

**Edmore Public School
Student Handbook
2017-2018**

Contents

FORWARD.....	4
PHILOSOPHY AND OBJECTIVES	5
IMMUNIZATION LAW	5
NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION	5
EDMORE HIGH SCHOOL DAILY SCHEDULE	6
SUBJECTS OFFERED BY EDMORE HIGH SCHOOL	6
ELECTIVES	7
GRADUATION REQUIREMENTS	7
EARLY GRADUATION.....	9
PROCEDURE FOR EARLY GRADUATION	9
SAMPLE PETITION FOR EARLY GRADUATION	10
COLLEGE ENTRANCE TESTING	11
GRADING AND REPORT FORMS.....	11
FAILURES AND INCOMPLETES	12
TRANSCRIPTS	13
CORRESPONDENCE WORK	13
TRANSFER	13
STUDENT ATTENDANCE	14
MAKE-UP WORK	16
EARLY DISMISSAL SLIPS.....	16
PERMISSION TO LEAVE SCHOOL	17
STUDENT DISCIPLINE.....	17
SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES	18
ENROLLMENT OF SUSPENDED STUDENTS.....	18
DUE PROCESS PROCEDURE	18
HARASSMENT	19
BULLYING POLICY.....	19
NOTIFICATION OF RIGHTS UNDER FERPA.....	23
STUDENT DRESS AND APEARANCE CODE	24
RULES FOR USING THE INTERNET.....	25

GENERAL INFORMATION CONCERNING SCHOOL POLICIES, SCHOOL EVENTS AND SCHOOL ORGANIZATIONS	25
SENIOR PRIVILEGES	25
COMMUNITY SERVICE.....	25
EMERGENCY SCHOOL CLOSING	25
CHURCH NIGHT	26
SUNDAY PRACTICES	26
TELEPHONE	26
ACCOUNCEMENTS	26
SCHEDULING EVENTS.....	26
PUBLICATIONS.....	27
VALUABLES	27
ACTIVITY FINANCE	27
HOT LUNCH PROGRAM.....	Error! Bookmark not defined.
SOCIAL EVENTS.....	27
PROM	27
CAPS AND GOWNS	27
AWARDS NIGHT/AWARDS PROGRAM.....	28
JUICE/WATER MACHINE.....	28
FIRE DRILLS	28
LOCKDOWN DRILLS	28
CHANGE OF CLASS SCHEDULE	28
LIBRARY	29
LOCKERS	29
DRIVING OF VEHICLES	29
STUDENT BEHAVIOR	30
SCHOOL FEES	32
CARE OF BOOKS	31
FINAL TEST EXEMPTIONS.....	32
SCHOOL BUS RIDER RULES	32
RESPONSIBILITIES OF PARENTS	33
CARRYING WEAPONS	34
ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY	34
TOBACCO FREE ENVIRONMENT	35
DRUG FREE SCHOOL	35

ASBESTOS MANAGEMENT.....	36
“NO CHILD LEFT BEHIND”	36
ARMED FORCES RECRUITING.....	37

FORWARD

For a fluid and smooth operation of a school facility, it is necessary that guidelines, requirements and regulations be determined for the benefit of the student, faculty and administration.

It is not the purpose or the intent of the information contained in this handbook to restrict or infringe upon the student's rights or privileges as an individual. It is the intent of the information provided in this handbook to help answer many questions that may confront the student during the school year.

The administration and faculty welcome you and sincerely hope that your school experiences will be interesting, challenging and enjoyable. It is the student's decision as to the values placed upon what she or he wishes to achieve from school. The student will only receive out of school what she or he endeavors to put into it.

The board of education, faculty and administration wish you a very meaningful and rewarding year.

The contents of this handbook cannot possibly be comprehensive enough to cover every aspect of the regulatory phase of the school operation. Therefore, the student must take into consideration that situations will come about during the school year that will require additional guidelines. Because every student is unique the administration has the right and responsibility to exercise flexibility when they deem it necessary in the implementation of consequences for student offenses.

This handbook was approved by the
Board of Education in July, 2017

PHILOSOPHY AND OBJECTIVES

It is the belief of the people of the Edmore School District that this school System exists for the benefit of the community in which it operates, the nation in which it is allowed to operate, and primarily for the students who attend it.

The community is responsible for the financial support of the school and any other aid deemed necessary and possible. It is the responsibility of the Board of Education and the staff to provide each student, regardless of race, color, creed, sex, or social economic background, with a firm set of basic skills and an environment conducive to further study and learning experience beyond the framework of the basic curriculum. Every student should be provided the greatest opportunity to become an active participant and contributor to our culture and society.

IMMUNIZATION LAW

In 1979 the Legislature amended Section 23-07-17-1 NDCC, the School Immunization Law. Under the new law, no child will be admitted to Kindergarten, Elementary School, Junior High School or Senior High School in the public or non-public schools unless they have a certificate of "Immunization" on file at the school or submit one prior to admission. The law, which went into effect July 1, 1979, requires that the certificate must be signed by a doctor or local health department representative and be presented to the school officials by the parent or guardian of the child.

The certificate of immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, mumps, rubella, Hepatitis B, and polio. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including exempt children, will be excluded from school until the danger of the epidemic is over.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Edmore High School is a member of the NDHSAA. This voluntary organization has for its purpose to plan, direct, and sponsor competitive activities among member schools.

Rules and regulations for these activities are made by the Association for the best interest of the participating students and the schools. Eligibility rules for participation are made by the association and are available in the Activity handbook for students and parents information. The Edmore School District also has established a policy relating to eligibility. These policies are also stated in the Activity Handbook.

EDMORE SCHOOL DAILY SCHEDULE

7:00 am.....	Superintendent and Principal's Offices open
8:00 am.....	Teachers in Classrooms
8:30 am - 9:20 am.....	1 st Period
9:24 am - 10:14 am.....	2 nd Period
10:18 am - 11:08 am.....	3 rd Period
11:12 am -12:02 pm.....	4 th Period
12:02 pm - 12:22 pm.....	Noon Break
12:26 pm - 1:16 pm.....	5 th Period
1:20 pm - 1:45 pm.....	RTI
1:49 pm – 2:39 pm.....	6 th Period
2:43 pm - 3:25 pm.....	7 th Period
4:00 pm.....	End of school day for teachers
4:30 pm.....	Office Closes

SUBJECTS OFFERED BY EDMORE HIGH SCHOOL

7TH GRADE

Social Studies
Science
Math
English
Phy. Ed./Health
Computers/Word Proc.
Music
Geography

8TH GRADE

Science
Math
English
U.S. History
Word Processing
Phy. Ed.
FACS
ND Studies
Music

FRESHMEN

Pre-Algebra or Algebra
FACS
Physical Science
Personal Finance
English I
Geography
Phy. Ed.
Computers

SOPHOMORES

English II
Biology
World History
Phy. Ed./Health
Geometry

JUNIORS

English III
U.S. History
Computer Application I&II
Welding
Algebra II

SENIORS

English IV
PDP
College English (Dual Credit)
Public Speaking (College Credit)
Psychology/Sociology (Dual Credit)
College Algebra (College Credit)

Students in grades 9-12 will have the opportunity to participate in on line courses through the North Dakota Distance Education program. Students are encouraged to complete at least one on-line course to familiarize them with on-line system of delivery and student skill sets and self-discipline necessary to successfully complete the course.

ELECTIVES

These electives are open to students in grades 10 through 12 along with any other underclass electives that can be worked in.

Chorus (7-12)	Algebra II
Marketing	Geometry
	Senior Math
Accounting I, II, III, IV	Anatomy/Physiology
Business Law	Chemistry
Consumer Education	Physics
Desktop Publishing	Psychology
Sociology	Foods & Nutrition
	Child Development
Spanish I	Clothing & Textiles
Spanish II	Independent Living
Foundations of Technology	Home & Family
Technology Issues	Living On Your Own
Engineering Designs	Impacts of Technology
	Distance Education

TO BE CLASSIFIED AS A:

SOPHOMORE.....	5 CREDITS NEED TO BE EARNED
JUNIOR.....	10 CREDITS NEED TO BE EARNED
SENIOR.....	15 CREDITS NEED TO BE EARNED

Regardless of the number of years in attendance, the number of academic credits earned will determine the student's classification as a sophomore, junior or senior.

GRADUATION REQUIREMENTS

In order to graduate from Edmore High School, a student shall have completed a minimum of 22 credits of high school work which shall include the areas required of all students.

All students in grades 9-12 must be registered for a minimum of six academic classes or six academic classes plus chorus. Students will be allowed only ONE study hall per day. Any change in this will require administrative approval. PE/Health is required of all 7th, 8th, 9th and 10th grade students and shall count toward their class loads. 7th and 8th grade students are required to be in chorus.

1. Required classes.....16 ½ units
 - a. Language Arts (English).....4 units
 - b. Social Studies (World History, U.S. History, PDP, World

- Geography, or 2 units of Economics or Government.....4 units
- c. Mathematics.....3 units
- d. Science.....3 units
- e. Physical Education.....1 unit
- f. Computers.....1 unit
- g. Health.....1/2 unit
- 2. Elective classes.....5 ½ units

Students are to elect a minimum of 6 units of work in their field of greatest interest and/or abilities. Elective courses are the ones you choose.

SPECIAL NOTE: The above requirements are minimum standards required of all students. Administrators and counselors should advise students who plan to attend post-secondary school to keep in mind the general entrance requirements and to select a strong program which will prepare them to meet more than the minimum standards. There are specific entrance requirements and qualifications in most fields that require special high school preparation in certain subject areas.

Admission requirements for 4-year University System:

- 4 units of English
- 3 units of Math (Algebra I and higher)
- 3 units of Social Studies
- 3 units of laboratory science

**a foreign language is NOT required, but 2 years are recommended for students entering a 4 year, post secondary institution as a freshman.

ND Academic Scholarship Eligibility Requirements

1. North Dakota resident student
2. Graduate from a high school in North Dakota or from a high school in a bordering state according to provisions set forth in ND Century Code 15.1-29
3. Complete Sections 1 – 5 and 7 from Diploma Requirements listed above
4. Complete all of the following course and grade requirements:
 - a. 1 unit Algebra II
 - b. 1 unit of mathematics for which Algebra II is a prerequisite
 - c. 2 units of the same foreign or Native American language
 - d. 1 unit of fine arts or career and technical education
 - e. 1 unit of a foreign or Native American language, fine arts, or career and technical education
5. Obtain a grade of at least “C” in each unit or ½ unit required under the Diploma Requirements listed above
6. Obtain a cumulative grade point of at least “B”, with GPA rounded to the nearest hundredth for eligibility purposes
7. Receive a composite score of at least 24 on ACT
8. Complete 1 unit of an AP course and examination or a ½ or 1 unit dual credit course

ND Career and Technical Education Scholarship Eligibility Requirements

1. North Dakota resident student

2. Graduate from a high school in North Dakota or from a high school in a bordering state according to provisions set forth in ND Century Code 15.1-29
3. Complete Sections 1-5 and 7 from Diploma Requirements listed above
4. Complete all of the following course and grade requirements:
 - a. 1 unit of Algebra II
 - b. 2 units of a coordinated plan of study recommended by the Department of Career and Technical Education. The coordinated plans of study can be viewed at:
<http://www.nd.gov/cte/programs/career-dev/plans-of-study.html>
 - c. 3 additional units, 2 of which must be in the area of career and technical education
5. Obtain a grade of at least “C” in each unit or ½ unit required under the Diploma Requirements listed above
6. Obtain a cumulative grade point of at least “B”, with GPA rounded to the nearest hundredth for eligibility purposes
7. Receive a composite score of at least 24 on an ACT or a score of at least “5” on each of 3 WorkKeys assessments to include Reading for Information, Locating Information, and Applied Mathematics

EARLY GRADUATION

Early completion of high school graduation requirements are on the increase throughout the nation. The Edmore School recognizes this fact and because of this recognition, offers these thoughts concerning the matter:

- It shall be the policy of the school administration to present the virtues of remaining in high school for the full cycle of eight (8) semesters, and yet not completely hinder the socially and mentally mature young person from utilizing early high school completion to meet physical, economic or personal needs.
- The school board and the school administration should make every effort to provide the type of curricular and extra-curricular program which will be fulfilling and satisfying to each student for the normal high school learning cycle.

PROCEDURE FOR EARLY GRADUATION

1. Any student contemplating early high school completion must have completed six (6) semesters of classroom work for early graduation.
2. A petition form supplied by the school must be presented to the school administration one semester in advance of completion which states the specific reason and objectives related to early graduation. The petition form must be signed by the student and parent/guardian.
3. Following presentation of the petition, a complete credit evaluation would be conducted by the high school principal to determine the feasibility of the individual qualifying for early graduation.

4. Following the evaluation of credits and petition, a meeting would be held with the student and parents to thoroughly explore the advisability of early graduation for the individual in question. In addition, all obligations must be met by the applicant before final consideration is made by the principal.
5. Final disposition rendered on the petition for graduation will be communicated to all interested parties with restriction and privileges specified.

SAMPLE PETITION FOR EARLY GRADUATION

This petition must be filed one semester in advance of completion.

EDMORE SCHOOL PETITION FOR EARLY GRADUATION

NAME_____

PARENT'S/GUARDIANS_____

ADDRESS_____

TELEPHONE_____

- You must list your specific objectives and reasons for early graduation. To say "I want to get a job" is not sufficient.
- Believing that I will meet all of the requirements of the state of ND and the Edmore Public School on ____ (DATE) ____, I wish to petition for early completion because:

Approved_____

Disapproved_____

(Student's Signature)

(Principal's Signature)

Parent's Signature)

COLLEGE ENTRANCE TESTING

Any student planning to enter college should take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT). Each Junior will be required to take the ACT or ACT WorkKeys test given at the school. Other testing opportunities are given five times a year, they may be taken late in the junior year or early in the senior year if the student is applying to a college for scholarships. All information and how to register for these tests are available through the counselor.

GRADING AND REPORT FORMS

In our everyday life, we are asked to accomplish a variety of tasks. In one way or another we are evaluated or graded as to what level of efficiency we have completed these tasks.

The grades earned in school are in many respects similar in life to the paycheck or salary received from an employer. You, the student, will receive his/her “paycheck” based on the following grading system. **These grades can be checked at any time on the PowerSchool website.** The address is: <https://Edmore.ps.state.nd.us/public> . If you don’t know your password and login, please contact the school.

Percentage Scale:	A+.....99-100	C.....82-84
	A.....96-98	C-.....80-81
	A-.....94-95	D+.....79
	B+.....92-93	D.....76-78
	B.....89-91	D-.....75
	B-.....87-88	F.....75/less
	C+.....85-86	

1. Grade reports

Grades are reported to the students and parents in **numerical form** (grades 7-12), and are placed on the students permanent records in the same fashion. Each quarter report will be sent home with the student at the end of each quarter period.

2. Progress reports

Progress reports will only be sent out upon request.

3. Student Led Conferences

Student led conferences will be set up at the end of the first quarter and at the mid-term of the third quarter. Parents are encouraged to participate in these conferences and to bring any questions they might have pertaining to their son or daughter.

4. Honor roll

The honor roll is published at the end of each nine weeks. Students with a 94% or better overall average in their subjects will be placed on the “A” Honor Roll. Students with an 87-93% average in their subjects will be entered on the “B” Honor Roll. Phy. Ed. and Chorus are not included in computing the honor roll. Students eligible to receive honor roll awards must maintain averages up through the mid-term of the fourth nine weeks.

5. Honor Students

Honor students are determined by averaging the students’ grades earned during high school up through the end of the third nine weeks of their senior year. If, at this time, the student maintains an average of 94% or better, he/she becomes an “Honor Student”. Phy. Ed. and Chorus are not included in computing averages in determining honor students.

FAILURES AND INCOMPLETES

1. Failures

The classification of the subject and the credits needed by the student will determine if the failed subject must be repeated. All state required subjects that are failed must be repeated in order to graduate. EXAMPLE: if a student passes one semester, but fails the other semester...they must make up the semester failed. The student will not be required to repeat the entire year. Subjects failed in the elective area need not be repeated if that credit is not needed to satisfy promotion or graduation requirements.

If a failure results because of a student dropping a class after the established deadline, a maximum numerical grade of 45 will be entered on the student’s permanent record and will be included in their overall grade point average.

2. Incompletes

Subjects that are not completed due to student illness, illness or death in the family or other reasons in this category will receive special consideration or a reasonable completion date. This date will be determined by the instructor with possible consultation with the principal. Unforeseen circumstances may result in an extension of the completion date. If there is an incomplete at the end of nine week grading period, the student will have a maximum of 7 days to complete their work. At this time the grades must be stored onto the PowerSchool system.

If an incomplete results from an irresponsible and lackadaisical attitude on the part of the student, a fair completion date will be indicated by the instructor. If the work is not completed by the new date, the student will receive a zero or a failure depending on the situation.

3. Promotion and Retention Policy

Basic skills, learning disabled and other special students will be promoted or retained according to their individual educational plan (IEP). Special students will be promoted if satisfactory progress is made in accordance with the student’s ability to achieve. Special students will be retained if no progress is evident and no effort is being made to achieve.

Students in the seventh and eighth grades must pass $\frac{3}{4}$ of their core academic subjects (Math, Science, English and Social Studies) to be promoted to the next grade. A team consisting of the student's teachers, parents and principal will make a decision for the following year if this requirement is not met. Courses of action could be: retention, correspondence, summer school, etc.

In order to earn credit in high school courses, students shall have a grade of at least 75%.

TRANSCRIPTS

The transcript is an official school document by which the school provides outside agencies (colleges, trade schools, armed forces, prospective employers, etc.) with information about the student.

The school will not release student records to an outside agency without the signature and the permission of the student or the parents. A record release form may be obtained from the office.

A transcript is a complete record of the student's subjects, grades, vital statistics, attendance and other important information.

Student's records are accessible to students and parents upon request.

CORRESPONDENCE WORK

The State Department of Public Instruction prescribes certain academic courses which are required for graduation from school. This recognizes the fact that certain students will not pass a required course and will fall behind their classmates in accumulating credits toward graduation. The failure of a required course may jeopardize the student's opportunity toward securing a diploma. The policy which follows is used to assist a student in making up a failure in a required course such as: English, mathematics, social studies or science.

A student will be permitted to present correspondence credits in required subject areas: English, Mathematics, Social Studies, or Science for graduation. Permission to use correspondence credits toward graduation requirements must be secured from the principal.

TRANSFER

If it becomes necessary for a student to withdraw from school due to a transfer, etc., bring a note from a parent to the office. The school cannot send school records with a student. When enrolled at school in the new location have the school request the records. This request can be mailed or faxed to the school.

STUDENT ATTENDANCE

Studies indicate that student achievement is directly related to regular attendance. The school shall stress this fact to the homes and students.

Students will be recorded as absent 1/7 day for each class period they miss. Students should not attend school activities at night if they were absent due to illness during the day.

If any student is involved in an extra-curricular activity, he/she will be required to be in school for a full day in order to practice or participate in an event that night. Any exceptions will be handled by the administration (doctor or dentist appointments, funerals, etc.).

Students wishing to leave school early with parent permission to attend peewee or grade games of brothers or sisters will be discouraged. If students and parents still feel this is necessary, students will be counted absent for the class periods they miss.

The Edmore School Board recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. In addition, North Dakota law requires all children between the ages of 7-16 to be in attendance every day school is in session, with the exception of illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance.

This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility. Once enrolled, every student regardless of age is subject to the district's attendance policy. To be considered for grade promotion or granting of credit in a class, a student shall have accumulated no more than three unexcused absences per class per semester or eight total absences per semester. Accumulated absences that exceed the standard for students in grades 7-12 will require that those class periods be made up before credit or promotion can be awarded.

1. Excused Absence

Excused absences shall be those caused by illness, injury, family emergency, religious observance or those granted in advance by the principal. **A note from the doctor's office will be required upon returning from the appointment. The date and time of the appointment must be on the note.** In the case of an absence granted in advance by the principal, the work MUST be completed ahead of time. The responsibility for making the absence excused rests with the parents/guardians and students. Students taking part in school related activities will not be counted absent.

2. Unexcused Absence

It is considered an unexcused absence if the student is absent with parent/guardian consent for reasons other than those stated above, and the parent/guardian is expected to contact

the principal to explain the absence. The student will be subject to penalty, since he or she will be in willful violation of school board policy.

3. **Excuse/Admit Slips**

Excuse slips (note from parent) should give the date the student was absent and the reason for the absence. Reasons such as “personal”, “out of town”, and “errands” are not specific and may be unexcused. These notes should be brought to the high school office in advance of a planned absence, or on the day the student returns to the school from an unplanned absence. **If a student does not bring in a note within 2 days, it will automatically be considered an unexcused absence.** Admit slips will not be signed by the teachers until the homework is completed. These slips must be turned back into the office after all teachers have signed that homework is complete.

4. **College visits**

High School seniors will be allowed one (1) day to visit area universities or colleges. Students must have excuse slips signed by their parents in the office a minimum of two (2) days before the scheduled visit. **Homework must be completed and turned in before leaving for the visit.** If the office does not have prior notice and the student decides to go anyway, the student will be considered unexcused and will be required to make up the missed time before or after school. If proper notice is given, the student will not be counted absent when gone for visitation.

5. **Truancies**

Truancy is being absent from one or more class periods without the consent of parent/guardian or school official. This includes absences from any class, study hall, or activity during the school day which the student is scheduled. It also includes absence from any after school help session or disciplinary session which the student has been directed to attend.

Procedure for Dealing with Truancies

- a. **FIRST SKIP:** for each hour of school missed, the student will have to make up one hour before or after school. The student and parent will be informed of the consequences of any future skips
- b. **SECOND SKIP:** The student will have “In-school Suspension” for two (2) days. The parents will be informed of this skip and be made aware of what course of action the school will follow if there are additional skips.
- c. **THIRD SKIP:** The student will have “In-school Suspension” for three (3) days. The parents will be informed of the action and made aware of future action if there are additional skips.

6. **Other**

It is not the intent of this policy to force attendance when attendance may be virtually impossible or impractical, nor is it the intent to challenge students to see how many days they can miss before action is taken. The prime intent is to foster and encourage regular attendance of school duties and responsibilities in the same manner that most employers would expect.

TARDIES

Tardy situations for students will be handled primarily on the merits of each case. The parents of students who are excessively tardy will be informed by means of a report or phone call from the principal's office. If a student enters the school late at any time during the day, he/she is to report to the office for a tardy slip.

If a student reports late to a class from another class, he/she will be informed by the teacher that they are being marked tardy. The teacher will then enter it into their gradebook/PowerSchool. Three un-excused tardies during the year will mean one hour of detention and for each tardy thereafter he/she will serve one additional hour of detention. If a student misses a scheduled detention, the amount of time will be doubled.

MAKE-UP WORK

The work missed due to an excused absence will be made up prior to the absence or immediately following the absence **if due to illness**. Tests that have been missed during the absence should be made up the day the student returns to school, unless the student was incapacitated during the absence. For extended absences created by illness or emergencies, time extension for make-up work will be granted. As a general rule, for each day of school missed, the student will be allowed two days to make up the work missed.

When a student reports to school after having been absent, he/she will report immediately to the office with a written excuse signed by the parent. In exchange, the student receives an excused or unexcused absence slip to make up work missed. The student takes this slip to all classes missed and has the teacher put on the assignments. When the work is complete the teachers sign the slip and the student then returns it to the office by the due date.

If a situation arises in which a student knows the work cannot be completed by the due date arrangements must be made with the teacher(s) to get an extension. All work that has not been completed by the due date will receive a zero.

EARLY DISMISSAL SLIPS

On occasion it is necessary for a student to miss a day of school or to be dismissed during the school day. In cases in which the student is aware of this in advance he/she **MUST** get an admit slip in advance of the time to get school work completed in ahead of time.

When a student becomes ill after having arrived at school, he/she is expected to report to the office for permission to be dismissed from school. It is imperative that the student call home to inform the parents that he/she is sick and on the way home.

Make-up slips before any extra-curricular trip will not be required. It is the student's responsibility to communicate with their teachers in regards to assignments and when they are

due. A teacher has the authority to notify the office of any student that has not made arrangements in regards to make-up work and may be excluded from that trip.

PERMISSION TO LEAVE SCHOOL

No student may leave school without permission from the office, once they have reported for the school day. If a student feels it is necessary to leave the building, they must report to the office. If the reason is valid, permission will be granted by the parent and school officials. They must have an admit slip from the office in order to return to class. A note from home must be brought to verify the reason for the permission granted.

STUDENT DISCIPLINE

STUDENT DISCIPLINE POLICY

The school recognizes that orderly processes at school assure the optimum opportunities for every student to secure achievement in their academic and non-academic pursuits. The school further recognizes that every student is not going to respond positively to the rules and regulations set forth by the school for orderly processes. For the students who find rules and regulations difficult to adhere to, the following guidelines are initiated:

1. **FIRST OFFENSE:**

A conference will be held between the student and instructor to try to establish some new behavioral patterns for the student. Parents may be informed of this conference by mail or by phone.

2. **SECOND OFFENSE:**

The second offense will initiate a conference with the student, instructor and parent. The conference may also include the principal parents depending on the severity of the offense. The second offense might result in a one-day in-school suspension.

3. **THIRD OFFENSE:**

The third offense will involve a conference with the student, parent, instructor, and administration. A short-term suspension or other consequences may result from the offense. Parents must bring the student back to school following this suspension for a conference with the school officials.

4. **FOURTH AND FOLLOWING OFFENSES:**

This could result in an automatic short-term in-school or out-of-school suspension of one to three days or could result in a dismissal for the balance of the semester without credit being allowed. The authority to suspend a student rests with the principal and superintendent.

In majority of the disciplining action, this system will be used in an attempt to rectify the problem. There are disciplinary cases that are of such serious nature that they will require immediate consideration and this system will be bypassed. The parents will be asked to report to the school for a conference at the earliest possible date. This kind of misbehavior could place the school in a situation where a suspension or an expulsion may result.

Below is a clarification of short-term suspension and long-term suspension or expulsion.

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES

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

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

Copies of these rules shall be distributed to each student in grades 7-12 as a part of their school handbooks.

Following is a clarification of short-term suspension and long-term suspension or expulsion:

1. **SHORT TERM IN-SCHOOL SUSPENSION:** This form of disciplinary action meant that student will be required to remain in school for a period of one to five days' duration. The student will remain in school during the school hours and will not be able to participate in any extra-curricular school functions during the suspension. **EXAMPLE:** A student suspended from classes Tuesday will not participate in a game that evening or a speech event that day. Students involved in activities where attendance is a fulfillment for a class requirement will be allowed to participate in such activities (an example would be a music concert). The suspended student will be required to make up the school work missed during the suspension. All completed work will receive full credit.
2. **LONG TERM OR OUT-OF-SCHOOL SUSPENSION OR EXPULSION:** This is the most drastic action the school can enforce and will only be used for the most serious student misbehavior. This type of disciplinary action taken by the school will result in a student being suspended for a period of one to more than three days, or expulsion from school for the remainder of the school year. The expulsion usually means that the student will need to repeat the subject missed during the expulsion. The "Due Process Procedure" will be used for this expulsion.

ENROLLMENT OF SUSPENDED STUDENTS

Any student who has been suspended from another district will not be permitted to enroll in the District until eligible to re-enroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

DUE PROCESS PROCEDURE

The school will pursue every effort to comply with the 14th Amendment of the Constitution which provides that a student has the right to a hearing and the "due process of law"

either to a long-term suspension or expulsion or with a reasonable time thereafter. If a student's conduct is a danger to persons or property or is disruptive to the school program, he/she will be immediately suspended and a hearing will occur as soon as time permits.

HARASSMENT

Harassment of any type has no place in the school setting. The Edmore School will endeavor to maintain a learning and working environment that is free from harassment. It is the policy of this school district that harassment of students and employees by other students, personnel or the public will not be tolerated. Administrators and supervisors will make it clear to students and staff that harassment in the school buildings, on school grounds, in school vehicles, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, age, religion, material status, or disability. It also includes but is not limited to hostile, demeaning or intimidating behavior or conversation. Staff or student conduct that creates a racially hostile environment is prohibited.

Harassment set forth above may include but is not limited to the following:

1. Verbal, physical, graphic or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories or activities
5. Unwelcome physical contact
6. Creating a service, pervasive or persistent racially hostile environment
7. Racial harassment

Any student or employee of the District who believes he or she has been discriminated against or harassed on the basis of race may file a written complaint with the building principal or other immediate supervisor.

BULLYING POLICY

REQUIRED

Descriptor Code: ACEA

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored* activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Adams-Edmore School, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

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

Reporting Procedures for Alleged Policy Violations

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

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

2. 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:
 - a. 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.

- b. 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.
- c. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

Investigation Procedures

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

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

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

- 1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*);
- 2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
- 3. Interviews with any identified witnesses;

4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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

Victim Protection Strategies

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.

5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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

Complementary Documents

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- FF, Student Conduct

End of Edmore Policy ACEA..... Adopted: 11/13/2012

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the district receives a request for access. Parents or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The district recognizes the following exceptions:

- a) To school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, counselor/social worker, or support staff member (including health or medical staff). A school official

- has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b) To officials of another school district in which a student seeks or intends to enroll.
 - c) To comply with a judicial order or lawfully issued subpoena.
 - d) To appropriate parties in connection with an emergency if knowledge of the information to be released is necessary to protect the health or safety of the student or other individuals.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

This district discloses directory information from student records. Directory information includes name, address, phone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, previous schools attended, and name of parents. Listing on the honor roll is considered an award. Parents or eligible students have the right to refuse permission of such disclosure. To do so, the parent or eligible student should submit a written statement to the principal or their school refusing the release of directory information from their records prior to September 15 of the current school year.

STUDENT DRESS AND APPEARANCE CODE

The school board and school administration do not wish to tread in areas concerning students which are primarily the responsibility of the home. To this end, the following guidelines for dress and appearance of students attending Edmore School are presented.

Personal grooming and dress is primarily a matter between students and parents. It becomes a concern for the school when the grooming and dress habits of the student become a disruptive influence on the total school program. Clothing or accessories with suggestive words, phrases, pictures, or alcohol, tobacco, or drug related advertisements will not be allowed to be worn during school, on the bus, or at school sponsored activities.

The school wishes to keep in step with the current grooming fads and trends, within reason, to avoid unnecessary confrontations between the school and the home. Shorts and skirts are allowed to be worn only at the discretion of the school administration. Clothing that is too revealing is discouraged. All undergarments must be completely covered. Openings at the neck and arms shall provide adequate coverage. All midriffs must be covered.

Avoid attention seeking devices in your personal grooming and attire at all times. Baseball caps, western hats, girls fashion hats will not be allowed to be worn in school. Students are encouraged to leave coats and jackets in their lockers. Let good, sound judgment govern your appearance and dress decision.

Sloppy and shoddy appearance and dress practices will not be permitted. Students who choose to dress inappropriately will be asked to cover, remove or be sent home to change clothes and will make up detention time after school.

The school is here for education not for criticizing fashion desires. The school will remember its calling if the students' parents remember to adhere to the guidelines as set.

RULES FOR USING THE INTERNET

Use of electronic devices is necessary for academic success in the Edmore public school. At the beginning of the academic school year students and parents will need to read and sign the "Policy, Procedures, & Information" form, included in the student back to school packet.

GENERAL INFORMATION CONCERNING SCHOOL POLICIES, SCHOOL EVENTS AND SCHOOL ORGANIZATIONS

The doors of the high school will officially open at 7:45 a.m. Students should be out of the school building one half hour after school closes in the afternoon, unless they are under the supervision of a faculty member in an activity.

SENIOR PRIVILEGES

To receive senior privileges, the student must meet the following guidelines. At the conclusion of the first semester the student must complete their community service hours and be on at least the A honor roll. To qualify for privileges the last nine weeks, the student must be on at least the B honor roll and complete community service hours. To qualify for senior privileges, the student cannot have accumulated more than 3 tardies and unexcused absences. Any drug/alcohol violation will result in a yearlong loss of senior privileges. Senior privileges will be granted first period and 7th period.

COMMUNITY SERVICE

A student shall complete 25 hours of community service for their four years of high school. Community service must be completed in two separate entities and approved by the Principal. For example: Church, Soup Kitchen, Community Club, School, Fire Department, helping elderly, etc. Things that are not counted are babysitting relatives, anything paid for, etc. If a person accumulated 50 or more hours they will receive a community service award their senior year.

EMERGENCY SCHOOL CLOSING

If school is to start late, be cancelled or dismissed early because of inclement weather and/or an emergency, it will be announced on the Instant Alert System.

CHURCH NIGHT

In cooperation with the churches and other organizations in the community, Wednesday evening has been designated as “Church Night” at the school. No activities should be scheduled after 6:00 p.m. that evening. This gives students the opportunity to participate in the church activities on a weekday night without interferences from the school.

SUNDAY PRACTICES

It is the policy of the Edmore School to limit the number of Sunday practices for school activities. The coach/director must check with the administration before scheduling a practice on Sunday. It is understood that a church or family event will take priority over the practice.

TELEPHONE

Students need to develop skills in using cell phones and electronic devices in a responsible manner. Students shall not be excused from class for the purpose of using the telephone. They will be called out of class to answer **only emergency calls**. The following parameters are to be adhered to during the academic school day:

- Cell phones/iPods may be used during passing time between class periods.
- Upon entering the classroom students are to set their cell phone/iPod on their individual desktop (face down) in the silent mode.
- The device will remain on the desktop and not used by the student unless the instructor asks students to use the device for an academic activity such as web-search or polling device.

In the event that a student fails to follow the above state parameters the instructor will confiscate the device and it will be brought to administration.

1st Offense: Parent may come at the end of the day to pick up the device.

2nd Offense: Parent may come to pick up the device; student will serve 2 hours of after school detention that day.

ACCOUNCEMENTS

The morning memo can be read on the school website at www.Edmore.k12.nd.us. This would include the announcements up to that time. Announcements will not be made at any other time during the day except in cases of an emergency or to direct students or faculty to some activity.

SCHEDULING EVENTS

Any organization that wishes to schedule an event must first clear the date with their advisor who will in turn clear it with the principal.

PUBLICATIONS

Anything that is published **must be approved through the principal or superintendent.**

VALUABLES

Students are asked not to bring valuables to school unless necessary. If necessary, leave valuables in the office or in the school vault. The school is not responsible for valuables left in the lockers. iPods, cameras, cell phones, etc. are to be kept in the students lockers during the school day which should be locked at all times. Failure to do so will result in the item being taken and returned at a later time.

ACTIVITY FINANCE

All activity accounts, including those which have a state and federal affiliation, will be handled through the business manager's office with final approval of the superintendent. Please note that these include all class and organization funds. **All order and purchases will be cleared through the superintendent's office.** This includes all departments, all students and all other staff members.
of time.

SOCIAL EVENTS

School parties and dances held on a night not followed by a school day must close in time for the building to be vacated between 12:00 and 12:30 a.m. (This excludes the Prom and After Prom Party.)

School parties and dances held on nights followed by a school day must close in time for the building to be vacated by 10:30 p.m.

The door will be locked at 9:30 p.m. to insure that anyone who leaves will not return into the building.

All social events must have the approval of the class advisor and the principal. Approved chaperones are required for all social events sponsored by the school.

PROM

The high school prom is a formal event which is held each spring. **Students attending the event are expected to dress appropriately.** The prom advisors and school administration will make the final determination if a student's dress is deemed appropriate for the occasion. Chaperones are needed besides the administration and advisor.

CAPS AND GOWNS

Black caps and gowns are worn by seniors for the graduation exercises. These caps and gowns are the property of the Edmore Public School. Tassels are given to the graduate. **Gowns**

must be returned by June 1. If the gown, cap, honor cord (black and blue cord) is not returned, the student will be billed for them and transcripts will be held until all items are returned. The senior class may choose to purchase their own cap and gowns. This decision must be unanimous and approved by the administration.

AWARDS NIGHT/AWARDS PROGRAM

An Awards Night for athletics will be scheduled in coordination with the co-ops.

The Awards Program is held in the spring of the year for the purpose of presenting awards to students who have earned an awards or letter in academic or extra-curricular school activities. No hats will be allowed to be worn. All students are encouraged to attend.

JUICE/WATER MACHINE

No pop or sports drinks will be allowed to be brought into the school during a school day. Failure to follow this will result in disciplinary actions and the vending machines may be turned off. Students may purchase juice/water. Pop will not be allowed on the bus routes.

FIRE DRILLS

The purpose of fire drills is to make exit of pupils from the building as nearly automatic as possible, and take precedence over every other school activity. At least one drill shall be held monthly, weather permitting. When the fire alarm sounds, all teachers should dismiss their class in a rapid and orderly manner and proceed with them to the designated outer exit. Classes should remain outside until signaled to re-enter. The first group to reach an exit should hold doors open until the building is cleared. Each class should use the exit door nearest their rooms at the time. A diagram is contained at the end of this handbook showing exits to be used by the students.

LOCKDOWN DRILLS

Lock down drills help ensure the safety of pupils and staff members while inside the school. A lock down drill takes precedence over every other school activity that is taking place. When a lock down is announced, all teachers should ensure that all students are present, and follow procedures that are set until proper notification is given that the area is secure. No person will be allowed in or out of the school during a lock down without permission from the administration or immediate supervisor.

CHANGE OF CLASS SCHEDULE

Senior high students who desire to change or drop subjects must do so during the first week of a semester course or during the first week of a quarter course. Students should check

with the principal and the classroom teacher as far as dropping or adding a class. Drop/add slips must be signed by the principal and the parent.

LIBRARY

The library is for the use of all students, staff, and faculty. The students will be permitted to go to the library at any time when the librarian or student librarian is on duty.

- Use of the library after 4 p.m. must have special permission from a faculty member.
- The library contains a good collection of fiction and non-fiction books for K-12 high reading levels. These books may be checked out of the library for a period of two weeks. A five cent a day fine will be charged for all overdue books.
- The library also contains a good collection of basic reference books. They are not to be checked out or taken out of the library without permission of the librarian.
- For leisure time reading, the library supplies many magazines and daily newspapers. These materials are not to be taken out of the library without permission of the librarian.
- Students are urged to use the library as much as possible.
- Library privileges may be revoked if abused.

LOCKERS

The Edmore School provides school lockers for students for both academic and extra-curricular use. The lockers are the property of the district therefore subject to random inspection or inspection by the administration if reasonable suspicion exists. Each student will be provided with a locker for their personal belongings. Each locker has a lock and combination. The school is not responsible for valuables missing from a locker. The student is advised to consider these items carefully:

1. Keep your locker shut and locked at all times.
 2. Do not tell your locker combination to other students.
 3. Do not leave items of considerable value in lockers. You may turn them into the office for safekeeping.
 4. Students are responsible for the care and condition of the locker
 5. Students are not permitted to change lockers without the permission of the office.
 6. Students caught jamming lockers will serve detention time.
 7. Students must keep all possessions in the lockers. There should be no book bags in the hallways.
 8. NO tape on the outside of the lockers. Magnets must be used to hang any items.
- If these suggestions are observed, articles will be not missing or lost.

STUDENT BEHAVIOR

All teachers have been requested to be alert for any student behavior which is in violation of the following offenses:

1. Smoking or possessing tobacco on or near school premises.
2. Possession or use of narcotics or intoxicants on or near school premises.
3. Stealing.

4. Vandalism of school property.
5. Carrying or possessing weapons or instruments designed to do bodily harm.
6. Forging or using forged notes or excuses.
7. Continued disruption of school atmosphere and general welfare of the school.
8. Acts of defiance, either in language or action, against school personnel.
9. Profane or vulgar language.

Any violation not covered elsewhere in this handbook will be handled through the discretion of the administration.

DRIVING OF VEHICLES

Students should do no driving during school hours without permission from the administration. If a student drives to school in the morning, the vehicle should be parked in the morning and remain parked until the end of the school day.

If a student drives to school and there is bad weather. The student will be required to call their parent/guardian before they leave school. The parent/guardian must give the school administration permission for the student to drive or the student will be required to take the bus home.

DRINKING, SMOKING, AND CONTROLLED SUBSTANCES

There is no possible way that these three items can be justified within the realm of education. None of them will be permitted on or near school property. These items are detrimental to a person's well-being and the use of them by one student may have an influence on other students.

1. DRINKING/SMOKING OUTSIDE OF SCHOOL:

Any student involved in the supply, use or possession of alcoholic beverages or any controlled substance, shall be suspended from all school activities such as: Athletic teams, annual staff, extra-curricular musical groups, class offices, school dances, etc., for **six school weeks for the first offense along with 20 hours of community service and 1 hour of counseling. For the second offense, 18 weeks along with 40 hours of community service and 2 hours of counseling. The third offense, 36 weeks along with 80 hours of community service and referral for additional counseling.** Use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. NOTE: PENALTY WILL BE SERVED DURING THE SCHOOL YEAR WITH CARRY OVER TO THE NEXT ACTIVITY PARTICIPATED IN OR THE START OF THE SCHOOL YEAR. IF APPLICABLE, CHRISTMAS VACATION MAY BE COUNTED AS PART OF THE SUSPENSION PERIOD. **Community service hours must be used towards penalty only. Community service and counseling must be completed prior to regaining eligibility.**

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three school days after such notification. During the period between notification and

hearing, the suspension may be deferred for good cause shown. **HOWEVER, IF THE SUSPENSION IS NOT IMPOSED AND THE STUDENT IS FOUND TO BE IN VIOLATION OF THE ALCOHOL, TOBACCO AND CONTROLLED SUBSTANCE RULE ANY INTERSCHOLASTIC CONTESTS OR ACTIVITIES PARTICIPATED IN BY THAT STUDENT AFTER THE INITIAL HEARING WILL BE FORFEITED AND THE SUSPENSION WILL START FROM THE DATE THAT THE GUILT WAS ESTABLISHED.** Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this rule. If the student is not satisfied by the ruling of the hearing officer, such student shall have the right to have the ruling reviewed by the local Board of Education.

2. **DRINKING, SMOKING OR USE OF DRUGS ON SCHOOL PROPERTY OR AT A SCHOOL ACTIVITY:**

A student who uses, possesses or shows evidence of having used alcohol, tobacco or any controlled substance as defined by North Dakota Law at any school or at any school function will be subjected to five days in-school or out-of-school suspension and from all extra-curricular activities for twelve consecutive school weeks for the first offense and eighteen consecutive school weeks for any subsequent offense. This suspension may be extended when considering the seriousness of the infraction. All community service and counseling hours will also be applied as stated above in **Section 1** of Drinking/Smoking Policy.

3. **SUSPENSION PERIOD:**

The period of suspension shall begin from the date and time notification is given to the student by the school administrator.

If upon questioning a student by the administration of an act described in this section, the student denies activity that is later confirmed through evidence, the administration may impose an additional 3 weeks of suspension from extra-curricular activities as deemed necessary.

4. **TEAM PICTURES:**

Any student that has been suspended from an extra-curricular activity because of the use of alcohol, tobacco or drugs will not be allowed to be in a team picture if they have been suspended for longer than half of the season. Also, the athlete must complete that season. A season starts the first day of regular practice and ends with the last game in tournament play.

CARE OF BOOKS

Books are furnished to all pupils for their use. If books are abused, the pupil to whom the book was issued is responsible for the replacement cost. Books lost or destroyed must be paid for by the student to whom the book was issued.

SCHOOL FEES

On the first day of each school year or at the time of enrollment, students will be assessed fees according to the following schedules:

1. **BREAKFAST**

Grades pre-k-6 Daily \$1.25

Grades 7-12 Daily \$1.25

The breakfast window remains open after 8:15 a.m. **ONLY** for those students who ride the bus. All other students should eat their breakfast by 8:15 a.m. On occasions that school starts late due to weather or other circumstances, breakfast will not be served.

2. **HOT LUNCHES:**

Grades pre-k-6 Daily \$2.35

Grades 7-12 Daily \$2.60

Due to the increased cost of providing the hot lunch, each student will be required to purchase a minimum of twenty meals in advance. You may pay for two or more months if you so desire. The student will be notified when they are approaching the end of their meal ticket. Students will not be served after this date without an advanced payment. You may also pay in advance for breakfast. You may check your account balance at any time on PowerSchool. (www.Edmore.ps.state.nd.us/public)

FINAL TEST EXEMPTIONS

1. It is at the teacher's discretion to grant exemptions for their class.
2. Only 11th and 12th grade students are eligible.
3. The student must have a 94% or better each quarter in a class to be eligible for an exemption.
4. Community service must be complete.
5. All bills must be paid.
6. Good standing in the classroom. (detentions, tardies, behavior)
7. If eligible for an exemption, the student may take the test to better their grade. The test score cannot lower their overall grade.

SCHOOL BUS RIDER RULES

1. **WAITING TO GET ON THE BUS:**

- a. Be on time.
- b. Stay off the road and wait until the bus comes to a complete stop before getting on.

2. **WHILE ON THE BUS:**

- a. Go directly to your seat and remain seated during the trip.
- b. No scuffling, leaning out of windows or other dangerous conduct will be tolerated.
- c. Do not litter the bus; help keep it clean.
- d. Do not tamper with the bus or any equipment on it.

- e. The driver will assign seats if necessary.
- f. No pop or sunflower seeds allowed on the bus.
- 3. **LEAVING THE BUS:**
 - a. Exit in an orderly manner.
 - b. Rear door on the bus is to be used for emergency purposes only.
 - c. Drivers will report all misconduct to school officials.
 - d. Riders who refuse to follow bus regulations will not be permitted to ride the bus.
 - e. Parents, superintendent, and principal will be notified about all misconduct cases.
 - f. Bus cancellations due to storm conditions will be made on the radio or by the instant alert system.
- 4. **EXTRA-CURRICULAR TRIPS:**
 - a. The above applies to any trip under school sponsorship.
 - b. Students will follow the directions of appointed chaperones.
- 5. **BUS BEHAVIOR:**
 - a. Misbehavior on school buses may result in suspension, detention or being dropped from the school bus roster. Students' safety on buses is of utmost concern.
 - b. Pupils shall have written permission from their parents or proper school authorities to leave the bus at any point other than the regular stops. Pupils shall converse in normal tones. Loud or vulgar language is prohibited.
 - c. Kindergarten students must notify their teacher of change in evening bus riding arrangements with a note or phone call from their parents.

RESPONSIBILITIES OF PARENTS

- 1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for those pupils living beyond the corporal limits of a town or city. It is not a taxi service for pupils, parents or other persons. Parents should not expect the bus to operate over roads that are not properly maintained and on roads where an adequate turn-around is not provided.
- 2. Children shall be taken from school to the home loading zone but in the case of emergencies, the principal may arrange for the driver to unload the pupils at another designated place. If the parents wish to have their children unloaded at a place other than the regular stop, a written request should be given to the proper school authorities.
- 3. Parents should not send children, either to or from school, who are not regularly enrolled in school. Taking care of children too young to be in school is the responsibility of the parents.
- 4. In cases where parents wish to take pupils home from school, arrangements should be made before the bus leaves the school. Parents should not stop the bus along the highway at an undesignated stop for the purpose of removing their children.
- 5. If pupils are not to ride the bus in the morning, the school or the driver should be notified in sufficient time so that he will not have to make that stop.
- 6. Have the children at the bus stop on time.
- 7. Make suggestions in writing to the proper school authorities for the improvement of school bus transportation.
- 8. Parents should use their influence in getting roads improved.

9. Parents should insure the cooperation of pupils with the authorities responsible for transportation. Parents should understand that pupils riding on school buses must obey all regulations governing the pupil's riding, or they forfeit the right to ride on a bus.
10. Parents will designate a storm home for their children in case of severe winter weather. Notify the school of your choice by September 13 with the form enclosed in your Back-to-School packet.
11. Parents are responsible for picking up their children who may be kept after school for disciplinary reasons or incomplete work.

Two-way radios are installed in all the buses. These provide two-way communication at all times.

CARRYING WEAPONS

The School Board of the Edmore Public School determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case by case basis. The modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. The Principal or Superintendent will notify law enforcement. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulation 300.520 (d) (3) to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY

The School Board of the Edmore Public School recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom

and/or on school property. The Board also recognizes that under proper conditions, animals can be an effective teaching aid. A student or adult must obtain permission from the principal or superintendent prior to bringing the animal on school property or school sponsored activity.

TOBACCO FREE ENVIRONMENT

The Edmore School is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Use and/or possession of tobacco products by students, employee and visitors shall be prohibited at all times and on all district properties. This includes but is not limited to:

1. School building and grounds
2. School vehicles owned, leased, or contracted by the Edmore Schools
3. Indoor or outdoor facilities owned, leased, or contracted by the Edmore Schools
4. School sponsored functions (whether on or off school property)

Provisions of this policy will be communicated in handbooks and signs will be posted in highly visible locations on the school campuses to notify students, employees, and visitors.

All individuals on school premises share in the responsibility of adhering and enforcing this policy. A student using or possessing tobacco products while on school grounds will be turned over to proper supervisors or principals and will be subject to suspension or expulsion. The students will be offered resources for available cessation programs such as the North Dakota Quite and County Public Health Tobacco Prevention Coordinators.

All visitors and citizens must comply with the regulations set forth. Citizens who are observed smoking or using tobacco products on school district property or school-sponsored events shall be asked to extinguish smoking materials after being informed of the school's tobacco-free policy. If the individual fails to comply, the violation should be referred to the supervisor or principal. The supervisor or principal shall make a decision regarding further action.

Tobacco prevention education will be incorporated into the district's comprehensive health K-12 curriculum. Teachers whose instructional assignments include tobacco use prevention education will be trained in appropriate classroom based tobacco prevention education.

Advertising of tobacco products (including clothing) is prohibited in school building, on school property, at school functions and in all school publications. Acceptance of gifts from tobacco industries is also prohibited.

DRUG FREE SCHOOL

The Edmore School district declared themselves as a drug free school on October 10, 1988. One part of this federal policy is the authorized use of drugs, medicine and vitamins.

The policy states: Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug or vitamin shall follow the procedures of "Administering Medicine to Students", which requires a prior permission signed by the parent or guardian for aspirin and/or Tylenol and the signed request of the physician and parent or guardian for any other medicine.

This means that a student cannot have in his or her possession any drug, medicine or vitamin. These permission slips and directions should be turned in to the front office. The school office will then take care of the dispensing.

Also because of this policy we would like, on record, written permission to dispense Ibuprofen to your child if the student could continue school with the aid of this medication. Please check the appropriate line on the parent signature form.

ASBESTOS MANAGEMENT

The Institute for Environmental Assessment was requested by the Edmore Public School to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedure which the Institute used in commenting on the asbestos was developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of District buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. The District has abated and removed all asbestos-containing thermal system insulation and ceiling material under carefully controlled conditions. The only remaining asbestos exists in floor tile which poses minimal health risks and is required to be removed only when the building is demolished.

The District implemented its management plan as of July 9, 1989. Periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review. If you have any questions, please contact the administration at either school.

"NO CHILD LEFT BEHIND"

"No Child Left Behind", the Elementary and Secondary Education Act, requires that all teachers by the year 2005-2006 be highly qualified. "Highly qualified" means: state certification/licensing, and bachelor's degree, and rigorous test/major/ or state evaluation. Currently Edmore's teaching staffs meet those standards. Through federal law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office in either school. Upon this request, you can receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also

receive information regarding the names and qualifications of the paraprofessional at our schools.

ARMED FORCES RECRUITING

****PARENTS:** This explains to you why we are obligated to send your son and/or daughter's name, address and telephone number to the Armed forces recruiters. Please note Section A: 1 and 2. If you do NOT want their names submitted to the recruiters, you may log onto Power School and "Opt Out".

NO CHILD LEFT BEHIND ACT (PUBLIC LAW 107-110, SEC. 9528) SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY-

(1) ACCESS TO STUDENT RECRUITING INFORMATION- Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

(2) CONSENT- A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

(3) SAME ACCESS TO STUDENTS- Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

(b) NOTIFICATION- The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.

(c) EXCEPTION- The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

(d) SPECIAL RULE- A local educational agency prohibited by Connecticut State law (either explicitly by statute or through statutory interpretation by the State Supreme Court or State Attorney General) from providing military recruiters with information or access as required by this section shall have until May 31, 2002, to comply with that requirement