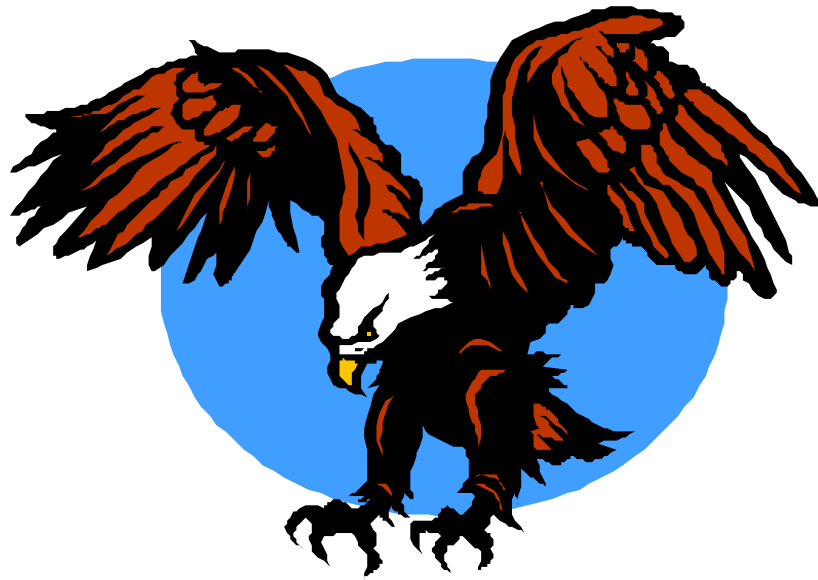


# **North Border Elementary School at Neché**



*Home of the Eagles*

## **Student Handbook 2011-12**

## **THE MISSION OF NORTH BORDER PUBLIC SCHOOLS**

THE MISSION OF THE NORTH BORDER PUBLIC SCHOOL IS TO ENSURE THAT ALL STUDENTS DEVELOP CRITICAL THINKING, SCHOLASTIC, SOCIAL, AND TECHNOLOGICAL SKILLS NECESSARY TO MEET THE DEMANDS OF A CHANGING SOCIETY.

### **Personnel**

#### **Board of Education**

Jeff Carson  
Tina Dorion, Vice President  
Tara Emerson  
Darryl Berg  
Mike Gapp, President  
Deanna Newell  
Angie Stockton  
Meredith Holmquist, Business Manager

#### **Administration**

Paul Stremick, Superintendent  
Paul Hagness, Elementary Principal

#### **School Staff**

Janice Beattie, Sixth grade  
Darcene Burgess, Kindergarten  
Roxane Cameron, Fifth grade  
Shannon Clarksean, Second grade and Physical Education  
Nancy Defoe, Second grade  
Keythe Flaagan, Guidance Counselor  
Kathy Halley, First grade  
Zelda Hartje, Librarian  
Shelly Henke, Special Education  
Charlene Snustad, Music Education  
Tammy Larson, Speech  
Angela Longtin, Guidance Counselor  
Rod Mack, Special Education  
Verlinda Margerum, Third grade  
Nita Warner, Fourth grade  
Mary Wiese, Title I

#### **Ancillary Staff**

Gretta Ohmann, Teacher Aide  
Bob Kuster, Teacher Aide  
Jody Abrahamson, Custodian  
Bonnie Schaler, Food Service  
Jill Symington, Food Service

## **20011-2012 School Calendar**

### Dates and Events

August 25	First Day of School
Sept. 5	No school- Labor Day
Oct. 20-21	No school-NDEA Convention
Oct. 28	End of first quarter
Nov. 3	Parent-Teacher Conferences 3:30-9:30
Nov. 4	No school-PTC comp day
Nov. 11	No school- Veteran's Day
Nov. 24-25	No school- Thanksgiving break
Dec. 23-Jan 2	No school- Christmas break
Jan. 13	End of first semester
Jan. 16	No school-Martin Luther King Day
Feb. 17	No school-State Wrestling
March 1	Parent-Teacher Conferences 3:30-9:30
March 2	No school-State Boys Basketball
March 15	No school-PTC comp day
March 16	No school-State Girls Basketball
March 23	End of third quarter
April 6 & 9	No school-Easter break
May 24	End of fourth quarter-Last day of school
May 27	Graduation 3:00

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## WELCOME TO NORTH BORDER ELEMENTARY SCHOOL

The purpose of this handbook is to acquaint both students and parents of students with the general rules and guidelines of North Border Elementary School. The administration and the School Board believe that an understanding by each student of the rules and regulations is necessary in order to create a learning atmosphere, and to maintain each individual student's rights.

Keeping in mind that no rule or regulation can cover every circumstance, we simply expect you, as a student, to act like a young lady or gentleman and work together with both staff and fellow students to create an educational environment that is conducive to both teaching and learning for everyone. Accept your responsibilities: attending school, being on time to all classes, being prepared for class, completing your schoolwork, and being respectful at all times. Personal responsibility, initiative, and respectful human relations are necessary components for a successful transition from childhood to adulthood. Our nation, state, and community guarantee many rights and freedoms, but there are expectations of every individual to maintain those rights and freedoms.

Have a great year!

### MISSION STATEMENT

The mission of North Border Elementary School is to ensure that all students develop critical thinking, scholastic, social, and technological skills necessary to meet the demands of a changing society.

### PHILOSOPHY

At North Border Elementary School, we believe that:

- Citizenship is a primary element in education. Intelligent, informed citizens improve our society. Developing student awareness of our democracy and environment are unique responsibilities of public schools.
- Each individual is unique and shall be accepted into the educational program as such, regardless of sex, race, creed, religion, intellectual and physical ability, and social and economic status.
- Students shall be provided with a stimulating environment and opportunities for learning experiences designed to promote changes that will effect continuing adjustments in life.
- Our educational system should develop the intellectual, physical, social, moral, and vocational capabilities of our students.
- Education is a continuous learning process. The combination of intelligence, interest, and discipline is the key to academic and personal growth.
- Parents and community are vital partners in the school and education of young people. The school reflects the expectations and support of parents and the community. A quality education system should be our top priority.

### COMMUNICATION WITH THE SCHOOL

In order to meet the needs of our students as fully as possible, it is imperative that the home and the school communicate openly and frequently. The school shall endeavor to meet this need through open reporting procedures and both formal and informal parent-teacher communications. It is important that parents inform school personnel of developments that may influence the student's school performance.

## HANDLING OF COMPLAINTS

Any person having a grievance to be filed at the North Border Elementary School shall first have a conference with the individual closest to the problem. If a satisfactory solution is not made, he/she has the right to go to the next person in line of authority. Proper authority can be reached by writing to North Border Elementary School at 318 Madison Ave.; Neche, ND 58265 or by calling 886-7604.

The proper channels of authority are as follows:

- A. If the problem concerns administration or school business in general:
  - 1. Superintendent
  - 2. School Board
- B. If the problem concerns a teacher:
  - 1. Principal
  - 2. Superintendent
  - 3. School Board
- C. If the problem concerns a child:
  - 1. Teacher
  - 2. Principal
  - 3. Superintendent
  - 4. School Board
- D. If the problem concerns a player or coach:
  - 1. Coach
  - 2. Athletic Director
  - 3. Superintendent
  - 4. School Board

## ACCREDITATION

North Border Elementary School is accredited by the North Dakota State Department of Public Instruction.

## ACADEMICS

### GRADING SCALE

	<u>Percentage</u>		<u>Percentage</u>
A	95-100	D+	75-76
A-	93-94	D	72-74
B+	91-92	D-	70-71
B	87-90	F	Below 70
B-	85-86	I	Incomplete
C+	83-84	P	Pass
C	79-82	S	Satisfactory
C-	77-78	U	Unsatisfactory

### CITIZENSHIP GRADING

In an effort to emphasize the value of education that goes beyond academic mastery, students will be graded quarterly on classroom citizenship. Student citizenship responsibilities include punctuality, daily class preparedness, on-task performance, cooperation, and respect. The following grading scale is used: H=Honorable, S=Satisfactory, N=Needs improvement.

## PARENTAL TRACKING OF STUDENT PROGRESS

North Border Elementary School uses an internet based, state supported network-grading system called "Power School". On the Power School system, parents can access their child's grades, assignments, attendance, and daily announcements at any point in time provided they have an internet connection, a login and password. Parents will be issued a login and password upon request from the high school technology coordinator. If parents do not have access to the internet, the school will provide you with mid-term progress reports.

## REPORT CARDS

Report cards are issued four times per year at the conclusion of each nine-week grading period. Parents are encouraged to confer with applicable staff members regarding the academic performance of their student(s).

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held during the first and third quarters. These conferences are an integral part of a student's total education as they encourage parents and teachers to meet and discuss possible methods to assist, encourage, and enable students to get the most from their educational experience.

## ATTENDANCE

### ATTENDANCE REQUIREMENTS

Regular attendance is essential if students are to be successful in school. All students shall attend school as required by law and by school board policy.

Excused absences are considered those resulting from illness of the student or family emergency. Other absences must be excused through prior arrangements with the principal and with the permission of the parents.

### ATTENDANCE POLICY

The 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. The absent student loses the benefits of lectures, discussions, and participation with other students. In addition, North Dakota State law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exceptions for 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. Students are expected to be in all classes to which they are assigned on every school day except in the case of illness or injury, school-related activity, family emergency or religious observance. It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parent's responsibility to ensure that their children are in school unless a valid reason for absence exists and to notify the school when their child will be absent.

Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. A student has one day to make up schoolwork for each day absent. Family vacations should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return.

To be considered for grade promotion a student shall have accumulated no more than 20 absences. Building administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases.

### SCHOOL NOTIFICATION

Parental acknowledgement of the absence, by note or phone call, is necessary to excuse the absence.

Prior notification of the absence is essential for student safety and the smooth operation of the education process. Parents need to call the school in the morning if their child is going to be absent from school that day. If the parent is unable to call, it is the student's responsibility to call the school.

### LEAVING SCHOOL DURING THE SCHOOL DAY

No students will be allowed to leave school grounds for any reason during the instructional school day without the consent of, both, a parent/guardian and a school official. Students eating lunch at home are allowed to leave campus by foot or other non-motorized vehicle, or will be allowed to ride with their parent.

### INJURY

If a student is injured at school, the student's parent/guardian will be contacted. The parent/guardian will determine if any further treatment is necessary.

## STUDENT DISCIPLINE

### STUDENT DISCIPLINARY POLICY

North Border Elementary School recognizes its responsibility to meet the educational needs of students, and believes this can best take place in a safe, structured, and orderly environment. In an effort to maintain consistency in dealing with disciplinary issues, a discipline referral form will be utilized for all disciplinary situations noting the student's name, the date, a description of the incident, and the administrative actions utilized in dealing with the incident.

Courtesy and respect of other people are major components of the type of environment we hope achieve at North Border Elementary School. Always remember, "treat others, as you would like to be treated".

Disciplinary incidents will fall into two distinct categories:

#### Section I

1. Disruptive behavior

2. Disrespectful behavior/Tardiness
3. Technology misuse
4. Truancy/Skipping
5. Other unacceptable behavior

#### Section II

1. Continued/Repeated violations from Section 1
2. Academic fraud
3. Insubordination
4. Harassment, bullying, and the use of vulgar or threatening language
5. Vandalism/Theft
6. Fighting or physical assault
7. Possession or consumption of alcohol, tobacco, or illicit drugs in or on school property
8. Any action causing a potential danger to the safety of others

#### DISORDERLY CONDUCT - NDCC

An individual is guilty of Disorderly Conduct if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual's behavior, the individual:

- a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
- b. Makes unreasonable noise;
- c. In a public place, uses abusive or obscene language, or makes obscene gestures;
- d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- e. Persistently follows a person in or about a public place or places;
- f. Creates a hazardous, physically offensive, or seriously alarming condition by an act that serves no legitimate purpose; or
- g. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.

#### DISTURBANCE OF A PUBLIC SCHOOL - NDCC

Any person, whether pupil or not, who willfully disturbs a public school that is in session, willfully interferes with or interrupts the proper order or management of a public school by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, or who in the presence of a student, rebukes, insults, or threatens a teacher, shall be guilty of willful disturbance of a public school.

#### TARDINESS

Tardiness is being late for a class during the school day. Since instructional time is already limited, it is necessary that students be in class and prepared to learn when the bell rings. Tardiness not only means lost instructional time for the tardy student, but also is also disruptive to the teaching and learning activities being conducted in the classroom. Habitual tardiness will be treated as insubordination.

#### TRUANCY

Truancy is being absent from school or class without the knowledge and approval of either the school or parent.

## INSUBORDINATION

Insubordination means disobeying teachers or staff members, not following instructions concerning conduct, or in any way, by actions or words, demonstrating a defiant attitude.

## WEAPONS POLICY

The North Border School Board has 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 the principal initiate proceedings for the expulsion of the student involved for a minimum of one year. The Superintendent may determine that a modification of the expulsion or staying its execution is appropriate on a case-by-case basis. This 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 Superintendent will notify law enforcement.

Other violations of this policy will require that proceedings for suspension and/or expulsion until the end of the current school term be initiated immediately by the principal. It may be determined that modification of any suspension or expulsion is appropriate based on additional investigation.

Proper due process proceedings as defined in Policy 5-231 (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

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.

## EXTRACURRICULAR ACTIVITIES

The North Border Elementary School follows the rules and regulations set forth by the NDHSAA and applies these to all extracurricular activities at North Border Elementary School.

## ACADEMIC ELIGIBILITY

Weekly Eligibility-Students in grades K-6 must be passing all subjects to be eligible. Beginning on the third Monday morning of the new quarter and every Monday until its conclusion, eligibility will be checked. If a student becomes ineligible, they cannot become eligible until the next grade check on the upcoming Monday.

## CONDUCT ELIGIBILITY

On the recommendation of the administration a student may be removed from all activities when they: fail to do required class work, cause a disturbance to a class or activity, disobey the instructor, or display an attitude unbecoming a North Border student.

## ATTENDANCE

To participate in extracurricular activities, including practices, a student must be in attendance during the afternoon portion of the school day. The only exceptions to this rule are pre-arranged medical and dental appointments, unavoidable family emergencies, or other school sponsored activities.

## COACHES/ADVISORS

Class advisors and team coaches are expected to be present at all meetings, activities, practices, and trips. They are in immediate charge and responsible for all facets of their organization or team.

## EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

The North Border School District recognizes the importance and value of co-curricular activities in the physical and mental development of those who choose to take part in the many opportunities afforded by the district. Along with the privilege of taking part all coaches, players and fans must recognize the importance of good sportsmanship during activities. Failure to meet these standards could result in loss of the privilege to participate in any or all district sponsored programs.

## TRANSPORTATION

All participants in extracurricular events that are being held outside of their home school must ride to and from the event in school buses or other modes of transportation arranged by school officials. Special transportation arrangements may be made with school officials if unusual circumstances arise.

## GENERAL INFORMATION

### ADMINISTERING MEDICATIONS

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 Policy FEAA-Administering Medicine to Students, which requires a prior permission signed by the parent or guardian for aspirin and/or Tylenol, the signed request of the parent for any other over-the-counter medication, and the signed request of the physician and parent for any prescription medication.

All medications should be checked into the main office.

### Prohibited Substances

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules IV, of Title 21, US Code, Section 801, etc, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

### BELL SCHEDULE

The North Border Elementary School day is from 8:45-3:25. The lunch schedule is being arranged and parents will be notified when the schedule is completed.

### BUS CONDUCT

The driver of the school bus shall be responsible for the safety of the students on the bus, during the ride, and while students are entering or leaving the bus. The bus driver shall be certain that passengers understand and observe the rules of safety. The bus driver will notify the principal if any student persists in violating the established rules of conduct. After warnings have been issued to the student and parents, the principal or superintendent may deny the student the privilege of riding the school bus.

### CAFETERIA (BREAKFAST & HOT LUNCH)

North Border Elementary School offers hot lunch and all students are encouraged to take advantage of this programs. While in the cafeteria, students are expected to not only conduct themselves appropriately but are also expected to bus their own tables when finished eating.

The cost of an individual meal is \$2.00, and the cost of the twenty meal ticket plan is \$40.00. Breakfast is \$1.35 for individual meals and \$27.00 for a twenty meal ticket. A special milk program will be operated for grades K-4 on a daily basis. A milk ticket for twenty days costs \$5.00. The students will have a choice of white or chocolate milk.

Free and reduced meals are available as determined by government criteria and all families are encouraged to submit an application. Otherwise, meal plans can be purchased in the main office. Students are notified and parents are strongly encouraged to be aware of their student's lunch account status.

### DAILY ANNOUNCEMENTS

Announcements will be distributed daily to each classroom and posted on the Power School website. Furthermore, the daily announcements will be

posted throughout the school. All student announcements must be approved by the principal and must be turned in before 8:45 AM. Emergency or special announcements will be made over the public address system with administrative approval.

### DRESS CODE

Students are expected to wear clean, neat, and appropriate clothing. Excessively torn or tattered clothing is unacceptable. Clothing which is in poor taste, with obscene words, pictures, gestures, or suggestions, will not be allowed. Furthermore, any clothing that displays any type of drug or drug paraphernalia is unacceptable in our school. Students may not wear coats/jackets or hats in the classrooms.

### FAMILY NIGHT

As a courtesy to families and non-school organizations, no school activities will be scheduled on Wednesday evenings. All students should be in their respective communities by 6:00 PM.

### GUIDANCE

The guidance department of North Border Elementary School exists for the express purpose of helping students. The school counselor is available to assist and advise each student with personal problems and academic concerns.

### Head Lice

If head lice have been found to be present on any student or school official, the person(s) affected must have the problem treated, make a return trip to the public health office, and get written documentation that the problem has been taken care of before returning to school.

### INCLEMENT WEATHER

At times, we may encounter bad weather, extreme cold, or blizzard conditions. As soon as possible, notification of school cancellation or late start of classes will be broadcast over radio and television stations. Announcements regarding school cancellation or late starts will be broadcast over KNDK(1080 AM)-Langdon; KXPO(1340 AM)-Grafton; KVLV-TV (Ch.11); WDAZ-TV (Ch.8); KXJB-TV (Ch.4); and through the Alert Now system.

If in your opinion, the road or weather conditions are so severe as to pose a threat to the well-being of your child, exercise the same judgment in keeping the child home, as you would if the child were ill. When school is in session, and the weather deteriorates, parents must also exercise their judgment about getting their child early or before regular dismissal.

In the event school is cancelled or dismissed early, all activities and/or practices for that day will normally be cancelled. Only essential personnel will be in the building.

If an early dismissal occurs, students are encouraged to leave their vehicles parked at the school and to ride home on school provided transportation. The district will not assume responsibility for students selecting other means of transportation.

## STORM HOMES

Parents are urged to arrange for their child to remain in town if weather conditions become so severe that buses cannot be sent on the routes. In the event that buses cannot be sent out, students are expected to go to their storm homes when school is dismissed. Please notify the school at the beginning of the school year of the designated storm home.

## LOCKERS

Each student is assigned a locker at the beginning of the school year, and students may only use the locker they are assigned. Regardless of the assignment, the locker remains the property of the school. As property of the school, school officials with or without a student's consent, may inspect lockers. No items or substances are allowed on or in the locker that are not appropriate for a school environment. Please use good judgement in what you place in your locker as North Border Elementary School is not responsible for any items taken from lockers.

## TECHNOLOGY/COMPUTER USE

North Border Elementary School believes that computer use by students is an important privilege and the school will attempt to provide opportunities for computer usage as often as possible. With the increase of technology, there is also an increase in the responsibility of students to be ethical in the use of computers. Student's misuse or unethical practices on computers will not be tolerated and will result in disciplinary and/or legal action. Each student must sign and return an acceptable use policy form (parental signature is necessary) prior to using school computers.

Cellular phones, pagers, personal computers and other personal communications devices should not be in the school building during the regular school day. If they need to be brought into the school, they must be turned into the office upon entering the building. Students may pick them up at the end of the school day. Students will not be allowed to use such devices without permission of the principal

## TEXTBOOKS

Students are generally issued textbooks at the beginning of each course. At the conclusion of the course, it is the student's responsibility to return all textbooks in good condition, with allowances made for general use. If any book is lost or damaged, the student will be responsible for the cost of replacement.

## VISITORS

Parents wishing to visit school should inquire at the Principal's office, of prearrange with the teacher prior to entering a classroom. Any student having a visitor must have prior approval from the principal before any individual can attend classes.

## FEDERAL REGULATIONS / GUIDELINES

### TITLE IX

It is the policy of the North Border Public School not to discriminate based on sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to:

Superintendent	or	Director of the OCR
North Border Public School		Department of HEW
155 South Third St.		Washington, DC
Pembina, ND, 58271		

### NOTIFICATION OF NON-DISCRIMINATORY POLICY

You are hereby notified that in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations and policies, the Cavalier Public School District 6 shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of the North Border Public School District 6 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents/guardians and employees who feel discrimination has been shown by the school district.

Specific complaints of alleged discrimination under Title IX, Title VI and Section 504 should be referred to:

Superintendent  
North Border Public School  
155 South Third St.  
Pembina, ND 58271  
(701) 825-6261

Complaints may also be filed with the Office of Civil Rights:

Regional Office for Civil Rights  
Room 1185, 1961 Stout Street  
Denver, CO 80294  
(303) 837-5695

All students attending North Border Public School may participate in educational programs and activities, including but not limited to health, physical education, music, and vocational/technical education (homemaking

and consumer education, trades and industrial education, business and office education, etc.) regardless of race, color, national origin, religion, age, handicap, or sex.

### SEXUAL HARASSMENT or HARASSMENT IN GENERAL

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. Under the Equal Employment Opportunity (EEOC) guidelines, which the school district follows, an employer is held accountable if a person is harassed by supervisory employees whether or not the employer is aware of the harassment or act. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate appropriate and corrective action.

Learning and working environment that is free from sexual harassment will be maintained in the North Border School District. It will be a violation of policy for any member of the district staff to harass another staff member or student or for students to harass other students through conduct or communication of sexual nature as defined by this policy. Administration will inform staff and students of their rights and remedies under the law.

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

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

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

Any person, who believes that he/she has been the victim of sexual harassment by an employee or student of the school district or any third person with knowledge or belief of conduct that may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as is designated by the policy. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the Board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right of confidentiality, both of the complaint and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a school district staff member will subject such member to disciplinary action that may include discharge.

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

A notice of this policy will be circulated to all district departments, and incorporated in teacher and student handbooks.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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 as follows:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. 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; U.S. Department of Education; 600 Independence Avenue SW; Washington, DC 20202-4605

### NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

The North Border School District being aware and concerned about the health and safety of its patrons, students, and employees has a program of monitoring and responding to the following hazard as defined by the Environmental Protection Agency, and State and Local Departments of Health.

An AHERA Asbestos Management Plan has been prepared for the school district and has been approved by the North Dakota State Health Department. Superintendent Paul Stremick is the contact person for any questions and the Management Plan is on file in the school and available for inspection during regular school hours.