth functioning of each class. Being consistently tardy disrupts the classroom.

#### NTMS Tardy Plan

- Create culture that punctuality is important
- Hall monitor will “sweep” students to class consistently
- Administration will be in hallways between classes as much as possible to “sweep” students to class
- Teachers will be by their door greeting students at the beginning of class and “sweeping” them to class.
- Shut your door and start class on time with an engaging bell activity.
- Consistent System to collect data across ALL teachers recording tardies. Teachers will record tardies and absences in PowerSchool each class hour.
- Each Period – late students sign into the office; office staff will record tardies in the tardy log.
- Students will get a tardy slip from office to admit them to class.
- Less than 10 minutes late record in PowerSchool as a tardy.
- More than 10 minutes late record in PowerSchool as an absence.
- First tardy of the day – student will report to the office to get a tardy slip. Office will record it in the daily tardy log.
- Second tardy of the day – student will report to the office to get a tardy slip. Office will record it in the daily tardy log. Student will make a call home and personally tell their parent/guardian they have been tardy twice in one day.
- Third tardy of the day – student will report to the office and get a tardy slip. Office will record it in the daily tardy log. Student will make a call home and personally tell their parent/guardian they have been tardy three time in one day. Student will get a referral in SWIS, half day of ISS, and must meet with the counselor to determine a plan of action to address the truancy issue.

**HIGH SCHOOL:** Students are considered tardy if they arrive to class after the final bell for each class. Students who miss more than ten (10) minutes will be marked as absent. Upon arrival, all middle school students who are late must sign in at the office. Punctuality to class is important for the student and the smooth functioning of each class. Being consistently tardy disrupts the classroom.

#### **TRUANCY REPORTING**

Truancy is defined as being absent from one (1) or more classes without the consent of parent/legal guardian or school officials. This includes absence from any class, or activity during the school day for which the student is scheduled. It also includes absences from any special help session or disciplinary session which the student has been directed to attend.

The parent or legal guardian is responsible for requiring any student under his control or charge and under eighteen (18) years of age to attend school and if that student becomes truant, the parent or legal guardian of said student may be guilty of a Class B misdemeanor and subject to punishment by law.

Truant hours or days must be made up through Academies, and/or afterschool tutoring.

#### **THREE AFFILIATED TRIBES DISTRICT COURT TRUANCY-FAILURE TO SEND CHILDREN TO SCHOOL PROCEDURAL FLOW CHART**

- A. Referral letter-assurance that all administrative resources including appropriate youth and family interventions from the referral source have been exhausted and that the due process rights of parents were observed. Documentation should be attached to referral.
- B. Tribal Prosecutor determines a Class B Misdemeanor.
  - Prosecutor or Juvenile Presenting Officer
  - Admit to petition
  - Deny petition

- informal adjustment or hearing
- finding of guilty or not guilty
- C. If family and youth fail the Informal Adjustment, a Summons is made to Juvenile Court.
- D. A proceeding is held. Individual(s) can deny or admit the charge.
- E. An admission allows for case disposition.
- F. A denial goes to hearing to determine guilt or innocence.
- G. A finding is determined as to guilt or innocence.
- H. If innocent, no further proceeding; if guilty disposition, (sentencing) will occur.
- I. The court will send a copy of the disposition to the referral source.

### **CLASSROOM RULES**

Students will follow the teacher's classroom rules. Since all teachers approach discipline differently, each teacher will communicate precisely how students are expected to behave in each activity. Consequences for misbehavior in the classroom will be handled by the teacher in a manner consistent with the philosophy and guidelines of their handbook.

### **HALLS, LUNCHROOMS, OUTSIDE AREAS, & BUS BEHAVIOR**

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. Bullying or harassment of any kind will not be tolerated (see Bullying Policy on page 25-28).

### **AFTER SCHOOL PROGRAMMING - ELEMENTARY**

Students will be kept after school to make up time they missed by coming to school late, leaving school early, and/or for extra help with schoolwork, or for discipline reasons. Transportation for students living in town, IHS Housing, Bakersfield, and 4 Bears Village will be provided at 5:00 p.m. on Tuesdays and Thursdays.

### **BICYCLES**

Students who ride bikes to school should use and obey all bike and traffic rules. Parents should go over the traffic rules with their child and determine whether the child is able to safely ride a bike to school. Keep in mind that there is a great deal of traffic around the school. Once at school, bicycles must be left in the bicycle racks. Students must not ride their bikes in the parking lots, sidewalk, and bus loading area or playground. Bike locks are strongly recommended. The school is not responsible for stolen bikes.

### **BREAKFAST PROGRAM**

The breakfast room serves at 8:00 a.m. Students should have a quiet, pleasant breakfast. To help ensure a pleasant breakfast time the following rules will be followed:

- (1) Go directly to the cafeteria
- (2) Wait in line quietly
- (3) Quiet conversation at the table
- (4) Use acceptable table manners
- (5) Pick up your carton, bowl, etc. and clean your table area
- (6) No food can be taken out of the cafeteria

### **Building Level Support Team**

BLST is a general education support system for assisting teachers and principals to create educational adaptations in the classroom for all students having trouble in school.

### **BUS DRIVE**

The bus drive is closed to thru traffic. Violators will be reported to Law Enforcement.

### **BUS STUDENTS**

Riding a bus is a privilege not a right. Students will conduct themselves accordingly or they will not be allowed to ride. The drivers are responsible for maintaining order on the buses. Any student whose behavior is persistently outside the boundaries of safety and order will be barred from riding. In that case, the student's parent(s)/guardian(s) will be responsible for getting the student to school. For the safety and protection of the children and to prevent overcrowding of the school buses, children will only be allowed to ride on the bus they are assigned. Parents are responsible for getting children to another destination if necessary.

Bus change requests must be submitted or called into the office by 3:00 pm MTRF and 2:00 pm on Wednesday for safe and orderly dismissal. It is difficult to guarantee that the change can be communicated to the child before buses leave the school. Students will ride their regular route and if necessary be returned to the school if no one is home. Parents will then be responsible for arranging for transportation. Social Services may be called if parents are unable to be located by 4:15 pm.

In order that students are assured of the safest possible bus ride to and from school, the following regulations will be in effect.

- (1) Students not dressed for cold weather (hat, coat, and gloves) will not be allowed to board the bus. Parents will then be responsible for getting the student to school.
- (2) Students shall follow instructions always given by the bus driver. Drivers are in full charge of buses and students.
- (3) Students must be on time at designated bus stops. The bus driver will honk, wait three (3) minutes, and then leave. After three (3) consecutive days of not riding, the bus will not stop until parents call in.
- (4) Parents of students causing damage to the bus in any way are financially responsible for necessary repairs or removal of graffiti.
- (5) Fighting, pushing, tripping, and any other form of physical contact is prohibited.
- (6) Students will not engage in any behavior which distracts the bus driver from his/her primary job of safely driving the bus. Profane or vulgar language is not permissible.
- (7) Bullying and other forms of harassment of other students or the bus driver will not be tolerated.
- (8) All rules governing student conduct on school property are to be observed while riding the bus.
- (9) Some buses are equipped with video cameras.
- (10) Students have no right to the expectation of privacy while riding buses.
- (11) Students who do not comply with these regulations will be subject to suspension of their bus riding privileges.
- (12) Parents will be responsible for transporting students to school until privileges are reinstated.

Activity buses may be provided for students participating in events outside of the school district. The buses will be under the supervision of a designated supervisor. Students riding activity buses must:

- (1) Follow directions given by the supervisor and bus driver.
- (2) Arrive on time for both departures to and from an event.
- (3) Students must return home on the same bus unless the parent signs a permission slip for other arrangements. Arrangements should be made ahead of time.
- (4) Students are not permitted to drive to or from activities. Failure to abide by these rules may result in the student being suspended from riding the activity buses. Misconduct at an away activity may result in the students being suspended from transportation privileges.

### **CANINE SEARCH POLICY**

It is the intent of the New Town School District to formulate and enforce policies that eliminate and/or discourage the use and possession of illegal drugs and prohibitive substances in school. The purpose of the Canine Search Program is to impress upon students the importance of keeping themselves and our schools' drug free.

- (1) Canine searches will not be conducted on students, teachers or other people present at the school during this time. It is the responsibility of the school principal or designated school official to ensure that this does not occur.
- (2) Canine searches may be conducted on school lockers, locker rooms, parking lots, classrooms, vehicles and other school property and facilities. Book bags and backpacks will be subject to search.
- (3) Students shall not be present in any area where a canine search or training exercise is being conducted. Students will be kept in classrooms or hallways until the canine search has been completed.
- (4) Dogs used for canine searches shall be certified and accompanied during a search or training exercise by a certified handler and the school principal/designated school official.
- (5) Any direct search of school property or facilities following a "positive alert" will be conducted by the school administration or designated school official. This search will work in conjunction with the protocol of the school policy, the dog, and the handler.
- (6) Students who are found to be responsible for bringing illegal or prohibitive substances to school following a canine search will be subject to the disciplinary procedures outlined in the school drug and alcohol policy.
- (7) Illegal substances discovered by school officials during a canine search will be turned over to the Police Department.
- (8) It is the intent of this policy that all canine search exercises be conducted randomly and unannounced.

## **CELL PHONE/ELECTRONIC DEVICES POLICY**

The New Town Public School District acknowledges parental concern for the safety and well-being of their children while they are attending school or school-sponsored activities. We also understand parental beliefs that students' possession of cell phones/electronic devices enhances their safety and security. The school realizes, however, that student misuse of cell phones/electronic device:

- (1) Undermine the learning environment
- (2) Disrupt academic instruction and distract students
- (3) Compromise the integrity of student testing
- (4) Increase disciplinary problems including bullying
- (5) Violate privacy rights of students and staff
- (6) Increase the school's exposure to opportunistic litigation and potential legal liability

### **Possession of Cell Phones/Electronic Devices**

- (1) New Town students in grades K-8 may not have cell phones/electronic devices with data services, or ear buds in classes for any reason. Cell phones must be turned into teacher designated receptacles at the beginning of their first-class period and can be picked up at the end of each day.
- (2) High school students may use cell phones/electronic devices before school, during lunch, and after school in halls and common areas. Teachers may collect cell phones at their discretion if student use interferes with the orderly classroom expectations of the classroom.
- (3) Students who attend after school extracurricular activities may have a cell phone/electronic device in their possession.

### **Cell Phone/Electronic Devices Disciplinary Action**

The publication of this cell phone/electronic device regulation serves as a first (1<sup>st</sup>) warning to students for disciplinary purposes. Failure to adhere to the terms of this regulation will result in the following progressive discipline.

- First (1<sup>st</sup>) Offense - The cell phone/electronic device shall be confiscated and given to the principal for the remainder of the school day and picked up by the student at the end of the day. A discipline referral will be completed for documentation.
- Second (2<sup>nd</sup>) Offense - The cell phone/electronic device shall be confiscated and held by the principal until a parent/guardian picks up the unit in person at the end of the day. A discipline referral will be completed for documentation.
- Third (3<sup>rd</sup>) Offense - The cell phone/electronic device shall be confiscated and held by the principal and the student will be deemed insubordinate and will receive one (1) day of in-school suspension and a parent meeting with administration and the SRO. A discipline referral will be completed for documentation.
- Fourth and subsequent offenses – The student must turn it in to the school office every day.
  - High School students can earn their privileges back after four (4) weeks.

Responsibility for Cell Phones/Electronic Devices—Students are solely responsible for the care and custody of cell phones/electronic devices that they choose to bring to school. The New Town School District shall not assume responsibility for damage, loss, or theft of any cell phone or electronic device. Furthermore, New Town School District shall not assume responsibility for damage, loss, or theft of any cell phone/electronic device that is confiscated according to this regulation. From the school's perspective, these items should be left at home and not brought to school.

## **CHILD ABUSE AND NEGLECT**

North Dakota State Law and Tribal Law mandates that schoolteachers and administrators having knowledge of, or reasonable cause to suspect that a child coming before him/her in his/her official or professional capacity is abused and/or neglected shall report the circumstances to tribal/state authorities.

## **CHILD ABUSE/CHILD NEGLECT PROCEDURAL FLOW CHART**

- A. Referral - Educational or Child Neglect requires a referral on a 960 form with information which indicates the family is enabling the child to miss school. For example, enabling can mean when the parent is keeping the child home to baby-sit instead of attending school or is intoxicated and is not providing proper supervision and care so that the child

is not getting to school.

B. An assessment is conducted.

(1) Interviews of all parties are completed.

C. The Child Protection Team (CPT) meets to review the case.

D. A determination for appropriate services is made.

(1) Service required

- Charges or petition for custody
- Referred to police or Three Affiliated Tribes District Court

(2) Caseworker assigned

- Services recommended

(3) Services provided without Court Action

- No Services

(4) Unfounded

### **CHECKOUT PROCEDURE**

Your child's safety is of utmost importance to us. Only parents/guardians who are listed in the files as the legal guardians will be allowed to check out students. If someone attempts to check out a student other than the listed names the office will verify with the parent/guardian by phone or other method that a variation would be approved. Parents/guardians will enter at the main door and are required to sign a student check out form in the office. Your child will be called to the office for you. Teachers are not allowed to release a child to a parent/guardian at the classroom. **Remember: taking a student out of school early causes him/her to miss valuable educational time and should be avoided if possible.** Students who are checked out for the entire period, will be marked absent. Please try to make appointments during non-school time.

### **LEAVING EARLY**

If a student needs to leave prior to the end of the school day, there is a sign out sheet in the office that must be signed by a parent/guardian. Leaving the building without signing out is counted as an unexcused absence regardless of the reason. If a student leaves without permission and the parents cannot be contacted, law enforcement may be notified. Parents must physically enter the building to check out their students. At the middle and high school level, a student may sign out of the

building only for an emergency and only by prearrangement with a parent/guardian through a note or phone call to the office and only after getting administration approval.

### **CRISIS MANAGEMENT PLANNING**

#### **Critical Incidents**

Critical incidents shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include but are not limited to natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies. Response procedures are outlined in the district's Continuity of Operations Plan (COOP) and/or the District's Emergency Manual. Crises shall include but not be limited to situation involving the death of a student, staff member, or a member of a student's immediate family by suicide, substance abuse, illness, or accident.

#### **Identifying and responding to Imminent Warning Signs**

Imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self-and/or to others. Imminent warning signs require an immediate response. No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, staff, or other individuals. Usually, imminent warning signs are evident to more than one staff member—as well as to the child's family.

#### **Imminent warning signs may include:**

- (1) Serious physical fighting with peers or family members.
- (2) Severe destruction of property.
- (3) Severe rage for seemingly minor reasons.
- (4) Detailed threats of lethal violence.
- (5) Possession and/or use of firearms and other weapons.
- (6) Other self-injurious behaviors or threats of suicide.

When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. Action must be taken immediately. Immediate intervention by school authorities and law enforcement officers is needed when a child:

- (1) Has presented a detailed plan (time, place, method) to harm or kill others — particularly if the child has a history of aggression or has attempted to carry out threats in the past.
- (2) Is carrying a weapon or has access to a weapon, particularly a firearm, and has threatened to use it.

School communities also have the responsibility to seek assistance from appropriate agencies, such as child and family services and community mental health.

## **School Threat Assessment Response Protocol**

### **Mission Statement**

The purpose of this protocol is to provide a mechanism to assure that threats of violence in a school environment are addressed, whenever possible, before they occur. The protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. NOTE: This protocol is applicable during any school-sponsored event or function, whether the event or function be on school property or not.

### **Procedures**

The following procedure is separated into several sections to reflect those instances where a threatened act of violence may be received by specific individuals.

- A. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious.
  - (2) Immediately report the threat to a parent, guardian, school staff, administrator, or law enforcement officer.
  - (3) Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.
- B. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious.
  - (2) Immediately report the threat to a school staff member, school administrator or law enforcement officer.
  - (3) Be available and cooperative in providing a statement of information, with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible.
- C. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious.
  - (2) Immediately report the threat to a school administrator or their designee.
  - (3) Be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.
- D. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious.
  - (2) Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
  - (3) Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received.
  - (4) Require the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.
- E. The designated law enforcement officer, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (1) Assume threat is serious.
  - (2) Immediately conduct an assessment interview of the subject making the threat. The assessment interview will include at least one administrator.

*NOTE: The primary purpose of the interview is to engage in an assessment of the available information, to determine the veracity of the threat, to decide what level of follow-up action is needed and appropriate.*
- F. Once the assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
  - (1) If it is agreed the threat is credible:
    - The law enforcement officer shall immediately consult with additional law enforcement.



- The school administrator shall take administrative action in accordance with School Board policy.
- (2) If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary.
- G. Once the situation has been assessed and action taken, the school principal assumes the responsibility for reporting it to the Superintendent.

**Suicide Prevention:** The school board recognizes that suicide is a complex issue and that, while the school may recognize potential youth suicidal ideation and can provide a general assessment of risk, it cannot make a precise clinical assessment of risk and provide in-depth counseling. The schools, therefore, must refer the youth to an appropriate place for a more precise assessment of risk and in-depth counseling.

Any school employee who may have knowledge of a student who may be at risk for suicide must take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the school counselor and/or social worker, the student's family, and appropriate resource services.

"Any school employee" includes but is not limited to certificated and/or licensed employees such as teachers, administrators, school social workers, guidance counselors, school psychologists, youth services personnel, and vocational instructors, school nurses, school medical advisors, and includes such employees as paraprofessionals.

**Self-Injurious Behavior:** Students who engage in self-injurious behavior or self-harm tend to benefit from combinations of mental health therapy, medication, and school support. If you are aware of a student who is participating in self-injurious behavior, the situation must be reported to the principal.

Teachers, coaches, nurses, counselors, school personnel, and school psychologists are not responsible for *treating* the adolescent in the schools. A major component of effective interventions in the school is for school personnel to be aware that the behavior exists, detect the behavior, and react appropriately so as not to further isolate the student.

When the student is discovered harming his/herself in the school setting, it is important to stop the behavior, talk to the student, and stay with him/her until a school counselor or school psychologist can meet with the student. An open attitude and willingness to listen is one of the best responses when dealing with an adolescent who engages in non-lethal, self-injurious behavior.

When a student is found to be engaging in self-harm or non-lethal, self-injurious behaviors on school grounds, the school counselor or school psychologist can help in the process of differentiating between a suicide attempt and an act of non-lethal, self-injurious behavior. Additionally, the school counselor's or school psychologist's role is to assist the adolescent and his/her family in finding a mental health provider in the community who treats adolescents who engage in non-lethal, self-injurious behavior.

## **DANCE/ACTIVITY REGULATIONS**

- (1) A student who leaves a high school dance after the doors are locked may not be re-admitted.
- (2) No one suspected of being under the influence of illegal substances will be admitted. No distinction will be made between actual or recent usage, and the odor from being in the presence of one who was using.
- (3) Respectful and appropriate conduct and attire is expected.
- (4) The chaperones are acting with school sanctioned authority and must be always obeyed.
- (5) Dances must be scheduled at least one week in advance with the principal's office. Other organizational requirements expected of groups will be observed. Check with advisors.
- (6) Dances are restricted to New Town High School or Middle School students and registered guests who have been approved by the principal. There will be no open invitations.
- (7) Students who have been in suspension or skip classes that day or who owe detention time will not be admitted.
- (8) All dances held at the school must be sponsored by a school class or organization.
- (9) Eligibility requirements must be met to attend.
- (10) Students who do not observe these regulations will be removed from the activity and may be restricted from attendance at future activities.
- (11) Anyone attending the prom, or any school related activity may be subject to random alcohol breathalyzers as conducted by school administration and/or law enforcement.

## DAILY SCHEDULE

### **ELEMENTARY**

School Day Begins and Students Enter Building	8:23
Tardy Bell Rings	8:28

Lunch: The elementary school will begin lunch daily at 11:15 AM and finish by 1:30 PM.

Dismissal:

		Wednesday Early Out
Grades K-1	3:35	2:45
Grades 2-3	3:37	2:47
Grades 4-6	3:40	2:50

### **MIDDLE SCHOOL**

School hours are from 8:30 a.m. to 3:50 pm/Wednesdays 3:00 pm. Students must leave the building within ten minutes of the final bell if they are not involved in school related activities.

### **HIGH SCHOOL**

School hours are from 8:30 a.m. to 3:50 pm/Wednesdays 3:00 pm. Students must leave the building within ten minutes of the final bell if they are not involved in school related activities.

## DISCIPLINE PROGRAM

### **North Dakota Century Code**

#### **15.1-19-09. Students - Suspension and expulsion - Rules**

- a. The board of a school district shall adopt rules regarding the suspension and expulsion of a student. The rules for expulsion must provide for a procedural due process hearing in the manner provided for in subsection 2 of section 15.1-19-10, before the determination to expel a student is made. A student's parent or representative must be allowed to participate in the expulsion hearing.
- b. A student may be suspended for up to ten days for insubordination, habitual indolence, disorderly conduct, or for violating a school district weapons policy.
- c. A student enrolled in an alternative education program for which state per student payments are available may be suspended for up to twenty days for insubordination, habitual indolence, disorderly conduct, or for violating a school district weapons policy.
- d. A student, including one enrolled in an alternative education program, may be expelled from school for insubordination, habitual indolence, or disorderly conduct; provided the expulsion does not last beyond the termination of the current school year. A student who violates the school district's weapons policy may be expelled for up to twelve months.

#### **New Town Public School Discipline Procedures**

Students must conduct themselves in a manner which does not interfere with the rights of others. These rights include the other students' right to learn, and the teachers' right to teach. All behaviors, which interfere with the educational process, will be met with some form of restorative justice practices for remediation and/or disciplinary consequence, such as after school detention, in-school suspension, out-of-school suspension, or removal from class. This section defines discipline

categories such as disruptive behavior in the classroom and Insubordination and includes a matrix outlining discipline consequences. The matrix is subdivided into levels of severity. Also, below are statements defining certain disciplinary actions, and include suspension or expulsion from school. The administration may use its own judgment in determining what they deem appropriate consequences. Law enforcement may be contacted for the removal of students when deemed necessary by the administration.

Some behaviors may require restorative practices for remediation and restorations, *whenever possible*.

- A. Restorative Justice (RJ) is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Implemented well, RJ shifts the focus of discipline from punishment to learning and from the individual to the community.
- B. Restorative Justice empowers students to resolve conflicts either mediated by teachers/admin, or on their own and in small groups. Essentially, the idea is to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances.
- C. The school district's intent is to avoid the possibility of OSS. This will be attempted by the utilization of the Restorative Justice approach whenever possible.
- D. In addition to Restorative Justice practices, when possible, the school district will offer an alternative to OSS and ISS by referring students to our behavioral team. The behavioral team will provide access to counseling and support services and resources to assist students in overcoming obstacles to learning and address behavioral needs. The behavioral team members from each school will meet monthly to review SWIS data to evaluate the validity of the program.

Some behaviors may require immediate suspension or expulsion from school. They include, but may not be limited to:

- A. The Board's policy on weapons/firearms, or look alike items calls for immediate expulsion procedures to be brought against any student bringing weapons/firearms onto school property.
- B. Fighting, endangerment of others, threatening, coercion, stealing, intimidation, gross disrespect for staff and damage to school property or the property of others may result in immediate suspension from school, possible arrest, and possible expulsion.

The Administration may use its own judgment in determining whether both students involved in a fight or other problems are equally to blame, and in assigning what they deem appropriate consequences. Consideration will be given to such factors as past disciplinary history and attitude.

Parents, students, and staff members who have been victims of unlawful acts have the option to file charges with the law enforcement agencies in addition to consequences levied by the school. Behavior, which is in violation of the law, will be reported to law enforcement agencies. Students may be suspended out of school (OSS) for up to ten (10) days at a time. Since such action temporarily takes away the student's right to attend school, the following due process will be observed for out-of-school suspensions:

### **CRIMINAL OFFENSE**

Any student who has committed a criminal offense, not school related, may be suspended from school if, in the judgment of the administration, it upsets the school climate in any adverse manner. This includes, but is not limited to, threats of violence against staff, students, or school property.

### **SUSPENSION IN-SCHOOL**

In-school suspension may be imposed when circumstances warrant greater consequences than detention. In-school suspension will also be assigned for excessive discipline notices. The teacher(s) shall provide assignments for each day of suspension and students are expected to work while in ISS. Middle school and high school students must complete all assignments before returning to class. The student will remain in school but will not be allowed to attend classes for the designated in-school suspension period. The student will bring to the suspension room all textbooks, along with papers, as needed to complete the assignments. The student will not be allowed out of the room except for lavatory purposes with an escort. The noon meal will be eaten in a designated area of the lunchroom. Behavioral problems during the suspension period could result in additional in-school suspension time, or an out-of-school suspension.

Students will not be allowed to participate in curricular or extracurricular school activities during the suspension period.

This includes music, athletics, programs, lyceums, and all practices or meetings during the suspension. In-school suspension will have to be completed before the student can again attend classes. Any exception will have to be approved by a principal.

Only an administrator can assign in-school suspension. Students may not be removed from in-school suspension without the permission of an administrator.

### **SUSPENSION OUT-OF-SCHOOL**

Out-of-school suspension may be imposed for repeated minor infractions and for serious infractions. A student suspended out-of-school may not be on the school grounds or at school functions for the entire day of the suspension. If the suspension includes Friday, then the limitations extend through the weekend. Students may be suspended out-of-school for not more than ten (10) consecutive school days without a due process hearing. Only an administrator can assign out-of-school suspension.

Parents will be informed in writing, why the student was suspended, and for how long. During the period of suspension, the student will not be on school grounds for any reason, nor attend a school activity.

- (1) The student will be notified of what he/she is accused of doing.
- (2) The student will be informed of the evidence that indicates guilt.
- (3) The student will be given the opportunity to tell his/her side of the story.
- (4) The student will be informed of the consequence(s).

### **EXPULSION**

Students who are guilty of serious misconduct or who consistently violate adopted school rules and school board policy may be recommended to the superintendent for expulsion from school for the balance of the school term, pursuant to the following procedures:

- (1) The principal shall immediately notify the parents or legal guardian that their child is being considered for expulsion and shall send his/her recommendation of that effect to the Superintendent.
- (2) The Superintendent shall review the recommendation of the principal. If there appears to be cause for dismissal, the Superintendent will notify the parents in writing of the date and the specific charges against the student.
- (3) The hearing before the Superintendent shall be recorded for later transcription if the parents and/or local guardian and/or legal representative so desire one.
- (4) The Superintendent will take formal action and will notify the parents/guardians in writing of such action.
- (5) The Superintendent may request the parents or guardians to attempt conciliation at any time between the notification of the hearing and the hearing itself. If no attempt at conciliation is forthcoming the hearing should commence on schedule.
- (6) Procedural due process shall govern the hearing.
- (7) Parents or students have ten (10) days to appeal a decision in writing.
- (8) Moved from another location - The New Town School District will not accept students transferring here during the school term who have been expelled from another school.

### **DISRUPTIVE BEHAVIOR IN THE CLASSROOM**

- (1) challenging the instructor's authority in class
- (2) inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom
- (3) threats/challenges to do physical harm (even when stated in a joking manner)
- (4) use of obscene or profane language
- (5) excessive talking
- (6) late arrival to, or early departure from, class without permission
- (7) use of personal electronic devices such as, cell phones, tablets, gaming devices, and Bluetooth devices, etc.
- (8) coming to class under the influence of alcohol or another controlled substance
- (9) bringing individuals to class who are not enrolled, including infants/children
- (10) improper use of equipment, materials, or resources
- (11) inappropriate conduct while on field assignments or off-campus placements
- (12) cheating

**INSUBORDINATION**

Refusal to follow a reasonable directive from authorized school personnel will be considered insubordination and may result in an immediate suspension. This includes swearing or using obscene language or gestures relative to the situation.

**DISCIPLINE MATRIX**

**Administration has the responsibility to investigate regarding all incidents and all parties involved to ensure the safety of school, students, and staff.**

<b>Infraction Class</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense or More</b>
<p><b><u>I. Class one infraction</u></b> Includes: nuisance objects, inappropriate behavior, disrespectful behavior causing a classroom disturbance, dress violations, minor horseplay, teasing/name calling, cafeteria misbehavior, public displays of affection, driving without permission, cellphone misuse according to cellphone policy, minor technology misuse (as determined by the Acceptable Use Policy), unauthorized school facility access</p>	<p>Verbal warning and/or                      (1) Loss of privilege, or                      (2) Detention and/or ISS for ½ day, or                      (3) Help the student correct the problem through restorative justice session(s)                      apologies, restitution, restorations.</p>	<p>Verbal warning and                      (1) Loss of privilege, or                      (2) Detention and/or ISS for 1 day, or                      (3) Help the student correct the problem through restorative justice session(s).   <b>Inform the parent(s)</b></p>	<p>Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to class two responses on the fourth offense.</p>
<p><b><u>II. Class two infraction</u></b> Includes: disregard for rules/insubordination, verbal threats, cheating, plagiarism, hazing/bullying, profanity, obscenity, obscene gestures, cutting class, harassment, setting up fights, theft of minor property, minor vandalism, aggressive pushing, destructive/excessive horseplay, cutting detention, falsifying school records,</p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and/or                      (1) Loss of privileges, and/or                      (2) ISS for 1 day   <b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and/or                      (1) Loss of privileges, and/or                      (2) Suspension from school for 1 to 3 days   <b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to class three responses on the fourth offense.</p>
<p><b><u>III. Class three infractions</u></b> Includes: physical threats, fighting, blatant insubordination, failure to report a fight or physical threat, recording a fight, setting a false fire alarm, fraudulent reporting of theft loss of school property, theft or destruction of felony rated property, major vandalism, disruption of school, sexual harassment, major technology misuse (as determined by the Acceptable Use Policy).</p>	<p>(1) Loss of privileges, and                      (2) Suspension from school for 3 to 10 days                      (3) Restore property and pay expenses   <b>Inform parent(s)</b>  <i>The administration may use its own</i></p>	<p>(1) Suspension from school for 5 to 10 days <b>pending an expulsion hearing at administrator discretion.</b>                      (2) Restore property and pay expenses   <b>Inform parent(s)</b>  <i>The administration may use its own</i></p>	<p>(1) Suspension from school for 10 days.                      (2) Write letter to school board and/or superintendent recommending expulsion                      (3) Restore property &amp; pay expenses   <b>Inform parent(s)</b>  <i>The administration may use its own judgment in determining</i></p>

	<i>judgment in determining what they deem appropriate consequences.</i>	<i>judgment in determining what they deem appropriate consequences.</i>	<i>what they deem appropriate consequences.</i>
<p><b>IV. Class four infraction</b> Includes: Possession or use of tobacco/vapes, or other components/devices, alcohol, drugs, including vape pens containing controlled substances, edible controlled substances, paraphernalia, inhalants, knife blades under three inches in length, or other weapons on campus or at school functions. Smell, behavior, and physical possession of drugs, alcohol, or paraphernalia will determine reasonable suspicion. Schools do not need drug tests or Breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner.</p>	<p>(1) Suspension from school for 3 to 10 days for possession or consumption of tobacco, vapes, drugs, alcohol, or knife. (2) Suspension from school for 5 to 10 days for distribution of drugs or alcohol.</p> <p><b>Inform parent(s)</b> <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>(1) Suspension from school for 5 to 10 days for possession or consumption of drugs, alcohol, tobacco, vapes, or knife <b>pending an expulsion hearing.</b> (2) Suspension from school for 10 days for distribution of drugs or alcohol <b>pending an expulsion hearing.</b></p> <p><b>Inform parent(s)</b> <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>	<p>(1) Suspension from school for 10 days for possession of drugs, alcohol, tobacco, vapes, or knife <b>pending an expulsion hearing.</b></p> <p><b>Inform parent(s)</b> <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>
<p><b>V. Class five infraction</b> Includes: Attempt to sell or distribute drugs or alcohol, assault to a staff member, oral or written physical/verbal life-threatening threats to a student or staff member, fighting with a staff member, assault towards a student or staff member, acts of reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, possession of a knife blade over three inches in length, and/or bomb threats.</p>	<p>(1) Suspension from school for 10 days <b>pending an expulsion hearing.</b></p> <p><b>Inform parent(s)</b> <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i></p>		

The suspension mentioned in the matrix is In-School Suspension (ISS) or Out-of-School Suspension (OSS). When suspensions are not specified in the matrix, the school principal will determine which suspension is appropriate on an individual basis. If any offense does not clearly apply to a specific infraction class, the principal will determine the appropriate infraction class for the offense. If any laws are violated by students while in school, on school property, or at school functions appropriate law enforcement officials will be notified.

### **NEW TOWN PUBLIC SCHOOL ANTI-BULLYING POLICY**

The New Town Public School District prohibits acts of harassment and bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, volunteers, and students.

## **BULLYING POLICY**

### **Definitions**

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17.

A. "Bullying" means:

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

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

- (1) *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status regarding marriage or public assistance.
- (2) *School property* or the term *on-campus* refers to all property owned or leased by the district, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- (3) *School-sanctioned activity* is defined as an activity that:
  - Is not part of the district's curricular or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district program; and
  - Receives district support in multiple ways (i.e., not school facility uses alone); and
  - Sponsors of the activity have agreed to comply with this policy; and
  - The district has officially recognized through board action as a school-sanctioned activity.
  - School-sponsored activity is an activity that the district has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the district.
- (4) *School staff* include all employees of the New Town Public School District #1, school volunteers, and sponsors of school-sanctioned activities.
- (5) *True threat* is a statement that, considering the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

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

- A. Engage in bullying.
- B. Engage in reprisal or retaliation against:
  - (1) A victim of bullying.
  - (2) An individual who witnesses an alleged act of bullying.
  - (3) An individual who reports an alleged act of bullying; or
  - (4) An individual who provides information/participates in an investigation about an alleged act of bullying.
- C. 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**

- A. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.
- B. 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.
- C. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - (1) Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The district will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - (2) Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - (3) File an oral report with any school staff member.
  - (4) Use the StopIt App.

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

## **Reporting to Law Enforcement & Others Forms of Redress**

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

## **Documentation & Retention**

The district shall develop a form to report alleged violations of this policy.

- A. The form should be completed by school staff when they:
  - (1) Initiate a report of an alleged violation of this policy; or
  - (2) Receive an oral report of an alleged violation of this policy.
- B. The form should be completed by an administrator when s/he:
  - (1) Initiates a report of an alleged violation of this policy; or
  - (2) Receives an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the district for six (6) years after a student turns eighteen (18) or graduates from high school, whichever is later. If a student does not graduate from the district, such reports and investigation material shall be retained for six years after the student turns eighteen (18).

## **Investigation Procedures**

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



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

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

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

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

### **Disciplinary & Corrective Measures**

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

- (1) Require the student to attend detention.
- (2) Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed.
- (3) Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond.
- (4) Create a behavioral adjustment plan.
- (5) Refer the student to a school counselor or social worker.
- (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 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 (5-8) above.

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

### **Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim’s parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies

may include, but not be limited to, the following:

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

### **BULLYING REPORTING GUIDELINES**

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

#### **Reporting Guidelines**

Students should file a report under the bullying policy and staff shall file such a report when there is:

- (1) Any report by a student that s/he is concerned about his/her safety because of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
- (2) Any report by a student that his/her property has been damaged, or s/he is concerned that his/her property will be damaged because of intimidation, hostility, or actions by a student or staff member.
- (3) 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.)
- (4) 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 regarding marriage or public assistance.
- (5) A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

The New Town Public School District expects students and staff to immediately report every incident of bullying. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated.

This policy shall be in effect in any building belonging to or used by the New Town Public School District or on the grounds of any such building or on any property or in any vehicle belonging to or used by the New Town Public School District or any school-related activity.

### **BULLYING/HARASSMENT**

Students should be aware that teasing and joking around may be viewed by the staff and administration as harassment. Harassment may be defined as any mean word(s), look or act that threatens or hurts a person's body, feelings, or things. Students are subject to all disciplinary consequences depending on the severity and/or repetitiveness of the harassment.

Sexual harassment may be defined as any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which creates an unpleasant environment. Students should report any unwelcome verbal or physical advances of a sexual nature to a teacher, principal, counselor, or the Title IX Coordinator (Daniel Anderson). Refer to the complaint procedure for Sex Equity/Harassment.

### **ASSAULT ON STAFF MEMBERS**

Assaults against district personnel in a school building, on school grounds, in route to and from school, or at a school-sponsored function should be immediately reported to the building principal or immediate supervisor. Assault is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without touching, or striking, or doing bodily harm to another person. A detailed incident

report form should be promptly submitted by the assaulted party to the immediate supervisor. The principal or supervisor will investigate the incident and recommend the action that should be pursued within seventy-two (72) hours.

The filing of any legal complaint will be the responsibility of the assaulted staff member. Legal assistance for the assaulted staff member will be determined by the Superintendent following consideration of the investigative findings.

Where an alleged assault upon a staff member occurs, the following actions shall take place:

- (1) The staff member and the alleged assailant shall be separated as quickly and safely as possible.
- (2) The principal shall advise the staff member to seek medical attention if appropriate and provide emotional and moral support to the staff member.
- (3) The principal or designate will conduct an immediate investigation into the alleged assault and if warranted, contact the police.
- (4) If the alleged offender is a student under the age of eighteen (18), the parent/guardian must be contacted, and the police may be called and the police may file charges.
- (5) Consider removal of the student from the class of any teacher(s) that the student is alleged to have assaulted.
- (6) If an alleged assault has been committed by a person not enrolled in the school or employed by New Town School District, the principal shall attempt to determine the alleged offender's identity and report this to the police who may file charges.
- (7) The staff member will be made aware of resources available for follow-up assistance.
- (8) In the case of an unaided assault (no weapon involved), the recommended minimum length of suspension of a student offender is ten (10) days unless there are mitigating circumstances.
- (9) In the cases of an aided assault (weapon involved), the recommended consequence would be expulsion from school for the remainder of the school semester.

### **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)**

PBIS is founded on the following guiding principles:

- (1) Social and behavioral competence and character are learned in the home, school, and community.
- (2) Prevention is more effective than reaction.
- (3) Teaching positive behavior is more effective than assuming students already have these skills.
- (4) Teaching positive behavior is more effective than punishing negative behavior.
- (5) Effective instruction incorporates research-validated methods that are designed and delivered with a high degree of fidelity over time and across settings.
- (6) Instructional and behavioral decisions are based on data.
- (7) Systemic change produces long-term sustainability and is best undertaken at the local level by members of the school and community.

School staff and students established school wide expectations:

- (1) Be Respectful
- (2) Be Responsible
- (3) Be Safe

The teacher team is responsible for guiding, directing, and monitoring all PBIS activities throughout the school year. These activities may include but are not limited to organizing monthly awards assemblies, management of the positive behavior ticket reward system and store, community service-learning projects, peer teaching, and building positive, professional relationships among staff members. The student team consists of students nominated by their peers through an election process for demonstrating positive behavior at school. These students are role models for exemplary behavior and must demonstrate the expectations outlined on the behavior matrixes. The student team may be responsible for assisting with all awards assemblies, helping with the operations of the PBIS store, creating and maintaining a character pillar of the month bulletin board, promoting staff appreciation, and providing the teacher team with feedback.

The School Wide Information System (SWIS) is an information system used to provide school personnel with accurate, timely, and practical information for making decisions about discipline. All staff members are responsible for collecting ongoing information about discipline events, which in turn are entered into the School Wide Information System. SWIS provides summaries of this information for use in the design of effective behavior support for individual students, groups of students, or the whole student body.

**Elementary School**  
**Getting Along Together (GAT)**

All elementary school teachers have been trained in the Success for All program entitled Getting Along Together or GAT. Getting Along Together is a social skill building and problem-solving curriculum. At the elementary school level, the teachers will be required to teach two lessons a week that set the stage for children to work in cooperative groups as well as solve conflicts with their peers. These lessons are further supported through the yearlong structures of Class Council meetings.

The students are encouraged to follow the Eagle Code

E – Empathy

Understand and share the feelings of others.

A – Attitude

Be positive.

Don't give up.

G – Gratitude

Show appreciation.

Say thank you.

Be kind.

L – Leadership

Lead positively.

Do the right thing.

E – Encouraging

Be supportive.

Give hope to others.

**Edwin Loe Elementary School**  
**Responsible, Respectful, Safe Behavior**

<b>Location</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>*Hold the doors for others</li> <li>*Make sure shoes are clean.</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time.</li> <li>*Hang up coats when appropriate.</li> <li>*Go to your desk.</li> </ul>	<ul style="list-style-type: none"> <li>*Use your walking feet</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>*Be a good listener</li> <li>*Remain seated unless permission to leave is given.</li> <li>*Respect the space of others.</li> <li>*Look at the speaker.</li> </ul>	<ul style="list-style-type: none"> <li>*Listen, watch, and learn.</li> <li>*Use bathrooms before assembly.</li> <li>*Get drinks before assembly</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk, sit in area assigned and face forward.</li> <li>*Stay with your class.</li> <li>*Walk to and from assembly area.</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>*Use an inside voice.</li> <li>*Respect the privacy of others.</li> <li>*Politely wait to use the sink or hand dryers.</li> </ul>	<ul style="list-style-type: none"> <li>*Use toilet and sink appropriately.</li> <li>*Wash hands with soap.</li> <li>*Keep the bathroom clean.</li> <li>*Tell an adult about any problems.</li> <li>*Return to class as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>*Get permission to use the bathroom.</li> <li>*Walk carefully when the floor is wet by the sink.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Listen to and follow directions.</li> <li>*Respect others' space.</li> <li>*Do not laugh at ideas/opinions of others.</li> <li>*Raise your hand and wait to speak.</li> <li>*Keep your head up and look at the person who is speaking.</li> </ul>	<ul style="list-style-type: none"> <li>*Ask for help when needed.</li> <li>*Complete and hand in work by due dates.</li> <li>*Take care of materials.</li> <li>*Come to school ready to learn-get some sleep and proper nourishment.</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk.</li> <li>*Sit appropriately on chairs or in desks.</li> <li>*Use school tools or other items appropriately</li> <li>*Pick up after yourself.</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>*Follow computer class rules.</li> <li>*Use equipment properly.</li> <li>*Use quiet voices.</li> <li>*Wait patiently for help.</li> </ul>	<ul style="list-style-type: none"> <li>*Close all computer programs.</li> <li>*Clean up after yourself,</li> <li>*Ask if you want to print.</li> </ul>	<ul style="list-style-type: none"> <li>*Push in chairs when ready to leave.</li> <li>*Watch out for cords.</li> <li>*Keep food/drink outside of lab.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>*Listen to and follow directions.</li> <li>*Take turns.</li> <li>*Be polite.</li> <li>*Follow food/drink rules.</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of library materials.</li> <li>*Return library materials on time.</li> <li>*Bring pencils to class.</li> <li>*Wait quietly for instructions.</li> <li>*Push chairs under tables.</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk to and from the library.</li> <li>*Keep to your own space.</li> <li>*Sit where directed.</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>*Use an inside voice.</li> <li>*Politely wait in line to be served.</li> <li>*Use good table manners.</li> </ul>	<ul style="list-style-type: none"> <li>*Eat a healthy meal.</li> <li>*Clean up after yourself.</li> <li>*Wait quietly to be excused.</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk.</li> <li>*Use utensils appropriately.</li> <li>*Sit on bench with feet on floor facing table.</li> <li>*Use both hands to carry tray.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>*Share/respect recess equipment.</li> <li>*Use proper language.</li> <li>*Use good sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>*Return equipment after use.</li> <li>*Line up when asked.</li> <li>*Dress appropriately for weather.</li> </ul>	<ul style="list-style-type: none"> <li>*Avoid horseplay.</li> <li>*Stay within fenced area.</li> <li>*Share/respect recess equipment.</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>*Move quietly from one place to another.</li> <li>*Stay to the right.</li> <li>*Keep hands, feet, and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>*Go straight to where you need to be.</li> <li>*Be a good role model for others.</li> <li>*Stay with your class.</li> <li>*Move quietly from one place to another.</li> </ul>	<ul style="list-style-type: none"> <li>*Face forward, keep to the right.</li> <li>*Always walk.</li> <li>*Keep the floor clean.</li> <li>*Hands, feet, objects to self.</li> <li>*Tell an adult if something is spilled.</li> </ul>
<b>School Grounds – Northern Lights</b>	<ul style="list-style-type: none"> <li>*Follow all rules when attending activities.</li> <li>*Practice good sportsmanship when playing other teams.</li> </ul>	<ul style="list-style-type: none"> <li>*Use trash containers for all items that need to be thrown away.</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk in the building.</li> <li>*Hands, feet, objects to self.</li> </ul>
<b>School Buses</b>	<ul style="list-style-type: none"> <li>*Use inside voices.</li> <li>*Listen to directions from driver.</li> <li>*Respect space of others.</li> </ul>	<ul style="list-style-type: none"> <li>*Place trash in appropriate location.</li> <li>*Take care of your own items.</li> </ul>	<ul style="list-style-type: none"> <li>*Hands, feet, objects to self.</li> <li>*Remain in line while bus arrives.</li> <li>*Dress for the weather.</li> <li>*Remain seated as bus moves.</li> </ul>

## **IN-SCHOOL SUSPENSION – ELEMENTARY SCHOOL**

In-school suspension is used for students to regain control of their behavior after the classroom teacher attempts the use of the Getting Along Together program within the classroom setting. If the teacher is not successful utilizing the GAT program, the teacher will refer the student to the office. The principal will meet with the student. After a student is sent to the office, the ISS room will be used for students reflecting on their behavior using the Getting Along Together program, or an age/grade appropriate reflection form or complete academic coursework. Teachers will contact the parents at their first opportunity for discussion on the behaviors that led to the in-school suspension. The in-school suspension monitor also guides their reflection to ensure that it is being done correctly.

## **DETENTION – MIDDLE SCHOOL**

Detention assigned in grades 7-8 will be supervised by the teacher who assigned the detention. Failure to serve the detention will result in further consequences. Students who misuse their freedom or fail to be responsible students while in class or on the school grounds may be placed in detention. Students who are placed in recess detention will lose that privilege. While in the detention room students will have to work quietly while seated at a desk. Students are expected to conduct themselves in a responsible manner. Students who are willfully disobedient or consistently disturbing classes are subject to corrective discipline.

## **DISCIPLINE: EXTRACURRICULAR**

Misconduct at games and school sponsored events will result in removal of the student from the event and/or suspension from future events. The student may be required to sit with parents if allowed to attend future events.

Students involved in extracurricular sports or other activities sponsored by the school are subject to all rules of conduct expected during regular school attendance. Students are also subject to rules of conduct and training rules established by the coaches and advisor.

Students involved as spectators in extracurricular sports or other activities sponsored by the school are subject to all rules of conduct expected during regular school attendance. Students attending as spectators are expected to sit in spectator seating.

- (1) Coaches and advisors are required to ensure that students follow eligibility guidelines to be allowed to participate. Students who have been in detention or suspension or have been assigned detention or suspension for major misconduct in school the day of an extracurricular event will automatically be prohibited from participation in any games or events scheduled during that day. The coach or advisor may suspend, with administrative approval, the student from further involvement for the rest of the season for misconduct or violation of training rules. In such cases, parents will be notified in writing or verbally for the reasons of such action.
- (2) Students who were ineligible in the preceding semester are ineligible for four (4) weeks per class failed during in the next semester. Fall sports will refer to the previous semester for eligibility. (See Athletic Handbook)

## **DUE PROCESS PROCEDURES**

The basic elements of due process will be followed before a student is suspended, expelled, or disciplinary action is taken.

## **ELIGIBILITY: ELEMENTARY**

These eligibility rules apply to all students in grade 5-6, and those clubs whose advisors require it for any other grade level.

### A. Academics

- (1) All students must be in good standing in ALL of their classes.
- (2) Eligibility will be checked on a weekly basis during each season on *Wednesdays after 5:00pm*.

### B. Discipline

- (1) If a student has major infraction, in- or out-of-school suspension during the week, then the student will be ineligible to compete in competitive activities for up to five (5) school days. Saturday will be counted as an ineligible day when there is a scheduled competitive event on that Saturday.
- (2) Students will also be expected to maintain proper conduct at all school sanctioned events whether in New Town or elsewhere. This is to include all levels of activities from elementary to varsity. Failure to comply with this rule will result in the student being ineligible to compete for five (5) continuous school days. Saturday will be counted as an ineligible day when there is a scheduled competitive event on that Saturday. The third infraction for

discipline reasons may result in suspension from the team or other competitive activity.

C. Absences

- (1) Students must be in school all day to compete in the competitive activity, however if a student is absent due to a medical appointment, he/she may participate in an extracurricular activity if proof of the appointment is provided.

**ELIGIBILITY/EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES:**

Students are strongly encouraged to participate in the broad selection of activities offered. A good education includes leadership and special interest development. All eligibility requirements apply. The following are activities that eligibility rules apply to:

Football	Eagle Feather Club	Wrestling	Baseball
Basketball	Speech	Volleyball	Softball
Cheerleading	Band/Choir	STEM Club	Drama
Cross Country	Golf	Chess Club	National Honor Society
Track	Student Council	PBIS	

**NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY REQUIREMENTS**

You are not eligible if you:

- (1) Have not been in classes as many days as you have missed from the opening of the semester.
- (2) Have entered school later than ten (10) days after the opening of the semester.
- (3) Have competed in a sport for eight (8) semesters as a high school student.
- (4) Compete in a similar athletic contest on an out-of-school team during the same sport season.
- (5) Have been enrolled in an institution of higher rank, except as an accelerated student carrying advanced work in addition to three (3) high school subjects.
- (6) Did not earn credits in four (4) subjects the preceding semester.
- (7) Have graduated from a four-year high school or equivalent.
- (8) Have accepted awards other than those having symbolic value and costing less than \$75.00.
- (9) Are twenty (20) years of age or older.
- (10) Are not an amateur or if you have competed under an assumed name.
- (11) Have transferred from another school without a corresponding change of residence by your parents.
- (12) Are in your ninth semester of attendance and have reached your eighteenth birthday.
- (13) Are in your eighth semester and your seventh and eight semesters are not consecutive.
- (14) Do not have a doctor's certificate of physical fitness issued since June of the current year.
- (15) Use or have in your possession tobacco, alcohol, or illegal drugs.
- (16) Did not attend all your classes on the day of the competition.

**NEW TOWN MIDDLE AND HIGH SCHOOL ELIGIBILITY RULES**

Students must pass ALL classes and have no more than 7 absences per class to participate in an extra-curricular activity. Eligibility will be checked on a weekly basis during each season on Wednesdays after 5:00 pm. Refer to the Extracurricular Student Handbook for more details.

**EMERGENCY CLOSING**

When the weather conditions are such that it becomes questionable whether school will open, announcements will be made over the following stations as early as possible:

KXMC-TV	Minot
KMHA-FM	New Town
KMOT-TV	Minot

If it is decided to call off school early:

- (1) Bus students will be sent home on their routes, weather permitting.
- (2) City students will be dismissed.
- (3) The time will be posted on cable channel 11 and announced on local FM radio KMHA and automated call.

We encourage parents of students not on the city bus route to come pick up their children when they hear that we are dismissing early. All students must go directly home. Parents/guardians may receive emergency closing information via e-mail by providing an e-mail address to the school or automated call through if a current telephone number is on file.

Parents/guardians may help in an early dismissal by:

1. Picking up your child. 2. Checking for your child's arrival at home. 3. Notifying the school office promptly if no one is at home to meet your child. The safety of the children is our most important concern and with your cooperation we will take every precaution we can to ensure that the children get home safely.

Extended absences due to blocked roads are not excused.

### **FEES AND FINES**

- (1) There will be no fees for the use of textbooks. Instead, students will be held accountable for the condition of their books at the end of the school year. Books will be issued by number, and students will be responsible for paying for lost or damaged books and equipment.
- (2) Library fines will be assessed for overdue, lost, and/or damaged books.
- (3) All sports equipment, uniforms, band, or music equipment must be returned at the end of the year or sports season. Students will be responsible for paying for lost or damaged items.
- (4) A high school diploma or grade level promotions will not be issued until all financial and/or return obligations are met.
- (5) Students have the option of purchasing class rings, graduation announcements, senior t-shirts, senior jewelry, etc. These items must be paid for before ordering. The school is not responsible for the quality of the product, payment, or collection of fees from an outside vendor.

### **FIELD TRIPS**

There are times when it is possible for students to take a trip during the school year. The school staff and administration will determine the criteria for participation. Activity buses may be provided for events outside of the school district. The buses will be under the supervision of a designated supervisor. Students riding activity buses must:

- (1) Follow directions given by the supervisor and bus driver.
- (2) Arrive on time for both departures to and from an event. If a student misses the bus because he/she fails to meet at the prearranged time and place it will be the parent/guardian responsibility to arrange for the students' transportation home. Students who fail to follow this rule will not be allowed to ride the activity bus to any other activities for the remainder of the school year.
- (3) Return home on the same bus. NO exceptions without parent permission. Students may be excused to ride home with their parents if the parent/guardian talks to the supervisor personally and relieves him or her of the responsibility with a signed permission slip. Arrangements should be made ahead of time.
- (4) Students are not permitted to drive to or from activities. Failure to abide by these rules may result in the student being suspended from riding the activity bus for the rest of the year. Misconduct at an away activity may result in the students being suspended from transportation privileges.

For elementary students on overnight field trips, chaperones are to ensure that students are in their hotel rooms by 9:30 pm and lights out by 10:30 pm. If possible, each room of students should contain one (1) adult. Students must never be left unsupervised.

### **FIRE DRILLS/TORNADO DRILLS**

During a fire drill, or in the event of a fire, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom or student activity area and are to be strictly followed. Routes and evacuation procedures will be reviewed by each classroom teacher.

During a tornado drill, or in the event of a tornado, students are to follow the directions of staff members and the posted tornado drill procedure. These procedures will be reviewed by each classroom teacher. Fire Drills will take place quarterly. Tornado drills will take place once per year.

### **FLAG SONG**

The Flag Song will be played on the 1st day of each week throughout the school year.

### **GRADING**

Report cards will be issued at the end of each nine (9) week grading period. The following are the grading scales used in the district.



Elementary grading:

Standards Based:

4	ADVANCED
3	PROFICIENT
2	BASIC
1	BELOW BASIC

Middle School/High School classes:

100-90%	A	ADVANCED
89-80	B	PROFICIENT
79-70	C	BASIC
69-60	D	BELOW BASIC
59-below	F	FAILURE
	I	INCOMPLETE

### **GUM, CANDY, AND POP**

Students are not allowed to have gum, pop, candy, sunflower seeds in the classroom, lunchroom, on the playground, or on the buses with the exception for high school students during high school open noon. Items of this nature will be confiscated and discarded by the staff.

### **HICKEYS – STUDENT POLICY**

Any student found to be displaying hickeys on the face and/or neck will not be allowed to go on field trips or events representing New Town Public Schools. In the event the student MUST attend, they are required to cover hickeys. Hickeys are a sign of disrespect and should not be displayed when representing our schools.

### **HOME BOUND INSTRUCTION**

Occasionally students have prolonged illnesses or injuries which necessitate prolonged absences. Under some circumstances it may be necessary for the school to provide some weekly instruction in the home to assist the student in completing the assignments sent to the student by the teachers. All arrangements for home bound instruction must be approved in advance by the building principal. Students in the home bound instruction continue to be enrolled as New Town School District students. Students must submit assignments to receive credit for work completed while under home bound instruction. The length of time shall not exceed forty-five (45) school days.

### **HOME SCHOOLING**

In some cases, parents/guardians decide to take on the full responsibility for the education of their children. State Law sets forth guidelines which must be followed by parents who undertake this huge responsibility. The Superintendent is required to assure these requirements are met. Parents must sign a form stating they will meet these requirements. These guidelines and forms must be obtained from the superintendent of the school district in which the child's parents reside. Students in home-based instruction are not enrolled as New Town School District students. The school district may or may not assist the parents/guardians with instructional materials. Students who are home-schooled are required to participate in the North Dakota State Assessment at grades 3-8 and 11.

### **ILLEGAL SUBSTANCES**

The use of illicit drugs and/or the unlawful possession and use of alcohol are not tolerated. Use or possession of narcotics, intoxicating beverages, or tobacco in the school building, on the school grounds, buses, or any location where a school sanctioned event is being held, is always prohibited. It is the responsibility of the school to establish rules and to contact law enforcement regarding drug and alcohol use in the school setting. It is against school policy for any student...

- (1) To sell, deliver, give, or attempt to sell, deliver, or give to any person a controlled substance, alcohol, inhalants, or what the student represents or believes to be a controlled substance.
- (2) To possess, procure, purchase, receive, or to attempt to possess, procure, purchase, or receive such substances or what is represented by, or to the student, to be a controlled substance or what the student believes to be a

controlled substance. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, any type of bag, in a vehicle, or when they own it completely or partially.

- (3) To be under the influence of, to use, to consume, or attempt to use or consume, a controlled substance, inhalants, alcohol, or what is represented by, or to the student to be such a substance. “Influence” in the school setting may include identifiable odor.

Violation of this policy may result in suspension or expulsion. Prohibited substances and/or paraphernalia will be confiscated and will be turned over to law enforcement authorities.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal’s office. The student’s parents/guardians will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the building by school, medical or law enforcement personnel. Students may be taken to the clinic if parents are not available.

Lockers, any bags, and vehicles parked on school property may be searched arising from reasonable suspicion as allowed by law. Drugs, alcohol, paraphernalia, weapons, stolen property, or other contraband items found in such searches may be used as evidence for school discipline and may also be turned over to law enforcement for separate and additional criminal prosecution.

### **ITEMS NOT ALLOWED IN SCHOOL**

Students are not allowed to use skateboards in the school building. These, and similar items, must be left in the office at the beginning of the school day and picked up at the end of the day. This rule applies to the regular school day and all after school activities, regardless of the building where the activity takes place. Failure to comply will result in confiscation of the wheels/skateboards for an undetermined length of time. Laser pens, hacky sacks, and other toys will be confiscated and returned at the end of the day unless it’s a chronic problem. Magnets are prohibited from the school. If passed over a computer screen, the magnet will ruin the computer.

The use, or possession of (but not limited to) any item listed below, is not permitted in the school building. Any such item found in the possession of a student will be confiscated and turned in to the principal and not returned to the student. The list includes:

Fireworks	tobacco/chewing tobacco	water balloons	water pistols	pornographic material
Ammunition	Chains, lighters /matches	vapes	paintball guns	compressed air cleaners

\*\*any objects considered dangerous (stick pins, needles, etc.)

### **ILLNESS**

Guidelines for keeping children home from school:

- (1) Rash - especially with fever or itching.
- (2) Sore Throat - especially with fever or swollen glands in the neck.
- (3) Vomiting
- (4) Common Cold - if coughing, watery eyes are present and child feels/looks miserable, keep him/her home.
- (5) Lice - commonly occurs with school age children. See lice control policy page.
- (6) Your child can return to school 24 hours after treatment for conjunctivitis or pink eye.
- (7) Fever - keep your child home until the fever is gone, appetite, appearance, and behavior are normal.
- (8) Diarrhea
- (9) Impetigo - child may return 24 hours after treatment has begun.
- (10) Chicken pox - Chicken pox is a mandatory reportable condition in North Dakota. If you suspect your child has chicken pox, please report it to the school.
- (11) Tuberculosis
- (12) Contagious illness

### **MEDICATION**

Diagnosis and treatment of illness and the prescribing of drugs or medications are not the responsibility of the school. All medications that are taken in school are to be given to the nurse/health aide at the beginning of the day. Students will be excused from their classes to take the prescribed medicine at the proper time. Students who fail to leave all medication at

the wellness office are in violation of the illegal substances policy.

### **School Medication Program Regulations**

The district shall designate at least one eligible school medication provider in each building to receive all requests to participate in the school medication program. This individual(s) shall be responsible for ensuring that parents/guardians and students are following all applicable components of the district's policy and law on the school medication program before authorizing participation. This includes, but is not limited to:

- (1) Completion by parent/guardian, healthcare provider (if applicable), and student of the Authorization/Parent Consent for School to Provide Medication or Student to Self-Administer Medication form (ACBD-E2)
- (2) Verification that parent/guardian has satisfied all check-in requirements (ACBD-E3)
- (3) Compliance with NDCC 15.1-19-16, if the student will self-administer emergency medication covered by this law (ACBD-E4)

### **INJURIES AND ACCIDENTS AT SCHOOL**

The school will provide only first aid for minor accidents and injuries; any further treatment is the responsibility of the parents. However, when deemed necessary, students who are injured may be taken directly to medical facilities by school personnel. The injured student's parent/guardian and principal will be notified of accidents and injuries when deemed necessary based on the severity of the injury. When the situation warrants, injured students may be transported home by school personnel. In cases where parents/guardians are unavailable, the person listed on emergency record will be called. In cases of extreme or critical injuries, an ambulance will be summoned, and parents/guardians notified. The school carries supplemental accident insurance which covers some but not all expenses. If a student is injured at school or during programmed hours there is coverage available. Insurance forms are in all school offices. Claim forms need to be completed by school officials and parents and mailed with itemized bills to the insurance company. The policy has a deductible and is supplemental if parents/guardians carry medical/health care coverage. The school policy has coverage limitations. In the event of an injury the parent/guardian and school will be held financially liable within the terms of the school policy.

### **INTERNET ACCEPTABLE USE**

Technology is implemented to support teaching and learning. Networks, including the internet, allow society to interact with others using technology. It is the policy of New Town Schools that all technology used to access the network will be used in a responsible, ethical, and legal manner. Failure to do so can end in termination of privileges for the user. Usage of the network is a courtesy and not an entitlement. Since network information is frequently public, staff and students are accountable for their actions. The network is furnished for students and staff to conduct research and to confer with others regarding schoolwork. In order to protect the network from viruses, students may not bring their own devices to school and connect to the school network.

All users will be under the supervision of staff. Use of the network for any illegal, commercial, or promotional activities is strictly prohibited.

#### **A Responsible User Will:**

- (1) Use language that is suitable and courteous
- (2) Send information that will not offend others
- (3) Never disclose personal details regarding any user, such as telephone numbers, addresses, social security numbers or credit cards.
- (4) Never announce or forward other users' personal information unless you have the original author's permission.
- (5) Never tamper with the system, nor modify, delete, or decimate any files or data that is not yours.
- (6) Use the network in a manner that will not disturb the use of the internet by other users, for example: downloading massive files during prime time or forwarding enormous messages by e-mail.
- (7) Not print large numbers of copies or use color copies without permission
- (8) Comply with copyright laws.

A responsible network user must be conscious of:

- (1) Use of the network is a privilege, not a right.
- (2) E-mail is not guaranteed privacy

- (3) Infractions of this policy will result in the probable loss of internet privileges or, where applicable, disciplinary action pursuant to district policies and procedures.
- (4) Use the internet and network for only educational purposes.

### **LIBRARY - ELEMENTARY**

The overall goal of the elementary library is to provide a “learning center” that supports the total school curriculum and assists teachers in providing instruction in the classroom. The general objectives of the library are:

- (1) Teach library skills.
- (2) Help the classroom teachers to instill in the students an appreciation and understanding of literature.
- (3) To provide a well-organized library so that students and teachers can find, and use needed material and equipment.
- (4) To assist students and teachers in locating needed materials and equipment.
- (5) To provide teachers material on award winning books.

Students receive library skills lessons presented by the librarian. The students will also be able to check out books, use the listening centers, or just sit and read. In addition to the scheduled library times each classroom will be able to send two (2) students at a time to the library for book checkout, study, etc. Each classroom will have two (2) library passes that individual student will need to have in their possession to use the library outside regularly scheduled times. Students that do not follow the library rules may lose the special library privileges and are subject to disciplinary action.

### **LIBRARY PROCEDURE**

- (1) Students may check out books for two (2) weeks.
- (2) If the book is not returned on time, the student will be issued the first overdue notice.
- (3) If the book is not returned the following week, the student will be issued the second overdue notice.
- (4) If the book is not returned the third week, it is assumed the book is lost and the parents will be billed for replacement of the book. Students are financially responsible for books and materials checked out in their name not returned.

### **LICE CONTROL POLICY**

Schools provide a focal point for the transmission of all kinds of communicable diseases, including head lice infestation. The presence of lice is not a sign of poor hygiene but only an indication that a person was exposed to lice. The problem is particularly common among children who are inclined to share a variety of articles, such as combs, caps and those who engage in contact sports, roughhousing, and in other activities involving body contact.

The following procedures will be carried out:

- (1) A group of school personnel will be designated to inspect and re-inspect students for lice and nits (eggs).
- (2) All students may be screened at the beginning of the school year, after a school break, or following an outbreak.
- (3) Students found to have head lice will be sent home for treatment.
- (4) Students who are sent home because of head lice must be re-inspected when they return to school. All head lice must be removed before a student may return to school.
- (5) Students with nits may remain in school. The parent/guardian will be contacted so that treatment can be administered.

We encourage parents/guardians to report cases so that the school and other parents/guardians can be alerted to a possible lice outbreak. Parental cooperation will help protect all children. When a case of head lice is identified we will screen all classmates, and all siblings of the case. If head lice infestation persists to be a problem in a family, referrals may be made to Social Services and the Public Health Nurses.

The school is only one link in the chain. Parents/guardians are also very important. By personally checking their child’s hair periodically and reporting any positive findings to the school they will help keep head lice under control. Everyone must cooperate with this problem.

### **LOST AND FOUND**

Students are encouraged to mark all clothing and materials (coats, jackets, shoes, boots, mittens, caps, notebooks, etc.) brought to school whenever possible. This should be done before the items are used and brought to school. Students

should report any lost items to their teacher. Any items not claimed at the end of each semester will be disposed of.  
**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

**LUNCH PERIOD – ELEMENTARY AND MIDDLE SCHOOL**

All Elementary and Middle School students receive a lunch/recess period. The Elementary and Middle school have a closed campus policy. Students may bring a lunch from home if they do not want to eat the school lunch. This lunch must be one which is ready to eat and does not require heating. No pop will be allowed. Eating lunch should be a pleasant experience for all students. To help ensure a pleasant lunchroom the following guidelines will be followed:

- (1) Wait in line quietly
- (2) Eat at assigned table
- (3) Quiet conversation at table
- (4) Use acceptable table manners
- (5) Help clean up your room’s table
- (6) No food taken out of the lunchroom

**LUNCH PERIOD – HIGH SCHOOL**

New Town High School has a closed campus lunch period. Students who are on the honor roll may leave the building at noon if they return for their afternoon class on time. Incoming freshman will not be able to leave the building until the second semester and only if they are on the previous quarter’s honor roll.

**LUNCH PROGRAM**

Breakfast and lunch are offered to all enrolled students at no cost. Adult meal ticket prices are as follows:

- Adult single lunch ticket.....\$4.50
- Adult #20 meal lunch ticket.....\$90.00

**MESSAGES AND GENERAL ANNOUNCEMENTS**

Throughout the day we get many requests to deliver messages to students or to make general announcements. All general announcements are given over the school intercom at times that will not disrupt the school day. All effort must be made by the parents/guardians to see that students are not disturbed during the day for messages. We will not disturb a student unless it is an emergency. Students must know before they leave for school where they are to go after school.

All calls regarding changes for elementary students after school must be made no later than 3:00 pm and on early out days will be 2:00. Any calls made to the school with transportation changes after 3:00 pm means there is no guarantee that their child will make it to the right bus. Your cooperation, early communication, and limited after school changes will help ensure their safety. Last minute changes create confusion for the child and result in him/her being delivered to the wrong place. Please communicate any changes for your child with family members. Student safety is of utmost concern to us. Children taken to the wrong residence in the event of a late change will be returned to the school if they cannot get into their home.

**MONEY AT SCHOOL**

Students are discouraged from bringing money to school however, on occasions it may be necessary for students to bring money to school for field trips etc. Lost or misplaced money is not the responsibility of the school. For elementary students always put money in an envelope with your child’s name on it and indicate the reason you are sending money. Have your child turn their money into their teacher or the office.

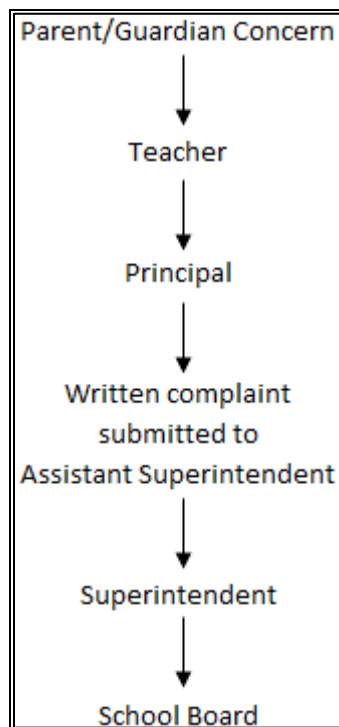
**OUT-OF-TOWN EVENTS**

A student will not be excused from school to attend events except as an active participant in the event. Participants must use the assigned school transportation. The exception is when parents make a request for the student to leave school and ride to the site of the event with the parent/guardian. It is emphasized that students will not be excused from school to drive or ride with other students to the event. A student who does not demonstrate a concern for the reputation of this school will not be allowed to take school trips. Involvement in fighting, verbal confrontations, vandalism, stealing, flagrant disrespect, or other reported misbehavior may result in possible loss of privilege to attendance at future out-of-town events.

## **PARENTAL COMPLAINTS/CONCERN POLICY**

The New Town Public School District Board of Education acknowledges that parents or legal guardians of students will occasionally misunderstand or disagree with the actions of staff members. Issues and concerns will generally attempt to be resolved at the level at which the situation has occurred. While the board members will always be expected to be receptive to assisting constituents in responsible problem solving, the board expects parents or legal guardians to utilize the following procedure.

- (1) When visiting the school all parents, and/or, visitors must stop in the office before seeking out the teacher or staff member with whom the disagreement exists. An administrator must be notified prior to potential meetings and will assist with the initial contact of the appropriate person so as not to interrupt the staff during their teaching or supervisory responsibilities.
- (2) Involved staff members will schedule a meeting to explore the nature of the concern or disagreement. The meeting shall be scheduled not to interfere with the staff member's duties or responsibilities and shall not take place in the presence of students or others except as deemed appropriate by the administration for the resolution of the issue.
- (3) If the parent or legal guardians are not satisfied with the explanation or results of their meeting with the staff member, they may request a meeting with the building principal.
- (4) If a meeting with the principal does not reach an understanding, then the parent/legal guardians/ may request a meeting with the Assistant Superintendent to pursue resolution of the issue. A written complaint should be provided with all pertinent information.
- (5) If a meeting with the Assistant Superintendent does not reach an understanding, then the parent/legal guardians/ may request a meeting with the Superintendent to pursue resolution of the issue. The written complaint and resolution from the Assistant Superintendent will be forwarded to the Superintendent's office.



- (6) If the issue has not been satisfactorily resolved through the above outlined process, the parent/legal guardian may request to be placed on the School Board Agenda to be heard concerning the issue to determine whether school policy has been interpreted incorrectly or if policy needs to be developed to resolve the issue to avoid future concerns.
- (7) Complaints about personnel are to be addressed as per current school board policy.

## **PERSONAL APPEARANCE**

Experience has proven that student's conduct and application to schoolwork is affected to a marked degree by personal appearance. Students who wear inappropriate clothing to school will be required to change, either at school or at home before returning to class.

Students who are neat and clean tend to feel better about themselves and thus do better in school. Inappropriate clothing includes, but is not limited to:

- (1) At the elementary school, hats are not allowed except on hat days. In the MS/HS hats will be allowed for students in the hallways. Hats will only be allowed in classrooms at teacher discretion. No "hoodies" on your head or hoods up on sweatshirts will be allowed to be worn in the building.
- (2) Sunglasses are not allowed.
- (3) Clothing displaying alcohol, drugs, tobacco, weapons, violence, profanity, gang colors, symbols, gang dress, sexual innuendos, or other inappropriate messages are not allowed.
- (4) No shirts baring the midriff, or shirts/blouses that allow under garments to show.
- (5) No chains.
- (6) Shorts & skirts must not be shorter than the tips of your fingers when standing.

Inappropriate clothing will not be allowed in school. If students wear clothing that is not suitable for school, they will be asked to refrain from wearing it in the future and will be asked to turn the T-shirt inside out or the parent/legal guardian may be called to bring in a change of clothing.

## **BACKPACKS, DUFFLE BAGS, BOOK BAGS, COATS, BLANKETS**

For safety and security reasons, backpacks, duffle bags, book bags, blankets, and coats are to be kept in lockers during class time. It will be at the discretion of the classroom teacher whether a student may wear a coat in the classroom.

## **PHYSICAL CONTACT POLICY**

Public displays of affection are distracting and cause discomfort to others. If physical contact goes beyond socially accepted norms, violations will be reported and addressed on an individual basis based on the behavior matrix.

## **PHYSICAL RESTRAINT**

Staff are trained in CPI (Crisis Prevention Intervention). Physical restraint may be used for the following reasons:

- (1) To protect another person from personal attack or imminent threat.
- (2) To remove an unruly student from class or from one part of the building to another.
- (3) To protect the student from doing harm to himself/herself or to others.

## **PLAGIARISM/ACADEMIC DISHONESTY**

Every year, students will be taught about plagiarism and academic dishonesty in classes. At New Town Public School, we believe that students learn best by doing their own reading, writing, test taking, projects, research, and assignments. Accordingly, it is imperative at New Town Public School that we educate students and make our rules regarding academic dishonesty perfectly clear. In plain and simple terms, academic dishonesty is cheating. Cheating, including plagiarism, is the act of taking someone else's work and presenting it as your own, as well as the provision of unauthorized assistance to another student including paying someone else to complete any assignment, test, project, etc. that is graded. A student's intent or lack thereof to cheat and/or commit plagiarism is not a defense to a claim of cheating and/or plagiarism. The consequences of cheating and plagiarism include: 1) write up by the instructor and reported to the administration; 2) communication to parents; 3) the student will receive a zero (0) on the assignment involved and will not be allowed an opportunity to make-up the assignment. All teachers will be required to teach their students about academic dishonesty before any papers or work is due. For more information, see the attached parent/student signature page.

## **PLAYGROUND AND GREEN SPACE RULES**

Goal: All students will be safe and respectful while having fun during recess.

### **General Playground Rules and Expectations**

- Students will play safely on the playground
  - No "underdogs" on the swings
  - No holding on to each other while on the swings

- No “bailing out” of the swings
- Stay back away from the swings while others are swinging
- No standing on the tire swings
- Do not walk up the slide
- Go only one direction on the parallel bars
- Students will show respect for other adults and students.
- Students will follow any directions by staff.
- Students will stay outside unless they have a pass.
- Students will stay away from puddles, mud, ice, and water.
- Students will leave rocks, sticks, and other dangerous objects alone.
- Students will play in playground areas, not near classrooms.
- Students will show pride in their school by keeping the building and grounds free of litter and graffiti.
- Students will take turns on the equipment (example: count to 25 on swings).
- Students will not chew gum or eat candy on the playground.
- Students will leave the following types of objects at home: knives and other unsafe objects, personal stereos, hardballs, etc.
- Students will settle differences peacefully – Peace Path.
- Students will return equipment to the proper place when recess is over.
- When the supervisor blows the whistle, students will walk to their classroom lineups. While waiting in line students will keep their hands and feet to themselves and speak in a quiet voice.

## **Proper Use of Playground Equipment**

### **Swings**

- Take turns using swings.
- Remain seated (no seat drops, no jumping).
- Next student in line counts to 50 (where one swing back-and-forth equals 1).
- Get in line behind a different person when your turn is over.
- Always swing straight.
- Do not hold on to other swings.
- Do not throw swings over the bar to shorten the chains.
- If swings have been thrown over, ask an adult to return them to their place.

### **Tire Swing**

- Do not stand on the tire swing.

### **Slide**

- Sit in the center of the slide and only come down seated with feet first.
- Use only the ladder to reach the top of the slide.
- Only one person at a time is allowed on the ladder and the slide.
- Do not put rocks on the slide.

### **Jungle Gym**

- Use this equipment for climbing only.
- Do not jump off the jungle gym.

### **Horizontal Ladder**

- If you let go of the ladder, go back to the end of the line.
- After reaching the opposite end, climb down, and go back to the end of the line.

### **Horizontal Bars**

- Stand in lines taking turns using the bars for sitting, hanging, spinning, and doing pull-ups.
- No “Cherry Drops” allowed (dismounting from knees without use of hands).



## Consequences

- (1) 1st warning – verbal
- (2) 2nd warning - posted at the wall/fence
- (3) 3rd warning - written referral, consequences may include, but are not limited to, loss of recess

## **POWER OF ICU**

The Power of ICU program was implemented to reduce the number of students that fail classes. Any student placed on the ICU list due to missing assignments will be highly encouraged to attend after school, noon ICU, and when available—Saturday Academy opportunities. This is a joint effort of the district and the parents to work together for the success of all students.

All assignments are expected to be completed with quality. Quality is defined as C quality or better. Any graded assignment not completed with quality will be added to the list until the assignment is completed with quality. Students are encouraged to strive for excellence to get the highest grade possible (i.e., A). Students will only have to retake portions of test assessed by the standard in which they were not proficient. Reteaching will occur prior to the re-assessment. College-prep and dual credit classes (Problems of Democracy, Pre-Calculus, Composition, Calculus) will only allow one retake per class.

Retakes will be limited for students in grades 9-12 based on grade level. Students in the 9th grade will only be allowed 3 retakes, 10th grade will only be allowed 2 retakes, and 11th and 12th grade will only be allowed 1 retake. Teachers will state this in their syllabus, so parents and students are aware of the retake policy and procedure for each course.

**ICU Lists:** Each teacher will report to the students on a weekly basis of assignments a student has neglected to complete and their current grade. Every adult in the building will have access to the ICU list and serve as a “lifeguard” to make sure the student knows when and where help is available. This help consists of noon, after school, and Saturday Academy tutoring so the student has every opportunity to complete their work in a timely manner. Students and parents need to understand that the ICU list is not a punishment, but rather a “to do list” of missing assignments that need to be completed for student success. Teachers are responsible to keep their ICU lists updated and current. In addition, attachments will be made available, if possible, for student use.

### **ICU List Access**

When a student is placed on the ICU list, parents/guardians will receive an email and a text message notifying them of the missing assignment and the name of the teacher for which the assignment is due. Parents/guardians then have the option of contacting the instructor for more information. In addition, all students in grades 7-12 have their own login to access their ICU list of missing assignments and attachments of the missing material when possible.

**Seniors will not be allowed to participate in the graduation ceremonies if they are on ICU at the end of the school year. All assignments must be completed by 4:00 pm the Thursday prior to graduation to allow instructors ample time to grade the missing assignments.**

1. For grades 3 - 8, the ICU list will roll over until the end of summer school. Any uncompleted assignments at the end of summer school will be archived by the administration.
2. For grades 9-12, all assignments will be archived immediately at the end of the semester after the semester grades are stored. Once grades are stored, the grade is final and cannot be changed.

## **ICU TUTORING EXPECTATIONS**

### Noon ICU Attendance

1. Students needs to be signed in no later than 5 minutes after 4<sup>th</sup> hour dismisses.
2. Students must turn in their cell phones when they sign in. If a student is caught using a cell phone, no hours will be awarded.
3. Students must be working on assignments listed on ICU, or homework that needs to be completed. If not, no hours will be awarded.
4. If a student does not have anything listed on ICU, or have homework to complete, they must be reading. If not, no hours will be awarded.
5. No student will be allowed to leave noon ICU other than to the restroom. Student will then have 3 minutes to return. If not, no hours will be awarded. Only one student will be checked out to the restroom at a time.
6. Students will not be allowed to leave noon ICU until the lunch period ends.

### After School ICU Attendance

1. Students must turn in their cell phones when they sign in. If a student is caught using a cell phone, no hours will be awarded.

2. Students must be working on assignments listed on ICU, or homework that needs to be completed. If not, no hours will be awarded.
3. If a student does not have anything listed on ICU, or have homework to complete, they must be reading. If not, no hours will be awarded.
4. If a student needs to leave ICU for any reason, they must sign out with the tutor. When the student returns, they must sign back in with the tutor. If the student is gone for more than 10 minutes, no credit for hours will be given.

#### Saturday and Academy Attendance

1. Students must turn in their cell phones when they sign in. If a student is caught using a cell phone, no hours will be awarded.
2. Students must be working on assignments listed on ICU, or homework that needs to be completed. If not, no hours will be awarded.
3. If a student does not have anything listed on ICU, or have homework to complete, they must be reading. If not, no hours will be awarded.
4. Students get 30 minutes for lunch. If the student is not back within 30 minutes, the student is signed out from ICU at the time they left for lunch.

#### **RETENTION: Grades K - 6**

The decision for promotion or retention of a student in grades 3-6 will be the responsibility of the educational personnel serving the student. K-2 students will need to have passed grade level entrance exam(s). All decisions to retain students in their present grade level will be based on the principle, "What is best for the student?" The principal has the final authority for determining promotion or retention.

The following timeline will be followed for Student Retention Procedures:

- (1) Student is referred to BLST meeting when concerns arise.
- (2) Parents are notified of contemplated retention.
- (3) Meeting held to review progress of the student.
- (4) Retention letter sent to parents in April /May.
- (5) Parent meeting held in May to review final decision.

Students who are retained may have an opportunity to be promoted to another grade if they attend an after-school program, Saturday Academy, and summer school and gain the skills necessary to be successful in the next grade level.

Parents who do not respond to verbal and/or written communication regarding retention of their student will be notified of the final recommendation.

#### **SCHEDULING NON-SCHOOL RELATED EVENTS**

No events will be scheduled unless sufficient adult supervision is verified. All events must be scheduled a minimum of two (2) weeks in advance and cleared with the athletic director, and/or building principal. Scheduling of the High School facility must be arranged through the athletic director with deposits required for use of the facility by for profit entities. School activities will be given priority.

#### **SPORTSMANSHIP CODE FOR ALL NEW TOWN SPECTATORS**

*See Extracurricular Student Handbook*

#### **SEARCH AND SEIZURE**

Desks and lockers are assigned to students for their use, but the school retains ownership of them. **As such, they are subject to inspection at any time by school officials.** Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to the appropriate non-school agencies at the discretion of the administration. Any evidence or suspicion of contraband may result in the search any bags or backpacks along desks and/or lockers.

#### **LOCKERS/LOCKER SEARCHES**

New Town school District assumes no responsibility for lost or stolen items.

- (1) The New Town School District issues hallway lockers for storing hats, coats, cell phones, books, and supplies. Please do not keep valuables in your lockers. Avoid bringing such items to school at all unless necessary.

LOCKERS MAY NOT BE USED TO CONCEAL WEAPONS AND/OR ILLEGAL SUBSTANCES. No writing or putting stickers on the lockers.

- (2) 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 to protect the health, safety, and welfare of all students enrolled.
- (3) When the administration has a *reasonable suspicion* that one or more lockers may contain objects or substances in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled, the administration may initiate a search of those lockers.
- (4) In such a case, the administrator should be accompanied by at least one other adult person.
- (5) Periodic visits by certified personnel who handle trained dogs to seek out illegal substances have been approved by the board. Lockers, book bags, and vehicles parked on school property may be searched arising from such dog searches or other causes for reasonable suspicion as allowed by law. Drugs, alcohol, paraphernalia, weapons, stolen property, or other contraband items found in such searches may be used as evidence for school discipline and may also be turned over to law enforcement for separate and additional criminal prosecution.
- (6) The school is not responsible for items that are left in hall or gym lockers. At the high school it is recommended that lockers be kept locked. If a lock does not work properly, report it at once to the office so that repairs can be made, or a replacement locker issued.
- (7) Any items that are left in hall or gym lockers at the end of the school year will be discarded.
- (8) Students are responsible for cleaning lockers on a periodic basis, at the end of year, or when exiting.
- (9) When school officials have a reasonable suspicion that contraband is hidden in a student's locker or on a person, they may act upon that suspicion and search the locker or student. If a student is asked to empty pockets, witnesses will be present. Any illegal or inappropriate materials that are found may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.
- (10) Do not share lockers or locker combinations. Students are responsible for the contents of their locker regardless of the ownership of the item.

### **STUDENT RECORDS**

A cumulative record shall be maintained for each active student. These records shall contain only verified information of recognized importance and may be used for the benefit or welfare of the student. It shall be directly accessible only to the professional staff, the student, and his/her parent/guardian. No information contained in the cumulative folder may be divulged except:

- (1) With the written consent of the parents, legal guardian, or the student; if over eighteen (18) years of age. The consent must specify which records are to be sent and to whom.
- (2) In compliance with a judicial order.
- (3) No OFFICIAL TRANSCRIPT stating a graduation confirmation will be given to a student until the student has officially graduated.

Students eighteen (18) years or older, or parents or legal guardians of younger students have the right to challenge the contents of school records if they believe the records are inaccurate, misleading, or in any way violate the student's rights. Any information removed from a student's files must be replaced with an explanation including the source of the information, the reason for removal, the disposition of the removed material, the name and title of the person removing the material and the date of the removal.

### **SURVEILLANCE CAMERAS**

Surveillance cameras have been installed in the hallways, office, and classrooms to help maintain a safe and orderly learning environment. Note: Video tapes and observations obtained through these cameras may be turned over to law enforcement for uses permitted by law. The cameras in the halls, offices, buses, and classrooms are in a public facility where students have no reasonable expectation of privacy. Due to FERPA protections video will not be viewed or released to parents, and/or guardians by the school district.

### **TELEPHONE**

A telephone is in the office for student use. Phone calls will be limited to school related matters or illness and do not include matters such as "play time" after school. Abuse of phone privileges may result in requiring administrative approval for all future phone calls. Students will not be called out of class for incoming calls.

## **VISITOR POLICY**

Parents are encouraged to visit school at any time. For the safety of students and staff, anyone visiting the school for any reason must enter through the main doors and stop in the office, no one will be permitted past the office without a prior appointment. All bags/backpacks may be subject to search. A door system has been installed in all buildings to alert office personnel of any visitor who wants to gain access to the building. Parents/legal guardians are asked to not send younger brothers, sisters, or other children to school to visit. We have no facilities to handle visiting children, and their presence tends to be disruptive. Parents are asked to call ahead of time to schedule an appointment with the teacher, so classes are not disrupted unexpectedly. If a parent abuses this policy, measures will be put into place to limit their access to the building for student and staff safety. Any parent who violates ND Century Code 15.1-06-16. Disturbance of a public school will be subject to charges being filed through local law enforcement agencies. It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session.
2. Willfully interfere with or interrupt the proper order of management of a public school.  
by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

The first offense of verbal abuse towards any staff member will result in a 9-week suspension from coming to the school for any reason without a prior appointment and an escort on and off school grounds. A second offense will result in an 18-week suspension. A third offense will result in suspension for the rest of the year. Any physical offense towards a staff member will result in charges filed for assault and a suspension from the school, including school activities in the evenings or on the weekends, for the remainder of the school year.

## **WINTER WEATHER-ELEMENTARY AND MIDDLE SCHOOL**

Parents should check to see that their child is dressed properly for the weather conditions. It is important for children to go outside and get some fresh air during the day. Students not properly dressed (i.e., coats, gloves, hats, etc.) may be required to call home to have these items brought to the school. We prefer each student to have 20-30 minutes of outside activity each day. Students will not have to wait outside or be sent out if it is raining or extremely cold. Students will be kept inside if the combined temperature and wind chill reaches 0 or below.

## **MIDDLE AND HIGH SCHOOL SECTION**

### **BUILDING AREAS**

The middle school area of the building is separate from the high school area. Middle school students should not be in the high school area unless a teacher accompanies them. High school students are not allowed in the middle school area. One exception to this rule will be made when middle school/high school students must proceed to a class or the library via the high school hallway. Students may not be behind the counter in either high school or middle school office area without permission.

### **CORRESPONDENCE COURSES/FEEES – HIGH SCHOOL**

In most cases, the school district is not financially responsible for students who participate in correspondence courses taken through the Center for Distance Education. Schedules are generally prepared so that freshmen, sophomores, juniors, and seniors will be able to take the classes they will need to be on target for graduation within the normal four (4) year time frame. Students who are unable to schedule classes they need to graduate within the time frame due to failure of required classes and/or due to poor attendance, are generally responsible to pay for credits obtained from any school approved alternative source of credits. Such exceptions will be based on unavailable classes which should normally have been available in a four (4) year completion plan, including cases where a transfer student from another school district is unable to take a credit through no fault of their own. Payments for correspondence courses will only be made by the school with the advance approval of the Superintendent.

### **CREDIT RECOVERY – HIGH SCHOOL**

The credit recovery classes are designed to allow students who have failed any classes to make up concepts instead of repeating entire classes. Students who receive a semester grade between 40-58% and have reached an age of sixteen (16) or older are eligible to participate in credit recovery classes. Classes eligible for credit recovery are required classes needed for graduation (i.e., English classes, math classes, science classes, and social studies classes). If the students do not actively work in credit recovery, they will receive a failing grade and be placed on the ineligibility list. Odysseyware is

used by regular education students. Credit recovery is a semester long class. If a class is finished before the semester ends, the student will still be required to attend the class and the class will turn into a study hall period for the student. The ten (10) day rule for attendance still applies for credit recovery classes. If a student is dropped mid-semester from a class and placed in credit recovery, the student will receive an “F” for the class the student was dropped from. Credit recovery is approved by the principal or high school guidance counselor. Seniors are under the direct supervision of administration and situations may arise that warrant exceptions to these guidelines to get the student to graduate. Credit Recovery fees: A student who fails a class and chooses a Credit Recovery option will be assessed a fee of \$50 for each ½ credit of course work. The options include Odysseyware, or paper curriculum or any other credit recovery option. The fee will not apply to students enrolled in the alternative program.

### **DRIVING POLICY**

Students who hold a valid North Dakota driver’s license may drive personal vehicles to school. No recreational vehicles are allowed on school property. Students who are too young to have a license will be reported to police if they are seen driving to school. Students may be required to show proof of a valid driver’s license. Any student parking or driving on school property must have insurance, as specified under state law. Students who drive recklessly or in any way jeopardize the safety of others in or around the vehicle will be reported to the police. Students will park in designated areas only.

### **CREDIT ENROLLMENT REQUIREMENTS**

All students in grades 9, 10, and 11 must enroll in at least seven (7) class periods per semester. Senior students who are on schedule to graduate and in good standing may enroll in only five (5) class periods. A senior in good standing is a senior who started the school year as a senior and will be graduating that spring. Dual credit classes may be considered as two (2) classes.

### **DUAL CREDIT**

New Town High School offers Dual Credit college classes that also award credit toward high school graduation. For eligibility requirements, adherence to both High School and College schedules, and financial obligations for failure to comply, see the Dual Credit signature page that is found at the end of the handbook.

### **5<sup>th</sup> Year High School Students**

The goal is to increase the number of 5<sup>th</sup> year high school students, who have enough high school credits and can complete course requirements in one (1) additional year, earn a high school diploma.

A student must meet the following criteria:

- (1) The student must be between the ages of 17 and 19.
- (2) The student must have completed four (4) years of high school.
- (3) The student must have at least fourteen (14) high school credits.
- (4) The student must be willing to work hard and comply with all high school rules and regulations as listed in the New Town Student Handbook and New Town School Board Policies.

Students who meet all the above criteria may be allowed to take four (4) classes instead of the required seven (7) to meet graduation requirements. A combination of online classes and traditional classes will be scheduled.

The school counselor will confer with the student, complete a credit check, and develop a Plan of Study. The Plan of Study will be presented to the high school principal for approval. The student may begin only after agreeing to and signing the approved plan of study.

### **GRADUATION REQUIREMENTS – HIGH SCHOOL**

Graduation requirements are established in keeping with the North Dakota law and set by the New Town School Board. Students will need 22 credits for graduation.

Credits/	Grade Level
1.0-5.5	Freshmen
5.6-10.5	Sophomore
10.6-15.5	Junior
15.6+	Senior

## Required Classes for Graduation

Students must pass each level of English to advance to the next.

ENGLISH *		4 credits
	English 1	1 credits
	English 2	1 credits
	English Elective	2 credits

\*Students who are planning to attend a four-year university must have English 1, English 2, English 3, and English 4 to be eligible for university enrollment. English 3 and English 4 will continue to be offered.

SOCIAL STUDIES *		3 credits
1 credit from any approved social studies course including but not limited to: Civics (1/2), Geography (1/2), North Dakota Studies (1/2), World History (1), Tribal Studies (1/2)		
	U.S. History	1 credit
	Problems of Democracy	1 credit or combination of Government (1/2) & Economics (1/2)

SCIENCE *		3 credits
	Physical Science	1 credit
	Biology	1 credit
	Science Elective	1 credit

\*It is recommended that students who are planning to attend a four-year university should take Chemistry.

MATH *		3 credits
--------	--	-----------

\*It is recommended that students who are planning to attend a four-year university should take Algebra 1, Geometry, Algebra 2 and an advanced Math class.

FOREIGN LANGUAGES, NATIVE AMERICAN LANGUAGES, FINE ARTS, AND CAREER & TECHNICAL EDUCATION COURSES		*3 credits
---	--	------------

\*Students who want to qualify for the \$6,000 academic scholarship from the state need to complete at least 2 years of the SAME foreign language or Native American language.

\*Students are required to take financial literacy their senior year, and one full year of computer science sometime in their high school career.

PHYSICAL EDUCATION OR PHYSICAL EDUCATION HEALTH COMBINATION		*1 credit
---	--	-----------

ELECTIVES		*5 credits
-----------	--	------------

Dual credit courses may be offered to sophomores, juniors, and seniors. Administration will make all recommendations for dual credit in consultation with parents and/or student.

For purposes of designation of student honors and for college admission information, the end of third quarter of the senior year will serve as the cut-off date for computation of class rank. Any senior failing a class at the time of the computation of the grades will not be considered an honor student regardless of their current GPA.

In order to participate in graduation ceremonies, students must have all coursework submitted and graded by 5 pm of the last day of school to participate in graduation ceremonies.

The class valedictorian must attend New Town High School for six (6) consecutive semesters. The class salutatorian must attend for four (4) consecutive semesters. A student who is home schooled, home-bound, or only taking classes through

correspondence is not eligible for valedictorian or salutatorian. Full time (five or more periods) physical attendance is required for these honors.

Participation in Dual Credit classes falls under the rules and regulations of the Higher Education Institutions. When incidents occur and are reported to the High School required disciplinary action will take place. Students who fail or drop any dual credit class will not be eligible for any future dual credit class. A student who drops a class after the first ten (10) days of the semester will receive an F on their high school transcript. Any student who fails, withdraws, or drops a dual credit class that the school has already paid for, will be required to pay back the tuition costs to the school district.

## **New Town High School Class Progression Chart**

### **9<sup>th</sup> Grade**

English 9 (1 Credit) and/or Developmental Reading (1 Credit)  
Biology (1 Credit)  
ND Studies (1/2 Credit)  
Area Studies (1/2 Credit)  
Math—Math Intervention (1 Credit) or Pre-Algebra (1 Credit) or Algebra I (1 Credit) or  
Geometry (1 Credit)  
PE (1/2 Credit)  
Health (1/2 Credit)  
Electives (2 Credits)

### **10<sup>th</sup> Grade**

English 10 (1 Credit) and/or Developmental Reading (1 Credit)  
Physical Science (1 Credit)  
Math—Math Intervention (1 Credit) or Pre-Algebra (1 Credit) or Algebra I (1 Credit) or  
Geometry (1 Credit) or Algebra II (1 Credit)  
CTE—Computer Science (1 Credit)  
Electives (3.5 Credits)--must include Sophomore Seminar (1/2 credit)

### **11<sup>th</sup> Grade**

English 11 (1 Credit) and/or English Elective (1 Credit)  
Science Elective (1 Credit)  
Math—Math Intervention (1 Credit) or Pre-Algebra (1 Credit) or Algebra I (1 Credit) or  
Geometry (1 Credit) or Algebra II (1 Credit) or Pre-Calculus (1 Credit) or  
College Algebra (1 Credit)  
U.S History (1 Credit)  
Electives (3 Credits)

### **12<sup>th</sup> Grade**

English 12 (1 Credit) and/or English Elective (1 Credit)  
Math—Math Intervention (1 Credit) or Pre-Algebra (1 Credit) or Algebra I (1 Credit) or  
Geometry (1 Credit) or Algebra II (1 Credit) or Pre-Calculus (1 Credit) or  
Calculus (1 Credit) or College Algebra (1 Credit) or Calculus (1 Credit)  
Problems of Democracy (1 Credit) or American Government (1/2 Credit) and Economics (1/2  
Credit)  
CTE—Financial Literacy (1/2 credit)  
Electives (2 to 4 Credits depending on Senior Class Privileges)—must include Senior Seminar (1/2 credit)

## **8<sup>TH</sup> GRADE GRADUATION CEREMONY**

To be eligible for promotion, students must demonstrate proficiency in core classes by earning a passing grade according to New Town Public School proficiency standards. Students with 28 or more absences in any of their classes will not participate.

## **HOMECOMING CANDIDATES & ROYALTY COURTS**

Homecoming candidates for king and queen will be selected by the senior class. They must be seniors, meet NTHS eligibility requirements, and have no suspensions or unexcused absences during that term. All candidates for royalty (i.e., Homecoming, Winterfest, prom, etc.) must be on grade level with their peer group when they entered ninth grade. If they are not on grade level, they cannot be a candidate.

## **PASSES**

Passes are a privilege and are given out at the discretion of the teacher. Students must be signed out from their class as and have a written pass whenever they are out of their assigned classroom. Abuse of pass privileges may result in loss of privileges or other consequences deemed appropriate.

## **PEP RALLIES**

The Superintendent will approve all pep rallies. To avoid the most loss of school time and still recognize excellent student achievement and promote school spirit, pep rallies will be scheduled through the building administrator(s) in consultation with coaches and the athletic director. The times will be geared toward right before lunch or right before the end of school. The occasions will include such significant events as qualifying for region and/or state competition or other significant events as the administration may approve.

## **PROM**

1. All NTHS Sophomores, Juniors, and Seniors are eligible to attend prom. Grade status is based on credits earned rather than number of years of attendance. Students must be passing all their classes in order to attend.
2. No freshmen from this or any other school may attend.
3. No invited guest may be a drop out of New Town High School unless a GED has been obtained.
4. Guest dates from other schools must be approved by the administration one week before the event.
5. Students who have been in suspension or skipped classes that day will not be allowed to attend.
6. Only junior class members that are eligible—in academics and attendance—who have participated in required class activities may decorate during class hours.
7. Juniors must also complete the required number of times selling class concessions to be eligible to decorate or to attend prom.
8. No one who reaches the age of twenty (20) will be allowed to participate in prom unless that student has an active IEP where the age limit is twenty-one (21).
9. No one suspected of being under the influence of illegal substances will be admitted.
10. Anyone attending the prom may be subject to random alcohol breathalyzers as conducted by school administration &/or law enforcement.
11. Special eligibility will be run at 9:00 pm on the Thursday before prom. This includes attendance eligibility. Students are responsible to make up their attendance in a timely manner to be eligible. Extended hours may be available at the administrative discretion but not after 9:00 pm during the week before prom but not after the Thursday deadline.
12. All students must have their attendance be at or under seven (7) absences in all classes or the student will be ineligible to attend prom.
13. Any alternative education student who wishes to attend prom must meet the same eligibility requirements as a regular education student.
14. The school is not responsible for contacting parents should a student be deemed ineligible for prom. Parents always have access to the Parent Portal on PowerSchool and can check student grades and attendance. The parent can also contact the school if they have concerns about a student's eligibility. The school is not responsible for lost costs associated with prom should a student not be eligible to participate.
15. Parents must sign a prom permission slip with the building principal prior to a student signing up for prom. This permission slip must be signed at least a week before the event. A student may not sign up without this slip being signed prior.



## **SEMESTER TESTS – HIGH SCHOOL**

All high school students are required to take semester tests. Failure to take the semester exam will have a negative impact on your semester and final grades. Students will be exempt from any two (2) exams of their choice if they have no unexcused absences, no more than four (4) excused absences, four (4) tardies, and maintained a 3.0 average in the semester. Students who have maintained a 3.5 average with the same attendance criteria will be exempt from any four (4) exams of their choice. Earned exemptions will be honored by all teachers. Students who are exempt from the semester test but choose to take the test for practice, will not have their grade negatively impacted by the exam results. Students who receive at least a proficient score on the ND State Assessment will earn up to three (3) semester test exemptions per year in classes they are passing each semester. Test exemptions are a reward and not a right, nor is taking finals a punishment.

### **Finals**

Students will be excused from school for the period of up to five (5) school days due to the death of an immediate family member. If those days up to five (5) fall during semester finals, students will be given an extension of up to five (5) days and can take the finals upon their return.

Semester tests will be given the last week of school, that means if school ends on a Friday, the tests will be given Monday and Tuesday of that week at the earliest. All high school classes must administer a comprehensive final test each semester.

Finals are not to be administered before finals week as school is in session until the last day of a semester and the integrity of the exam would be in question. Requests to take their finals early cannot be honored as school is still in session until the last day of the semester.

Students who wish to retake a final exam must do so before the last day of the semester and may only be granted one retake attempt. If their final exam is a project or performance, no retake will be allowed.

The second semester final exam for band class will be a performance at graduation. This performance is mandatory since it is worth 20% of a student's grade. Not performing at graduation would negatively impact the student's grade for the semester. A parent may request that their student be excused from this performance and given an alternative assignment of a 10-page typed music report in lieu of the band performance if there are extenuating circumstances that prevent the student from participating in the graduation performance. This must be done in writing at least 2 weeks before the last day of school. The administration team reserves the right to approve or deny this request at their discretion. The alternative assignment must be completed by the end of semester tests. If it is not submitted or is submitted late, the grade will remain a zero.



**New Town Public School District#1  
P.O. Box 700  
New Town, North Dakota 58763**

**New Town Public School District #1  
Student Acceptable Use Policy**



As the parent or guardian of this student, I have read the New Town Public School District #1 Acceptable Use Policy for technology provided in the Parent/Student Handbook. I understand this access is designed for educational purposes; however, I also recognize it is impossible for PROVIDER or NTPS to restrict access to all controversial materials. I will not hold NTPS responsible for materials acquired by my child on the internet or network. I hereby give permission for my child to have access to technology and the Internet.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**\*\*\*SIGN AND RETURN TO SCHOOL\*\*\***

**Please sign and return to your child's teacher. If you have more than one student in school please sign for each child.**

\*\*\*\*\*

I have received and read a copy of the 2023-2024 NTPS Student/Parent Handbook.

Parent's Name \_\_\_\_\_ Student \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

I have received and read a copy of the 2023-2024 NTPS Student/Parent Handbook.

Parent's Name \_\_\_\_\_ Student \_\_\_\_\_

Date \_\_\_\_\_

**New Town Public School District#1  
P.O. Box 700  
New Town, North Dakota 58763**



## Dual Credit

New Town High School offers Dual Credit college classes that also award credit toward high school graduation. Students are allowed to enroll free of charge if they maintain a 2.75 grade point average and follow the policies specified.

Students and parents/guardians must be aware of these policies BEFORE they enroll for classes.

1. Taking a dual credit class is a privilege and not a right.
2. Parents/guardians must sign a NTHS Dual Enrollment Policy document acknowledging specific rules the students must follow to be a part of the program.
3. ICU rules DO NOT apply for dual credit classes—the college rules and standards for work will be followed. Students and parents must understand late work may be given a zero by college instructors and their grade will be affected in a negative way.
4. Dual credit classes count towards eligibility for sports and activities. If a student is failing a dual credit class, they will be deemed ineligible for sports and activities until that grade is passing.
5. NTHS will follow the college calendar for attendance and any vacations. Students and parents need to understand vacation breaks may be different and deadlines as such as specified by the college will need to be followed.
6. Any student that drops a class after the college drop date will be responsible for the college tuition paid by the district along with any other fees that have been billed to the school. Students may not be allowed to take another dual credit class after dropping a class or after receiving a failing grade. A withdrawal is a drop. Grades for high school classes will be recorded as an “F” for the student if they drop or withdraw from a dual credit class. Students that owe money to the school will not be allowed to take another dual credit class until those fees have been paid in full.
7. Parents that have concerns about a dual credit class need to contact the college instructor and not NTHS as high school policies do not pertain to college classes. Parents need to understand college instructors have full schedules and may not be able to respond as quickly as teachers do in high school.
8. NTHS may insist that parents/guardians attend a mandatory meeting before registration is complete so that they understand all policies.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



## New Town High School Plagiarism

### Students and Parents:

We at New Town High School are serious about holding students accountable for Plagiarism/Academic Dishonesty.

### Just what is plagiarism/Academic Dishonesty?

Plagiarism is when a student uses information, ideas, opinions or language from an original author without giving that author appropriate credit. Plagiarism is dishonest and takes advantage of the original author's intellectual property. Student writers are often confused to what should be cited when they prepare research or written reports of any kind. In addition to direct quotations, paraphrases and summaries of information not formerly known to the write must also be cited. There are certain exceptions to these rules if the information is termed general knowledge, information that is widely known and stated in a number of sources. Quite often this can be difficult to understand so the student should always follow the rule, "When in doubt, always cite." All teachers that assign research papers have agreed to teach a lesson on the consequences of Plagiarism/Academic Dishonesty so that all students understand our policy.

### Avoiding Plagiarism/Academic Dishonesty

We feel that at New Town High School credit for an author's work should be given in the correct format. This means that all works including reports, PowerPoint presentations, brochures, posters, etc., must have citations in MLA format. All teachers are highly encouraged to explain this format early in the school year and request its use in all written material (including grading rubrics) that goes back to students before a report is started.

When citing a source verbatim, you must use the exact words, punctuation, quotation marks, and page numbers in your citation. However, using large amounts of quoted text is also not appropriate. When paraphrasing ideas from a source use language in your own words. You must also cite the sources in the required format.

### Allowable Sources of Information

Students are not to use sites such as Wikipedia, About.com, ChaCha, InfoPlease, Buzzie, AI or other like sources to create papers or to research topics of cited sources without the permission of your teacher. Many teachers use online sites to check for plagiarism, so it's best to ask your teacher if they would look at your paper or run it through well respected plagiarism filters before the paper is submitted.

### Copyright Violations

Music, images, and pictures from Internet sources also have specific citation and copyright rules. Information and graphics that have been accessed through the internet in an electronic format must be cited and giving credit to the original source as it is intellectual property.

### Student Consequences for Plagiarism/Academic Dishonesty

As stated, students that have questionable papers are asked to work with their teachers as there are several online sites that will check your work for plagiarism. However, once you submit your paper and it is found to be plagiarized, you will receive a zero for your assignment, with no opportunity to re-do. Most work that teachers send back to students for plagiarism is not a one- or two-line lack of a citation, it is 100% copied paper done to get out of an assignment without doing almost any real work. Words are used that even the student never uses or understands.

### Plagiarism/Academic Dishonesty Code of Integrity Agreement

The parent, students, and teachers' signature on this document declares that both have read and understand our policy on Plagiarism/Academic Dishonesty and accept the consequences that will result if the student chooses to violate this policy.

---

Plagiarism/Academic Dishonesty Conduct Agreement

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

Student's Signature \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

By signing the document, the teacher verifies that Plagiarism/Academic Dishonesty training has been given to the student so that they understand what it means and the consequences for breaking this policy.