

STANLEY COUNTY SCHOOL DISTRICT #57-1
P. O. BOX 370
FORT PIERRE, SOUTH DAKOTA 57532 – 0370
605-223-7741

STANLEY COUNTY SCHOOL DISTRICT STUDENT AND ACTIVITIES HANDBOOK

BOARD OF EDUCATION MEMBERS

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Mr. Shaun Cronin.....Vice-President
Mrs. Shannon Schweitzer Member
Mrs. Michael RoggowMember
Mrs. DeLynn Hanson.....Member

SCHOOL DISTRICT PERSONNEL

Superintendent ----- Mr. Daniel Hoey
Business Manager-----Ms. Kim Fischer
Middle/High School Principal----- Mr. James Cutshaw
Elementary Principal and Title I Director -----Mrs. Terri Mehlhaff
JK-5 Counselor -----Mr. Matthew VanZee
6-12 Counselor.....Mrs. LaRae Natvig
Pre-K – 12 Special Education Director -----Ms. Krystal Simons
Activities Director ----- Ms. Kelcy Nash

The Stanley County School District 57-1 does not discriminate based on race, color, national origin, pregnant or married status, or age in its programs and activities. The Superintendent is designated to handle inquiries regarding the non-discrimination policies. Contact Daniel Hoey, PO Box 370, Fort Pierre, SD 57532
Phone (605) 223-7741

Approved: August 12, 2019

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School Calendar

2019-20

Fall Semester

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- 14-15 Teacher Inservice
- 15 Open House 5:00-6:30pm
- 19 First day of school

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- 2 Labor Day
- 6 Enrichment Friday
- 17-18 K-12 Conferences 4-7pm
- 18 Quarter 1 Midterm
- 27 Homecoming

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

- 11 Enrichment Friday
- 17 End of 1st Quarter

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

- 8 Enrichment Friday
- 8 Teacher Inservice 1/2 day
- 14 Quarter 2 Midterm
- 27 Early Release - 1pm
- 28-29 Thanksgiving Break

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- 13 Enrichment Friday
- 17 Finals: Math, Science
- 18 Finals: English, S.S.
- 19 End of 2nd Quarter
- 20 Teacher Inservice 1/2 day
- 23-31 Christmas Break

Spring Semester

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- 1 New Years Day
- 2-3 Teacher Inservice
- 20 MLK Jr Day
- 31 Enrichment Friday

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

- 5 Quarter 3 Midterm
- 17 President's Day

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- 6 Enrichment Friday
- 6 Teacher Inservice 1/2 day
- 12 End of 3rd Quarter
- 18-19 K-12 Conferences 4-7pm

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

- 3 Enrichment Friday
- 13 Easter Monday
- 17 Quarter 4 Midterm

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

- 8 Enrichment Friday
- 17 Graduation - Noon
- 19 Finals: Math, Science
- 20 Finals: English, S.S.
- 21 End of 4th Quarter
- 22 Teacher Inservice 1/2 day

Hours
Elementary 8:00 am - 3:35 pm
Middle/High School 7:50 am - 3:43 am

- Regular School Day
- Enrichment Friday
- Teacher Inservice
- Offices Closed/Holiday

INTRODUCTION

The Stanley County School District has accepted responsibility to provide an appropriate education for the children of our district. Once a student enrolls, it is up to us to identify their strengths so that the students may reach their maximum potential. In addition, our young people need a careful plan of guidance, supervision, and independence if they are to achieve their potential while attending our schools.

To ensure an orderly, efficient school system, the Board of Education has developed a student handbook for the community, parents, and students as well as all employees of the Stanley County School District to use. The policies and guidelines within this handbook will help ensure that our school environment will be consistent with the values and philosophies of our community. The main purpose of the student handbook is to set forth clearly the standards of behavior and the limits on behavior established by law and by the policies of the Board of Education. Further, it describes the various administrative actions to be taken for violations of these standards of behavior.

To have the best school possible, it is necessary to have all students follow the policies set forth in the handbook. The student handbook is designed for better communication and cooperation among teachers, students, parents, and administration. The policies should lessen any misunderstandings.

The handbook is an attempt by the Board of Education to provide help and direction to the school community for the orderly management of our educational system. It is our hope that all who use this handbook will do so realizing the equal importance of the student's responsibility for his or her own acceptable behavior and the protection of the student's personal rights to due process and fair and just treatment.

Board of Education
Stanley County School District #57-1

MISSION STATEMENT

To prepare and challenge students to become lifelong learners and productive citizens in a global society.

**PHILOSOPHY AND PURPOSE OF THE
STANLEY COUNTY SCHOOL DISTRICT #57-1**

PHILOSOPHY: We believe that education is an individual process whereby students grow in knowledge and skills at a rate unique to their ability and surroundings. To this end, the Stanley County School District dedicates itself to improving the lives and futures of its students to the extent the human and material resources of the district will allow.

PURPOSE: More specifically stated, the purpose of the Stanley County School District (hereafter referred to as “the District”) is:

1. To provide each student the opportunity to acquire a reasonable mastery of the basic skills of reading, writing, oral communication, mathematics, and the fundamental skills of learning.
2. To assist each student in formulating educational, social, and vocational objectives.
3. To provide the means by which each student can meet the requirements of admission to post high school educational institutions.
4. To provide the means for exploring a variety of academic, vocational, and recreational areas.
5. To assist each student in developing a sense of personal and group worth, including the building of strong habits of moral and healthful living.
6. To assist each student in acquiring an understanding and appreciation of the basic concepts supporting our American institutions, as well as the civic skills and attitudes necessary to ensure the perpetuation of our process of self-government and the responsibilities of citizenship.
7. To assist each student in building attitudes which recognize the importance of wise use of human and natural resources.
8. To build in each student an awareness of and appreciation for beauty and a high regard for the arts.
9. To promote each student’s ability to be self-directed, lifelong learners by increasing knowledge, competencies, and orientations.

STUDENTS

ACCIDENTS: An accident or injury that occurs on school grounds, requiring immediate medical attention, shall be reported to the appropriate administrator and a report shall be filed with the business office. Report forms can be found in each principal's office, or in the business office. If medical attention is necessary, attempts to contact the parents/guardians through all available means will occur. A follow-up report will be sent home to the parents regarding the injury and efforts taken on the child's behalf.

ACTIVITY TICKETS: Student and adult admittance to home events is by activity ticket or admission at the door. Activity tickets may be purchased at the business office according to the following cost schedule, with the understanding that the Board of Education has approved free admission for SCMS/HS students in grades 6th – 12th.

| | |
|-----------------------|---------|
| Adults ----- | \$30.00 |
| Students JK - 5 ----- | \$15.00 |
| Family----- | \$50.00 |

ACTIVITY TICKETS ARE NOT HONORED AT TOURNAMENTS or SDHSAA Events

Admission at the door for school activities is as follows:

| | |
|-----------------------|--------|
| Adults ----- | \$5.00 |
| Students JK - 5 ----- | \$3.00 |

ANIMALS: Students are not permitted to bring live animals (with the exception of service animals) to the school/classroom during regular school hours.

ASBESTOS NOTICE: The Asbestos Emergency Response Act (AHERA) requires that all parents, guardians, and employees be notified of the existence of asbestos in our buildings.

The Environmental Protection Agency (EPA) has mandated that all private and public schools must conduct asbestos inspections to determine if their facilities contain asbestos and the degree of hazard that exists. That inspection has been completed and a management plan has been developed for our school.

During the inspection, it was determined that District buildings contain both friable and non-friable asbestos in several areas throughout the buildings. While this does not represent a hazardous situation at this time, the potential for damage requires action to reduce this possibility for future exposure.

The business office has on file the complete inspection report and management plan. Both documents are available without cost or restriction for inspection by representatives of the state, the public, parents, and school staff. Copies are also available upon request for the cost of duplication.

ATTENDANCE: The process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study on the part of each student. A student's ability to learn and achieve in the educational setting is directly related to his or her attendance.

Regular attendance is required by South Dakota Codified Law (SDCL) for all children ages six through eighteen. It is the responsibility of parents/guardians to ensure that their children are attending school (SDCL 13-27-1). Failure to do so will result in a misdemeanor (SDCL 13-27-11).

Attendance information becomes a part of a student's permanent record. The administration of the school has a responsibility to monitor student attendance, to work with parents/guardians when concerns arise, and to report truancy concerns to authorities.

The goal of the South Dakota Department of Education is to have students in attendance for at least 94% of the total school days in any given year. In terms of the District's calendar, this means that students cannot miss more than nine days of school in a school year.

Student attendance will be entered in campus as minutes present.

Absences/Tardies

Attendance is important for all the reasons stated above. There are, however, circumstances under which it is generally agreed that a student should not be in school. As such, the District and the state have outlined types of absences and how they should be recorded for attendance purposes.

Exempt absences/tardies: Exempt absences/tardies do not count toward a student's absence or tardy total. Exemptions are allowed for school activities (including absences relating to other educationally-related activities or preparation for programs of higher education); absences or tardies related to inclement weather (at the discretion of parents/guardians or school administration); and medical appointments (including dental, orthodontic, chiropractic, and mental health/counseling) or illnesses if documentation from the medical professional is provided to the school. A medical exemption may be authorized in other cases at the discretion of the principal or administration. In addition, a general exemption for an absence or series of absences may be authorized by the principal or administration in the case of extraordinary circumstances (i.e., emergency, serious illness, or death in a student's immediate family).

Excused absences/tardies: Excused absences/tardies include any absence or tardy that is excused by a parent/guardian. Excused absences/tardies may include but are not limited to medical appointments or illnesses for which no note from a medical professional is provided.

Unexcused absences/tardies: Unexcused absences/tardies include any absence or tardy that is not excused by a parent/guardian or exempted under one of the conditions noted above. Students who have missed 15 consecutive days of school with an unexcused absence are considered withdrawn, and a letter to that effect will be sent home. A letter will also be sent to the State's Attorney for consideration of a truancy petition to be heard before the District Court.

Due to student safety issues any student leaving school during the school day may only leave with a parent/guardian's permission after the parent/guardian has checked them out in person, by phone or electronic messaging with the office before 9:00 AM. The parent/guardian must return the child to school before the tardy bell or the student will receive an unexcused tardy or unexcused absence.

Absence Accumulations

Absences are accumulated throughout the entire school year; absence totals do not restart at semester time.

Elementary: Teachers are to monitor the absences of students within the classroom and make initial contact with parents/guardians to get clarification regarding a concern. The teacher will communicate concern to other school personnel as appropriate. A student's tardies/early exits may be considered in discussions regarding a student's absence total.

Level 1: Once a student has accumulated five absences, the student's attendance record will be reviewed, and parents/guardians will be contacted.

Level 2: Once a student has accumulated eight absences, the parents/guardians will be notified in writing and will be sent a copy of the student's attendance record.

Level 3: When a student's absences represent an ongoing concern, a meeting will be requested to discuss the situation and possible formal measures to address it. Notification will also be made to the superintendent, who is the school's truancy officer.

Level 4: At the discretion of the administration, a certified letter will be sent to the student's parents/guardians to outline the attendance concern and/or request another meeting. The State's Attorney may be contacted, and legal proceedings may be initiated for non-compliance with the state's compulsory attendance statute. Retention in the

student's current grade may be considered for students with absences representing 25% or more of the school calendar.

Middle/High School: Once a student has accumulated the equivalent of four full days of absences, the principal will notify the parents/guardians in writing. Once a student has accumulated the equivalent of seven full days of absences, the principal will notify the parents/guardians in writing and a meeting will be requested to discuss the attendance situation and possible formal measures to address it.

In extreme situations and at the discretion of the administration, a certified letter will be sent to the student's parents/guardians to outline the attendance concern and/or request another meeting. The State's Attorney may be contacted, and legal proceedings may be initiated for non-compliance with the state's compulsory attendance statute.

Tardy Accumulations

Tardy accumulations begin anew each semester.

Elementary: Students that are excused early are considered absent for that amount of time. Students that arrive at school after 8:00 a.m. are considered tardy. As soon as the tardy minutes and the "excused early dismissals" accumulate to three and one half (3.5) hours, the student will be considered absent for one half (0.5) day. Early exits are to be treated in the same manner.

Teachers are to monitor the tardies of students within the classroom and make initial contact with parents/guardians to get clarification regarding a concern. The teacher will communicate concern to other school personnel as appropriate.

Level 1: Once a student has accumulated six tardies/early exits, the student's attendance record will be reviewed, and parents/guardians will be contacted.

Level 2: Once a student has accumulated nine tardies/early exits the parents/guardians will be notified in writing and will be sent a copy of the student's attendance record.

Level 3: When a student's tardies/early exits represent an ongoing concern, a meeting will be requested to discuss the situation and possible formal measures to address it.

Middle/High School: Any student arriving at school late must check in at the office before going to class. Any student arriving to a class within fifteen minutes of the bell will be considered tardy for that period. Any student arriving to a class more than fifteen minutes late will be considered absent for that period.

Students accumulating more than four tardies in a semester may be subject to detention, Friday school, or in-school suspension. Students who are willfully and repeatedly tardy may face out-of-school suspension at the principal's discretion.

Additional notes on attendance

Illness: For the safety and well-being of all students and staff, students displaying signs of a contagious illness should be kept home or will be sent home if presenting with symptoms during the school day. In addition, parents/guardians will be notified and asked to pick their student up from school if the student has a temperature of 100 degrees or above.

Medical appointments: Parents/guardians are strongly encouraged to schedule all planned appointments when school is not in session if possible.

Weather: Parents are urged to use good judgment regarding travel to school on days with inclement weather, particularly when traveling in rural areas.

Parental notification of absences or tardies: If a student is going to be absent from or tardy to school, the parent/guardian should notify the school office as soon as possible. If a student is absent from school and no

notification has been received from a parent/guardian, the school will make due and diligent effort to contact the parent/guardian in a quick and timely manner in order to verify the student's whereabouts.

Makeup work: Elementary students should work with their teacher to make up missed work in a reasonable time frame to be determined at the discretion of the teacher. If parents request work to be provided to be sent home, they may contact the elementary office or the classroom teacher, but must give ample amount of time for the teacher to prepare the work to be sent home if the teacher chooses to send work home.

Middle/high school students have two full days to make up work missed due to exempt or excused absences. A day in session is considered a day. (For example, if a student were absent Monday then their makeup work would be due on Thursday.) The days are not cumulative to the end of the period of absence. Additional time may be granted at the discretion of the teacher and administration. Teachers and the administration have the right to refuse work missed for unexcused absences, resulting in zeros.

Middle/high school early dismissals: Any student that leaves the school premises during the school day (including students with open campus privileges) must sign out at the office. Failure to follow this procedure may result in an unexcused absence at the discretion of the principal.

Emancipated students: Students that are 18 years old or older cannot excuse their own absences or tardies (parental/guardian permission must still be obtained) unless they are legally emancipated.

Extraordinary circumstances: The administration reserves the right to take into account extraordinary circumstances affecting a student when implementing the attendance policy.

BOOK FINES: Textbooks are furnished by the District. Book fines will be levied against those students who damage or lose their books. This also pertains to library books or other lost or damaged school materials.

Charges for lost textbooks are as follows:

| | |
|---------------------------------------|------------------|
| 1 – 3 years old..... | replacement cost |
| 4 – 5 years old..... | \$20.00 |
| 6 or more years old..... | \$10.00 |
| Rebinding damaged book (any age)..... | \$15.00 |
| Charge for library books..... | replacement cost |

BUFFS (BUILDING UP FOR FUTURE SUCCESS) OUTREACH PROGRAM

Length of Program:

- All school year
- Tuesday and Thursday, 7:00-7:45 a.m.

Identifying Students:

- Students in grades 6-8
- At each midterm and at the end of each quarter school personnel will convene to identify students who are failing a core class. Students will be entered into the program after the parent/guardian has returned the form indicating their acceptance of their child's placement in the program.
- Parents/guardians that opt out of the program must provide a written letter stating that their student will not be participating for the reason(s) stated on the form.

Criteria for Placement:

- Students must be failing one (1) or more core classes.
- Teacher(s) may refer a student who is struggling.
- Parents/guardians may request placement for their student with school approval.

- A parent/guardian's request may be denied due to the number of students already in the program.
- A student placed in the program solely at the request of a parent/guardian may be asked to withdraw if the spot is needed for a student with more need.
- Contact with parents/guardians will be made at the time a student is recommended for placement into the program.

Guidelines:

- Teacher(s) will provide the program with a list of missing assignments and current assignments, so as to curb claims by students of nothing to do.
- If a student has everything completed satisfactorily and is passing their classes, then they may leave early.
- A student who is given detention will report to detention and then report to the program following detention.
- Students in the program may report to an activity's practice following the program if practice is still going on.

Absence Consequences:

- Attendance will be taken at each session.
- After a student's third absence a meeting will be called with the parents/guardians to discuss the following:
 - Student placement in the program
 - Possible withdrawal and the academic consequences
 - Importance of the program to the student's success
- Any student with an additional absence after the parent meeting will be removed from the program. At the next evaluation meeting, the student may be allowed to reenter the program.

Staff:

- A teacher may sign up with the BUFFS coordinator to work in the program.
- Three teachers are needed for each session.
- Students that are members of the National Honor Society may assist with BUFFS as a community service opportunity.

Exit Criteria from BUFFS:

- Students will stay in the program until the next evaluation period (evaluation periods are at each midterm and quarter end).
- A student may be removed with a written request from the parents/guardians.

BULLYING:

Definitions

1. Bullying: For the purposes of this policy, "bullying" means any physical, verbal, written, or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:
 - a. has the purpose or effect of creating an intimidating, hostile, or offensive academic environment, or
 - b. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance, which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical, or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
 - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - c. Implied or explicit threats concerning grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - d. Demeaning jokes, stories, rumors, or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
 - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
2. **Electronic:** For the purposes of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable, or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.
 3. **Third Parties:** For the purposes of this policy, "third parties" includes, but is not limited to, school volunteers, parents/guardians, school visitors, service contractors or others engaged in District business (such as employees of business or organizations participating in cooperative work programs with the District), and others not directly subject to District control at interdistrict and intradistrict school events.

Reporting

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff, or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the business office. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures, or electronic communication devices.

1. **Designated Personnel.** The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. Failure to forward any report as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.
2. **District-wide.** The Board of Education hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the president of the Board of Education.
3. **Confidentiality.** The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with District policy, legal obligations, and the necessity of investigating allegations of bullying and taking disciplinary action when the conduct has occurred.
4. **Procedure.** Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but is not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. **Required Reporting.** If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

Investigation

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal's

discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party.

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

Prohibition Against Retaliation

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct, or retaliation against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted, or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent with District policy.

Consequences

Any individual found to have violated this policy will be subject to disciplinary action consistent with District policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal, or appropriate sanction determined and imposed by the administration or the Board of Education. Individuals may also be referred to law enforcement.

Notification

The District's bullying prevention efforts shall be annually discussed with students and staff, and the District's policy and regulations shall be incorporated into the appropriate District handbooks, which shall be made available to District staff, students, and parents.

CANCELLATION OF SCHOOL: In case of severe weather, the official announcement for school closing may be heard over Pierre radio stations KCCR 1240AM and KGFX 1060AM and noted on the District's home page. Parents should always use their judgment in assessing road or weather conditions.

CELL PHONES: (Elementary)

Elementary students must leave their cell phone in their locker turned off or in silent mode during the school day.

Elementary students are not allowed to take their cell phones to lunch, recess, or out of their lockers any time during the school day. If a parent needs to be contacted, the student must get permission from their classroom teacher or administrator to use their phone.

Smart watches or phone watches also may not be used to make phone calls or text messages during the school day, at recess, or lunch. If a parent needs to be contact, the student must get permission from their classroom teacher or administrator to use their device.

On the first violation, the parent/guardian will be notified.

On the second violation, the parent/guardian will be notified. The device will be kept by the classroom teacher until the end of the school day. The student will serve one detention.

On the third violation, the parent/guardian will be notified. The device will be kept in the office and the parent/guardian must pick up the device from the office. The student will serve two detentions.

(Middle/High School)

All student cell phones and portable media devices may be used before school, during lunch, during a passing period between classes, and after school. All cell phones and portable media devices are to be turned off during class time. Any student using a cell phone or portable media device during the school day without administrative permission will be subject to disciplinary action. The district does not operate under a Bring Your Own Device (BYOD) technological policy and as such limits the amount of time a student may use their personal communication device.

On the first violation, the device will be taken from the student and the student must pick up the device at the end of the day. The student will serve one detention. A parent/guardian will be notified of the violation.

On the second violation, the device will be taken from the student and a parent/guardian must pick up the device from the office. The student will serve two detentions.

On the third and subsequent violations, the device will be taken from the student and a parent/guardian must pick up the device from the office. The student will serve one day of in-school suspension.

Any student that must use their cell phone or portable media device during the school day must obtain permission from the IT Director and the building principal. Any student using their cell phone or portable media device during the school day without administrative permission will be subject to disciplinary action.

Any teacher wanting students to use cell phones or portable media devices for a classroom project must obtain permission from the IT Director and the building principal.

Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including out-of-school suspension. Severe violation of this policy would include, but not be limited to, such highly inappropriate activities as:

1. Electronic communication that contains inappropriate content, profanity, intimidation or threat to others.
2. Academic dishonesty or cheating.
3. The use of camera or recording features of a cellular phone or portable media device in restrooms, locker rooms, or for any use constituting an invasion of a person's reasonable expectation of privacy.
4. Communication in any way with outside groups or individuals regarding participation in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities.
5. Refusal to relinquish a cell phone or portable media device to a person of authority upon request.

The District is not responsible for any electronic devices that are lost or stolen.

CHEATING/COPYING/PLAGIARISM: Students that cheat, copy, or plagiarize by using the work of other students, authors, or researchers in print or electronic media without appropriate credit or footnote will receive a zero for the work, as well as other consequences as listed in the behavior matrix. Students allowing others to use their work will also receive a zero. (This includes cutting and pasting information from the internet without citing the source).

CLASSROOM PARTIES: Holiday parties may be held in elementary classrooms as the schedule allows during the day. No parties will exceed one hour unless special permission has been granted by the principal.

COMMUNICABLE DISEASES:

COMMUNICABLE DISEASE GUIDELINES

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life-threatening in nature. Some are both.

| Disease and Incubation* Period | Rules for School Attendance |
|---|---|
| Acquired Immune Deficiency Syndrome (AIDS) <i>Six months – five years</i> | Determination will be made by the advisory committee as outlined in the communicable disease policy. |
| Chicken Pox <i>14-21 days</i> | The student may attend school after all pox are dry and scabbed. |
| Cytomegalovirus Salivary Gland Viruses (CMV) | The student may attend school. Precautions should be taken when there is contact with immunosuppressed individuals, as well as anyone with a suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection. |
| Fifth Disease (Erythema Infection, Slapped Cheek, Parvovirus) <i>6-14 days</i> | The student may attend school with physician's permission. |
| Giardiasis (Intestinal Protozoal Infection) <i>5-25 days or longer</i> | The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection. |
| Herpes Simplex <i>2-12 days</i> | The student may attend school during an active case if the student has the ability to practice personal hygiene precautions and the area of lesion is covered. |
| Impetigo <i>4-10 days (variable)</i> | The student may attend school if treatment is verified and covered or dry. |
| Plantar Wart <i>Variable</i> | The student may attend school. Students should not be permitted to walk barefoot. |
| Infectious Hepatitis <i>15-40 days</i> <i>Average 25 days</i> | The student may attend school with physician's written permission and he/she has the ability to take appropriate personal hygiene precautions. |
| Measles (Red, Hard, Rubeola, 7-day) <i>8-14 days</i> | The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date. |
| Infectious Mononucleosis (Glandular Fever) <i>2-6 weeks</i> | The student may attend school with physician's permission. The student may need adjusted school days and activities. |
| Mumps <i>12-21 days</i> | The student may attend school after swelling has disappeared. |
| Pediculosis (Lice, Crabs) | The student may attend school after treatment. After repeated infestation of the same student, the |

| | |
|---|--|
| <i>Variable</i> | student may be excluded until all nits are removed. |
| Pink Eye (Conjunctivitis) <i>5-12 days</i> | The student may attend school after the eye is clear, under treatment, or with physician's written permission. |
| Ring Worm (Scalp, Body, Athlete's Foot) <i>Variable</i> | The student may attend school if the area is under treatment and covered. Restrict new cases of athlete's foot from pools and showers until under treatment. |
| Rubella (3-day German Measles) <i>14-21 days</i> | The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women. |
| Scabies (7-year itch, Mites) <i>Variable</i> | The student may attend school after treatment. |
| Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) <i>1-3 days</i> | The student may attend school 24 hours after initiating oral antibiotic therapy if clinically well. |

ALL COMMUNICABLE AND CHRONIC DISEASES SHOULD BE REPORTED TO HEALTH SERVICES.
*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

COMPUTER USE AND INTERNET SAFETY:

Unauthorized Use of Computers

Students shall not load any computer programs onto the school's computers without authorization. Students violating this rule will be responsible for the cost of repair of any programs that were damaged and will be suspended/expelled depending on the severity of the damage.

Children's Internet Protection Act (CIPA)

All internet activity will pass through our FortiGuard firewall and content filter, which is regularly monitored by the technology director as well as the Digital Dakota Network (DDN). This appliance will provide protection to the internal network from outside intrusion and will provide content filtering of inappropriate sites. The District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent is delegated authority to implement these educational requirements. Each user is required to sign the District's acceptable network and internet use policy, which must also be signed by a parent/guardian before access to the internet is granted. Parents/guardians will give explicit permission for student photos and/or work to be posted on the school web page by signing the District's web page permission agreement.

Computer and Internet Safety Policy

I. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety

It is the policy of the District to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such incident immediately to a teacher or administrator.

The District has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material, and material that is harmful to minors. The District uses the FortiGate firewall and content filtering system as its technology protection measure. All internet activity will pass through our FortiGate firewall filter.

In order to protect the safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities, including but not limited to chat rooms, email, and social networking web sites.

All network users are prohibited from hacking and engaging in any unlawful online activity.

All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.

All network users are prohibited from accessing sites or online materials that are blocked by the FortiGate firewall and content filter.

III. Implementation of Technology Protection Measures

All school-owned computers used on campus are equipped with the FortiGate firewall and content filter.

Adult users may request the FortiGate firewall and content filter to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The firewall must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

IV. Acceptable Use Policy

Each network user shall be required to sign an acceptable use policy annually. The acceptable use policy shall outline this internet safety policy. Violation of this policy and/or the acceptable use policy shall be subject to appropriate discipline and sanctions.

V. Monitoring of Online Activities

It shall be the responsibility of all personnel of the District to monitor students' online activities and use of the network to ensure that their use complies with CIPA and this internet safety policy.

VI. Cyberbullying and Appropriate Online Education

CIPA regulations require students to complete an internet safety course. Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyberbullying awareness and response. The course consists of a presentation and will be completed prior to the end of the first semester of the school year. Students enrolling after the first semester are required to participate individually with a designated presenter. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in JK-2 will not be required to sign off, but the designated presenter will list the names of those who complete the JK-2 instruction. The implementation of this provision is delegated to the superintendent, who shall report annually to the Board of Education on the educational activities undertaken to comply with this subsection.

VII. Definitions Used in this Policy

- A. *Minor*: The term "minor" means any individual who has not attained the age of 18 years.

- B. *Obscene*: The term “obscene” is defined as material (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. *Child pornography*: The term “child pornography” is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- D. *Harmful to minors*: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. *Technology protection measure*: The term “technology protection measure” means a specific technology that blocks or filters internet access to the material that is obscene, contains child pornography, and/or is harmful to minors.
- F. *Computer*: Any electronic device that has the ability to connect to the internet, including but not limited to desktop computers, laptop computers, tablet computers, and electronic book readers.

Acceptable Network and Internet Use Policy

I. Introduction

The Children’s Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), requires public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. The District’s acceptable network and internet use policy (AUP) is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District’s network, and to ensure that such use complies with the CIPA requirements.

“Network” is defined as any and all District-owned computers, servers, hardware or software, the District’s local area network, wireless access points, the internet, internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications, or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District-provided equipment (laptops, tablets, etc.) is used on or off the premises of District property.

II. Acceptable Use

The network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network, and access to network services will be provided only to those staff and students that agree to act in a considerate and responsible manner and in accordance with the District’s internet safety policy and AUP.

Students may use the network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere

with job performance. Use of the network must be in compliance with applicable laws, including all copyright laws, and all materials on the network should be presumed to be copyrighted.

All members of the staff who wish to use the network must sign the AUP whenever requested by the District to confirm that the staff member has read and understands the policy and agrees to abide by it. All students must sign the AUP annually to confirm that they have read and understand the policy and agree to abide by it. Students who are under 18 must have a parent/guardian sign the AUP and submit it to the District.

III. Email

Students in grades 6-12 will be provided with a K-12 email address. Students should maintain high integrity with regard to email content. Students should check their email regularly. Student email is subject to inspection by school officials at all times. Students should always use appropriate language and should not transmit language/material that is profane, obscene, abusive, or offensive to others.

IV. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of prohibited use in Section V.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities, or any other inappropriate language.
- C. All communications and information accessible via the network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

V. Prohibited Use

The District reserves the absolute right to define prohibited use of the network, adopt rules and regulations applicable to network use, determine whether an activity constitutes a prohibited use of the network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses (“harvesting”) of email addresses from the global address list and other District directories;
- E. Obtaining and/or using anonymous email sites, spamming, or spreading viruses;
- F. Circumvention of the District’s technology protection measures (i.e., FortiGuard filter) to access blocked sites;
- G. Disclosure of minors’ personal information without proper authorization;
- H. Disclosure of students’ personal information (such as name, address, phone number, password, or social security number) to other users when engaging in online activities, including but not limited to chat rooms, email, and social networking websites;

- I. Causing harm to others or damage to their property, such as:
 - 1. Using profane, abusive, or impolite language; threatening, harassing, bullying, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - 3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 - 5. Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes."

- J. Engaging in uses that jeopardize access or lead to unauthorized access to others' accounts or other computer networks, such as:
 - 1. Using another's account password(s) or identifier(s);
 - 2. Interfering with other users' ability to access their account(s); or
 - 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).

- K. Using the network or internet for commercial purposes, such as:
 - 1. Using the internet for personal financial gain;
 - 2. Using the internet for personal advertising, promotion, or financial gain; or
 - 3. Conducting for-profit business activities and/or engaging in non-government-related fundraising or public relations activities such as solicitation for religious purposes or lobbying for personal political purposes.

VI. Off-Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other network components, including but not limited to school-assigned computers such as laptops, tablets, or e-readers, off of District premises if a parent/guardian supervises their usage at all times. The student's parent/guardian is responsible for monitoring off-premise use of the network and ensuring such use complies with the AUP.

VII. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the internet is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

VIII. Enforcement

Prohibited use of the network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the network may be referred to law enforcement authorities.

PENALTIES: Unless under the direct supervision of a teacher:

- First Offense: No computer use for two (2) weeks
- Second Offense: No computer use for four (4) weeks
- Third Offense: No computer use for the balance of the school year.

When a school administrator has a reasonable belief that a student has violated a school rule, policy, or the law, and there are facts or inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) would reveal evidence of a violation of said school rule, policy, or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

AFTER READING THE Computer Use and Internet Safety Policy, PLEASE SIGN THE FORM FOUND IN APPENDIX H ON PAGE 67, REMOVE IT FROM THE HANDBOOK, AND RETURN THE SIGNED COPY TO THE OFFICE.

CONDUCT AT SCHOOL:

1. Students are encouraged to attend and support all school-sponsored functions and exhibit acceptable behavior and pride in our school.
2. It is the belief that ALL students are entitled to the maximum educational benefits available at this school. Any interruption or disturbance by an individual or a group of individuals that negatively affects the educational process will be cause for disciplinary action.
3. Students are expected to demonstrate obedience and respect to teachers, administrators, bus drivers, custodians, and other employees of the school. Misconduct, smoking, and possession of cigarettes, chewing tobacco, matches, lighters, mood modifiers, dangerous instruments, or any type of weapon will be construed as interfering with the normal, orderly, peaceful, and efficient conduct of school activities.
4. Any misuse of or damage to property (either school or personal), littering on campus or in school buildings, use of profane, obscene, or abusive language, rude gestures, lewd actions, taking of unauthorized items, or other conduct unbecoming of young adults constitutes unacceptable behavior and will be dealt with immediately.
5. Students are to be punctual to all classes and must observe "off limits" areas as posted.
6. The District is a closed campus. Once students report to the school grounds they may not leave until dismissed at the close of the school day (unless they are second semester juniors or seniors with open campus privileges). Students are considered under school authority at all school activities **WHETHER HOME OR AWAY**.
7. All teachers and other members of the staff are required to enforce these rules and regulations of the District.
8. Violations of the code of conduct or policies of the District will result in corrective measures ranging from verbal warnings, parental conferences, detention after school, in-school suspension, out-of-school suspension, and possible expulsion from school depending upon the seriousness of the violation and previous conduct record. The building principal will determine the penalties for misconduct based on the rules outlined in this handbook. In cases where the penalty is unclear, the building principal will assign the penalty.

CONFIDENTIALITY OF INFORMATION: The District adheres to policies and procedures on the confidentiality of information consistent with Part B of the Individuals with Disabilities Act and the Family Educational Rights and Privacy Act (FERPA).

As the parent/guardian of a student currently in attendance in the District, or as a student who has reached the age of eighteen years, you have the following rights:

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. Parents/guardians or eligible students 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/guardians or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of any of the student's education records that the parent/guardians or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask the 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 records as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.

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.

One (1) exception that permits disclosure without consent is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Directory Information Defined: Information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, names of parents/guardians, address, telephone listing, date and place of birth, gender, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Office of Civil Rights
U.S. Department of Education
Eighth Floor
10220 N. Executive Hills Blvd.
Kansas City, MO 64153-1367
Telephone: 816-880-4200
TTD: 816-891-0582
FAX: 816-891-0644

5. Districts may disclose, without consent, directory information as defined above. However, districts must notify parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the district not disclose directory information about them. Districts must notify parents/guardians and eligible students annually of their

rights under FERPA. Parents/guardians and eligible students will be notified of FERPA regulations annually with enrollment paperwork and be given the option to “opt-out” of the release of directory information.

6. A copy of these policies and regulations may be obtained in the offices of the superintendent and the building principals. Complaints regarding violation of rights accorded parents and students should be submitted to the superintendent or the Family Policy Compliance Office.

CORPORAL PUNISHMENT: The use of corporal punishment, defined as any act of physical force used on a student for the purpose of punishment, is not acceptable in the District and will not be tolerated as a disciplinary measure. The term shall not apply, however, to the use of reasonable physical force in the following situations:

1. In self-defense;
2. To protect other persons from physical injury;
3. To protect property of the school or others;
4. To remove a student who has refused to comply with reasonable requests;
5. To restrain or control a student that is out of control.

By law, physical force may be used by the superintendent, principals, supervisors to include coaches or advisers of activities, teachers, and educational assistants. This authority extends to any person delegated to supervise students at a school function away from school premises, including school bus drivers.

Any school employee using physical force to control a student must document the incident in writing and provide copies to the principal and superintendent by the close of the following school day. The superintendent will keep the Board of Education apprised of unusual or extreme incidents involving the use of physical force.

LEGAL REF: SDCL 13-32-2

DELIVERIES: Deliveries made to the school for students (i.e. flowers, balloons, food, etc.) will be brought to the office and remain in the office until the end of the school day. The office will notify the student's teacher that the student should stop in the office after school.

DISCIPLINE: In order to have a good school system there must be a fair and efficient system of discipline. Consistent administration of school rules and regulations will teach students the necessity of obeying proper authority, be it parental, school, or civil.

In most cases, the individual teacher will handle discipline. Only in cases of serious disrespect for authority or disregard for rules and regulations will students be brought to the office. The following situations warrant bringing students to the office:

1. Flagrant disregard or disrespect for teacher authority;
2. Marring or destruction of school property;
3. Possession and/or use of alcohol, nicotine products, or marijuana and/or controlled substances during the school day or at school-related activities;
4. Continuing and unrelenting disobedience or violation of school rules;
5. Offensive language;
6. Stealing;
7. Bullying/harassment; and
8. Possession of a weapon or firearm.

Discipline problems referred to the administration may result in detention, in-school suspension, and/or out-of-school suspension. Parents/guardians will be contacted when suspension occurs.

(For further reference see the behavior matrixes found in Appendix C.)

DISTANCE EDUCATION: The District videoconferencing equipment will be available for staff, student, and community use. Educational uses will always receive priority scheduling. Each student taking a class delivered by videoconference will sign a student contract that outlines expected behavior. In most cases, students will be monitored when taking distance education classes.

The District exists to serve the community. Therefore, community members who desire to take advantage of videoconferencing for taking university classes or other not-for-profit endeavors will not be charged to use the District's videoconferencing equipment. Scheduling will be done through the District technology coordinator.

DISTANCE LEARNING AGREEMENT STUDENT – PARENT/GUARDIAN

The Digital Dakota Network (DDN) is a means for the District to provide courses that normally would not be offered to students because of low enrollment or lack of qualified teachers or higher education courses. Because of the unique aspects of a two-way interactive class, certain standards are expected of students enrolling in these courses. This agreement is intended to make both the students and the parents aware of these standards.

Student Agreement:

As a student taking a distance learning course, I am aware that:

1. Standards are expected of students and disruptive behavior or insubordination of any kind will not be tolerated. This includes; cheating, using inappropriate language or gestures, creating distracting noise, leaving or entering class without teacher approval, and similar acts. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. Because of the technology, the classroom may be videotaped, and students should assume they are on camera at all times.
3. The following classroom procedures must be followed:
 - a. Students must sit within camera view at all times.
 - b. Students will schedule makeup work and tests with the teacher.
 - c. Students must follow all other rules and expectations specified by the teacher.
4. Students must not mishandle the equipment in the classroom. Students will pay the cost to repair or replace any equipment damage for which they are responsible.

Students who choose not to follow the above agreement are responsible to the principal in cooperation with the technology coordinator, shall be disciplined according to the building and District discipline policy, and may be denied further access to distance education.

AFTER READING THE DISTANCE LEARNING AGREEMENT, PLEASE SIGN THE FORM FOUND IN APPENDIX I ON PAGE 68, REMOVE IT FROM THE HANDBOOK, AND RETURN THE SIGNED COPY TO THE OFFICE.

DRESS CODE: Generally, it is the prerogative of parents/guardians to determine appropriate dress and grooming for their students in accordance with the age and grade of each student and the weather. Guidelines to follow include:

1. Footwear is to be worn in the building at all times. Because of safety issues, wearing of "flip-flops" is strongly discouraged for all SC school district students. Students may not wear Heelies or Speaker shoes to school.
2. Students who are wearing t-shirts, jackets, or other items of apparel that have markings, pictures, or lettering that convey profane or offensive meaning, alcohol and tobacco references, or gang-affiliated words or markings will be sent to the office. The principal may require the apparel to be changed or covered throughout the remainder of the day if deemed necessary for the good order of the building.

3. Students may not wear halters, low-cut tops, tops that expose the middle part of the body, sleeveless t-shirts, low-riding pants, short shorts/skirts, keg t-shirts, or gang-affiliated attire. Shorts or skirts that do not reach the tip of the fingers when the student's arms are hanging naturally are deemed "too short".
4. Students may not wear head coverings, including hats, caps, scarves, or bandanas in the school building. Items not covered here are left to the discretion of the principal.
5. Elementary students should have warm clothing (i.e., boots, hats, scarves, mittens, etc.) for outside play during the winter months.
6. Snow boots are not to be worn in the classroom. If snow boots are worn to school, students should have an extra pair of shoes at school.

If students arrive at school with inappropriate attire, parents/guardians will be called and asked to bring the appropriate attire.

During the school year, special theme days may occur. On these occasions, students may dress accordingly. However, on no occasion will weapons be allowed as part of a costume.

DUAL/CONCURRENT CREDIT CLASSES: Any student in grades eleven (11) and twelve (12) that has been approved by an institution of post-secondary education for online or distance learning classes for high school or college credit may enroll in not more than two (2) courses per semester. Any student or parent/guardian who desires to have their child enroll in a third course may not do so without permission from the school counselor and the principal. If approved, the student shall receive 1 credit toward high school graduation as well as post-secondary credit. The letter grade received from the institution of post-secondary education will be accepted as the official high school grade. The grade will be weighted twice toward the student's GPA. For more information, contact the high school counselor.

EMERGENCY OPERATION PLAN: It is the responsibility of all school personnel to be familiar with the emergency operation plan and be prepared to activate its procedures if necessary. Any questions regarding the emergency operation plan should be directed to the building principal, or the Superintendent. The safety and general control of students is the direct responsibility of teachers under the supervision of the administrator in charge. Student control under the active leadership of teachers and other staff is of the utmost importance, especially during emergency situations. If a student is non-compliant with a teacher request during a drill, it will be considered insubordination and disciplinary action consistent with the behavior matrixes found in Appendixes A, B, and C will be initiated.

Each school principal will be responsible for conducting periodic evacuation drills. Drill procedures are to be posted in each classroom along with diagrams illustrating evacuation routes.

Warnings: Emergency warnings may come either from "in-house" warning signals or from city-county civil defense warning signals. In the event of mechanical or electrical failure, warnings may come by word of mouth.

Emergency Telephone Numbers:

| | |
|-----------------------------------|---------------------------|
| Emergency | ----- 911 |
| Elementary Principal | -----223-7745 |
| High School Principal | ----- 223-7743 |
| Superintendent | ----- 223-7741 |
| Business Manager | -----223-7742 |
| Sheriff's Office | ----- 223-7792 |
| Highway Patrol | ----- 773-3105 |
| Fire Department and Civil Defense | ----- 223-7698 |
| County Health Nurse | ----- 773-7740 |
| Ambulance | -----224-8922 or 945-0390 |
| Poison Control Center | ----- 800-592-0123 |

St. Mary's Healthcare Center ----- 224-3100
Hospital – Emergency ----- 224-3177

Blizzard: The authority to close school lies with the superintendent. Announcements for school closings will be carried on radio stations KCCR 1240AM and KGFX 1060AM in Pierre and on the district's web site.

Civil Disturbance: In the event of a civil disturbance, school officials will take whatever immediate action is appropriate to ensure the safety of students and employees. Police will be notified as soon as conveniently possible as to the nature of the disturbance and whether assistance is necessary.

Earthquake: Earthquakes strike without warning. In the case of an earthquake, buildings will be evacuated in the same manner as for a fire drill. Should it be impossible to evacuate, students should get away from windows, get under desks or next to weight-bearing walls and partitions, and protect themselves from flying glass and other falling objects.

Fire: In the case of a fire alarm, all teachers should first check the hallway for obvious smoke or evidence of a fire. If they do not detect fire or smoke and it is not a regularly scheduled drill they should close their door and remain in the classroom until they are notified of an emergency. If they can see flame and smoke or smell smoke or notice the odor of burning electrical devices or are notified that there is a fire in the building, then they and the students should evacuate the building immediately according to the building plan. Each student should leave through the designated exit and go directly to the area designated outside the building. Teachers should close all doors and windows and take attendance rosters with them upon leaving the room. If a fire alarm sounds while students are in a special class or other area, the person in charge will direct the students. Students are not to take any items with them when leaving the building. In the event of a blocked exit, the teacher or supervisor will use the next best exit. Fire drills will be announced to all staff prior to the event to insure compliance with state statute and ensure safety.

Tornado: In the event of a tornado or severe weather alert, officials will instruct teachers and supervisors as to specific action to be taken. If necessary, evacuation procedures will be as follows:

1. Students and adults in the elementary building will go to the basement area of the middle school.
2. Students and adults in the middle school or high school will go to first floor interior rooms, bathrooms, and interior hallways of the middle school.
3. Students and adults in Parkview will go to the locker rooms.

ENROLLMENT/WITHDRAWAL: Students entering school for the first time in the District must furnish a complete health record, a birth certificate, and records from their previous attendance center.

Students planning to withdraw from school must notify the principal and receive a withdrawal slip to present to each teacher. The teacher will sign the slip once all schoolbooks, supplies, equipment, etc., have been returned. When all signatures and all financial obligations (i.e., lunch tickets) have been satisfied, the slip will be given to the principal for approval.

FIELD TRIPS: Field trips are often part of classroom experiences. Students may be involved in the planning after the teacher has obtained permission from the principal. Students must have a signed permission form from parents/guardians turned into the office for them to attend. Parents/guardians may be asked to assist in the supervision of field trips. Parents/guardians who do drive their personal vehicles may file a mileage form with the business office for compensation for mileage at the approved rate.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE: The Board of Education may legally provide for a flag salute and Pledge of Allegiance as a regular school exercise. Participation in these exercises, however, cannot be required of any student who objects to them on grounds of conscience. A member of the student council or a staff member will recite the Pledge of Allegiance over the intercom each morning that school is in regular session. At school activities where the flag is present, proper etiquette is to rise, remove your hat/cap, remain silent, and place your hand over your heart until the flag has been removed and the Pledge of Allegiance or the national anthem is completed.

State law makes it a misdemeanor to willfully and maliciously abuse the flag of the United States of America.

FOOD ALLERGIES: Student food allergies that necessitate special dietary changes require a signed medical statement indicating the food item and level of restriction for the District to honor the request. Other allergies or conditions that necessitate changes to the normal operation of the District also require a signed medical statement from a doctor. Such medical statements shall be given to the building level principal and the director of food service on an annual basis.

FREEDOM OF EXPRESSION: Students have the right to freedom of expression but the right is not unlimited. It must not be a disruptive influence to the District's ongoing programs. Students have the right to prepare written materials while off school property and under reasonable constraints, and to distribute such materials on school grounds and in school buildings. Here the rules of reasonable and responsible journalism would pertain. Students may be required to identify the publishers and to conform to reasonable rules concerning the content, distribution, and net effect of their materials upon other students. Freedom of expression does not extend to profane, vulgar, libelous, or pornographic materials, and limitations through the exercise of District rules do not constitute infringements on personal rights to freedom of expression.

FUNDRAISING, DEPOSITING FUNDS, AND PURCHASING: Any money raised through the use of the school name, school facilities, or school equipment by a school group must be deposited with the school business manager through fiduciary accounts. No separate accounts will be made or used by students or sponsors. Students and class sponsors do not have the free use of funds raised. Expenditures of all such funds must be done in accordance with established school purchasing practices as follows:

1. The activity or class sponsor will complete a fundraiser approval form and secure approval for the fundraiser.
2. The activity director or class sponsor will secure a purchase order from the business office.
3. The item will be purchased or ordered.
4. When the bill or invoice is received, it will be checked against the purchase order and, if proper, paid for by check by the business office.
5. Students who sell items for a class fundraiser will be expected to sign for the items checked out to them. Example: If the junior class will be selling bags of popcorn, the students will sign and be responsible for the bags received.

Any student or class sponsor that does not follow the procedures outlined above should be prepared to pay for the purchase.

GENERAL ASSEMBLIES: Occasionally there is an opportunity for the entire student body to assemble for a general meeting. Visiting speakers, musical groups, and entertainers may be asked to appear at such meetings. Courtesy and respect for the guest is expected of all students.

GRADES: Students in JK – 3 earn quarterly reports in a standards-based report card. The following describes what the numbers signify.

- 4.....**Proficient:** I can do this on my own. I can show I understand or how to do it.
- 3.....**Approaching Proficiency:** I kind of get it, but still make some minor mistakes.
- 2.....**Basic:** I can do this with help. I kind of get it, but still need an example.
- 1.....**Below Basic:** I still need help or am still confused. I can't figure out what I am doing wrong.
- P.....**Passing**
- F.....**Failing**

Students in grades 4-12 earn letter grades for most of their subjects. The grading scale is as follows:

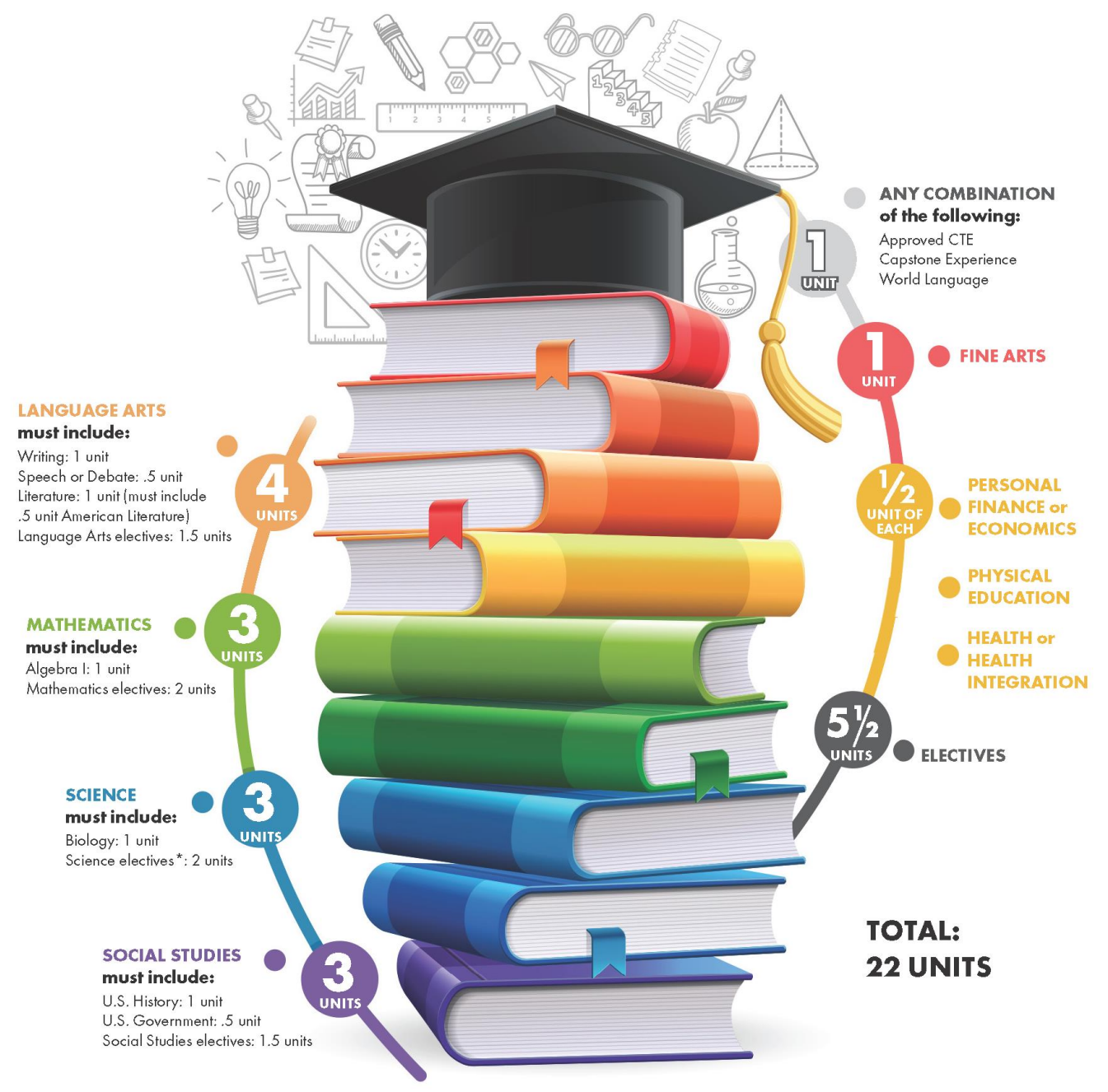
| | |
|---------|------------------------|
| A..... | 96-100 percent (4.0) |
| A-..... | 94- 95 percent (3.6) |
| B+..... | 92- 93 percent (3.4) |
| B..... | 88- 91 percent (3.0) |
| B-..... | 86- 87 percent (2.6) |
| C+..... | 84- 85 percent (2.4) |
| C..... | 80- 83 percent (2.0) |
| C-..... | 78-79 percent (1.6) |
| D+..... | 76-77 percent (1.4) |
| D..... | 72-75 percent (1.0) |
| D-..... | 70-71 percent (0.6) |
| F..... | Below 70 percent (0.0) |
| I..... | (0.0) |

If a student withdraws from a class after the deadline for withdrawal, a W grade will be issued and the student will receive 0 credit, having the same effect as an F.

GRADUATION REQUIREMENTS: Students must successfully complete a course of study as outlined in the 2018 graduation requirement adopted by the South Dakota Department of Education.

South Dakota High School Graduation Requirements

Approved by the South Dakota Board of Education Standards in July 2018



* A state-approved advanced computer science course may be substituted for one unit of a science elective, but may not replace Biology. A list of approved courses is available at <http://doe.sd.gov/gradrequirements>.
 Students are required to meet the above High School Diploma requirements, also known as the 'base diploma'. Students may earn advanced endorsements with their high school diploma. A student's personal learning plan must document a minimum of 22 credits that include the above requirements.

South Dakota High School Graduation Requirements

Approved by the South Dakota Board of Education Standards in July 2018

ADVANCED ENDORSEMENTS

In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement.

The requirements beyond the base high school diploma requirements are in red text in each advanced endorsement section below.

| ADVANCED ENDORSEMENT REQUIREMENTS <i>Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.</i> | | ADVANCED CAREER ENDORSEMENT REQUIREMENTS <i>Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.</i> | |
|--|--|--|--|
| 4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units | 1 UNIT OF FINE ARTS | 4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units | 1 UNIT OF FINE ARTS |
| 3 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit | ½ UNIT OF PERSONAL FINANCE or ECONOMICS | 3 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Mathematics electives: 2 units | ½ UNIT OF PERSONAL FINANCE or ECONOMICS |
| 3 UNITS OF SCIENCE must include: • Biology: 1 unit • Other Lab Sciences: 2 units | ½ UNIT OF PHYSICAL EDUCATION | 3 UNITS OF SCIENCE must include: • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective) | ½ UNIT OF PHYSICAL EDUCATION |
| 3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units | ½ UNIT OF HEALTH or HEALTH INTEGRATION | 3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units | ½ UNIT OF HEALTH or HEALTH INTEGRATION |
| 1 UNIT OF ANY COMBINATION of the following: • Approved Career & Technical Education • Capstone Experience • World Language | 5 ½ UNITS OF ELECTIVES | 2+ UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher | 4 ½ UNITS OF ELECTIVES |

| ADVANCED HONORS ENDORSEMENT REQUIREMENTS <i>Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-3.1 (High school course requirements for opportunity scholarship eligibility).</i> | | | |
|---|--|---|---|
| All high school coursework completed with a "C" or higher | | | |
| 4 UNITS OF LANGUAGE ARTS must include: • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: .5 unit | 1 UNIT OF FINE ARTS | 3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • World History: .5 unit • Geography: .5 unit • Social Studies electives: .5 unit | ½ UNIT OF HEALTH or HEALTH INTEGRATION |
| 4 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit • Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html) | ½ UNIT OF PERSONAL FINANCE or ECONOMICS | 2 UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language | 2 ½ UNITS OF ELECTIVES |
| 4 UNITS OF SCIENCE must include: • Biology: 1 unit • Any Physical Science: 1 unit • Chemistry or Physics: 1 unit • Science elective: 1 unit | ½ UNIT OF PHYSICAL EDUCATION | | |

A **state-approved advanced computer science course** may be substituted for 1 unit of a science elective in the High School Diploma and Advanced Career Endorsement. It may not replace Biology. It may not count for the Advanced and Advanced Honors Endorsements. A list of approved courses is available at <http://doe.sd.gov/gradrequirements>.

“**Double dipping**” is not allowed. Courses may not be counted more than once to fulfill high school graduation requirements. For example, Economics cannot meet both the Social Studies elective credit requirement and the Personal Finance or Economics credit requirement. It can only meet one of the requirements. A course may count to meet both the base high school diploma and advanced endorsement(s) requirements. For example, Algebra I can meet both the high school diploma requirement and any or all of the advanced endorsement requirements.

In addition to other stated requirements, students must be enrolled in Stanley County High School full-time during the spring semester of their senior year unless transferring from another accredited high school. Full-time enrollment equates to a minimum of five (5) credit-bearing classes per semester. Classes may include an internship placement with a local business for full credit. All enrolled students in grades 6-11 shall attend full-time and must attend all periods of the day.

Additional Requirements:

- +All students will be required to have a personal learning plan on file with the counselor using SDMYLIFE or other means.
- +A student may be excused from certain math and science requirements if it is deemed to be in the student’s best interest, such as through an IEP.
- +All students will take Employability and Entrepreneurship during their junior year beginning with the 2017-18 school year.
- + Senior students will enroll in an Internship opportunity for the fall and spring semesters, or will develop and present a Senior Project in the spring of the year that is a culmination of their educational experiences from grades 9-12.

Students who have not earned twenty-two (22) credits and passed the required credits for of the aforementioned state approved graduation diploma by the completion of their senior year will not receive a diploma, nor will they be allowed to participate in the graduation ceremony.

Salutatorian and Valedictorian Eligibility:

- +The valedictorian will have the highest cumulative grade point average (GPA) of his/her graduating class when carried to four (4) decimal places.
- +The salutatorian will have the second highest cumulative GPA of his/her graduating class when carried to four (4) decimal places.
- +The valedictorian and salutatorian must have attended Stanley County High School as a full-time student for at least three (3) years, including the 10th, 11th, and 12th grades.
- +The valedictorian and salutatorian must have a minimum GPA of 3.0 on a 4-point scale and must have received a cumulative score of 17 or higher on the ACT.

Build Dakota Scholarship

Each technical institute is responsible for recipient selection in their eligible programs. As such, each school has specific selection criteria based on the needs and availability of their programs and students. Considerations are given, but not limited to:

- + GPA
- + Industry Partnerships (Please see the next paragraph.)
- + Work Experience
- + High School CTE Experience
- + Awards and Certifications
- + Financial Need
- + Program Availability

South Dakota Opportunity Scholarship Requirements:

+4 credits of English (courses with major emphasis upon grammar, composition, or literary analysis may be included to meet this requirement).

+3 credits of social studies (such as history, economics, sociology, geography, U.S. government, and similar courses).

+4 credits of algebra or higher mathematics (algebra, geometry, trigonometry, or other advanced mathematics, as well as accelerated or honors mathematics [algebra] at the 8th grade, shall be accepted). NOT INCLUDED are arithmetic, business, consumer, or general mathematics or similar courses.

+4 credits of science, including 3 units of approved laboratory science (courses in biology, chemistry, or physics in which at least one regular laboratory is scheduled each week). Qualifying physical science or earth science courses (with lab) shall be on a case-by-case basis.

+1 credit of fine arts (in art, theatre, or music, as well as approved extracurricular activity).

+2 credits of either of the following or a combination of the two:

- Approved career and technical education courses,
- Modern or classical language (Includes American Sign Language; all units must be in the same language).

Ole Williamson Dual/Concurrent Credit Memorial Award: Application must be submitted by the last day of the semester in which the class was taken.

If you are an enrolled Junior or Senior at Stanley County School District 57-1 you may apply for the dual/concurrent credit tuition reimbursement .

ELIGIBILITY REQUIREMENTS:

1. Enrolled Junior or Senior at Stanley County School District 57-1 .
2. Taking a dual enrollment or concurrent credit from a South Dakota Institution.
3. Principal Approval.
4. Students may get reimbursed for two classes up to \$150 each.
5. **STUDENTS are responsible for submitting forms for reimbursement.**
6. Students must submit; application, voucher, grade report (student must earn a C or above to receive reimbursement), and receipt from class.

This must be accomplished by June 1 of school year in which the courses are completed, OR no reimbursement will be received.

Applications are also available at the High School Counselor's Office

Early Graduation: Students will be allowed to graduate early if the following criteria are met:

1. Letter of intent to graduate has been submitted in August of junior year,
2. Grade point average is 3.0 or higher,
3. Twenty-three and one-half (23 1/2) credits have been earned.

GUARDIANSHIP: Any student who is under eighteen (18) years of age, is a resident of Stanley County, and whose parents reside outside of Stanley County must have their parents execute a Power of Attorney or Certificate of Guardianship to designate some other responsible person as the guardian for the student while attending the District, which shall include a medical authorization provision.

The Power of Attorney or Certificate of Guardianship must be signed by a judge and will be a means of communication between the parent/guardian and the district. A copy will be kept in the student's file.

GUIDANCE AND COUNSELING SERVICES: The primary responsibility of the District's guidance and counseling program is to assist students, regardless of race, creed, or social standing, to obtain the self-understanding, training, and personal and social adjustment necessary for taking their place as useful citizens in America.

The counseling department provides the following services: individual and group counseling, student appraisal, and educational and occupational planning.

Guidance and counseling services are available to all students. All conferences between counselors and students are confidential as provided by law.

GUM: Chewing gum is allowed in the classroom at the discretion of each individual teacher.

HALL REGULATIONS: All students are asked to observe the following rules in regard to halls:

1. No loitering or congregating in groups in the halls for nefarious or malicious purposes. Exception to this rule would be during lunch, or while a teacher is present for an educational purpose.
2. Boisterous conduct, yelling, and unnecessary disturbances are not permitted.
3. Walk; do not run through halls or on stairs and no sliding down stair banisters.
4. Students are not permitted to leave items in the hallway or on top of lockers overnight.

HEALTH ASSESSMENTS: From time to time during the year, health screenings may be provided through a contract with the South Dakota Department of Health (DOH), who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to its Notices of Privacy Practices. These notices may be viewed on the DOH website at www.state.sd.us/doh, or a printed copy may be requested by contacting the DOH at 1-800-305-3064.

Screenings that will be provided during the school year include:

- Vision Screening for students in grades KG, 1, 3, 5, 7, 9, or any child upon referral
- Hearing Screening for students in grades KG, 1, 2, 5, or any child upon referral
- Physical Assessments for students in grades kindergarten, 5, or any child upon referral
- Scoliosis Screening for girls in grades 5, 7, or any child upon referral
- Scoliosis Screening for boys in grades 5, 9, or any child upon referral

Scoliosis screenings: Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require students to remove their shirt or blouse in order that the spine can be visually observed by the community health nurse.

Notification of findings: Parents/guardians will be notified of any concerns identified during the health screenings so that students can be further evaluated by the provider of the parent/guardian's choice. Parents/guardians that prefer not to have their students participate in the screenings should notify school personnel. For more information regarding the health screenings, please call the Community Health Office at 223-7740.

HOME SCHOOL STUDENTS: Home school students may enroll in any number of regular classes taught in the District and will be required to meet the same attendance and behavior standards as regular students.

Home school students may not participate in any district sponsored co- or extracurricular activities, receive a high school diploma from the District, or take virtual high school or other distance learning classes through the District.

HOMEWORK: Homework may be assigned according to the individual need of the student as determined by the classroom teacher. Teachers may also require students to come in before school starts or to stay after dismissal for special instruction when needed for specific skill instruction or when assignments and/or tests need to be made up. Students are expected to contact their parents/guardians when they are required to stay after school.

HONOR ROLL: Each nine weeks, students who have achieved the following academic status will be acknowledged:

1. All A (4.0)
2. A/B (3.0—3.99)

Band and chorus grades for students in grades 6-12 will be included in the computing of grades for the honor roll. A student is ineligible for the A/B Honor Roll if they earned a grade of C+ or below in any class, regardless of their total GPA.

INCOMPLETES: Student incompletes are carried for ten school days after any given grading period (quarter or semester), at which time the grade will become an F. The principal, in collaboration with the teacher giving the incomplete, shall have the discretion to carry the incomplete for a longer period of time due to illness or other unusual circumstances.

LAW ENFORCEMENT IN SCHOOLS: Any student 17 years of age or younger will be questioned by the police only after permission has been granted by a parent/guardian, unless the questioning is in conjunction with a child abuse/neglect investigation. Students have the right to remain silent, and silence will not be equated with guilt. Students may request an attorney's advice.

LEAVING THE SCHOOL GROUNDS: At no time may students leave the school grounds during the school day without permission. Students are required to be at school for meals unless special permission has been granted due to a special diet or medication need. Students leaving or refusing to come to school are considered truant, will be marked as unexcused and will be treated as such.

LOCKERS: All students (JK – 12) will have a locker assigned by the school office. Students may not switch lockers unless they secure permission from the building principal. Students in 6 – 12 may bring in outside locks but must provide the office with the combination or spare key; if not the District has the right to cut off the lock. Elementary (JK – 5) may not put locks on their lockers. Elementary students may not put stickers anywhere in or on their locker. Lockers are the sole property of the school and are subject to search by the school personnel or a duly sworn officer of the law if probable cause exists.

LOST AND FOUND: A lost and found location is maintained in each building. Lost items of value will be turned in to the office for identification. Coats, scarves, mittens, snow boots, and items left in the classroom should be taken home at the close of each day. Items not claimed at the end of each quarter will be donated to appropriate organizations.

LUNCHROOM EXPECTATIONS/MEAL PRICES/JUNIOR OPEN CAMPUS: The District serves breakfast and lunch to students attending the town school.

| | BREAKFAST | LUNCH |
|-----------------|-----------|--------|
| JK - 5 | \$1.95 | \$2.95 |
| 6 – 12 | \$2.05 | \$3.05 |
| Adult | \$2.30 | \$3.70 |
| Additional Milk | \$0.30 | \$0.30 |

Each fall a letter is sent to all families explaining the qualifications for free or reduced price meals. An application form is included with the letter. A family may apply for free or reduced price meals at any time during the school year.

| | |
|--------------------------|-----------------------|
| Reduced Breakfast \$0.40 | Reduced Lunch \$0.40 |
| All Extra Milk \$0.30 | All Extra Milk \$0.30 |

All applications are held in confidence. Milk for elementary snack time does not qualify for the free or reduced program.

It is the policy of the District that all school meals be paid for in advance. Prices for meals are set by the Board of Education annually. A meal account balance notification for the family meal account is sent by email once a week for positive balances and twice a week for negative balances.

At the beginning of and throughout the school year, families are to send money to the school to be deposited in their family meal account. Any deposit is acceptable; however, larger payments (i.e. one month's payment) are encouraged. For budgeting purposes, a family could take the cost of a lunch times 20 (the estimated number of school days per month) to determine an estimated monthly payment.

The District has a closed lunch period except for seniors and second semester juniors who meet the appropriate requirements. Students, including those bringing lunches, will eat in the lunchroom. Students may NOT bring pop into the lunchroom but may purchase milk for \$0.30. Students are expected to be orderly and respectful in the lunch line and lunchroom. Students will eat in the assigned dining areas, will take their turn in line, and will properly clean up their areas afterwards. Pushing, shoving, fighting in line, and "playing around" are hazardous and will not be tolerated. Students are to walk at all times on the campus. Only beverages and drinks sold in student vending machines are permitted in class; other food or beverages are not permitted in the classroom, hallways, bathrooms, lockers, etc. unless there is a special celebration and the classroom teacher has approved this. Elementary students may bring a healthy snack that may be kept in their locker for a daily snack during a time determined by the classroom teacher. Milk is available during this time. Students must purchase a milk ticket in the elementary office. No outside drinks are allowed in the elementary, unless it is a special occasion or a doctor's note is provided.

Food shall not be delivered to the school unless approved by the principal in advance. During lunch, the lobby area is considered a lunch area.

MEDICATION POLICY: In the interest of keeping the school environment safe for all students, medication should be taken by students during non-school hours whenever possible. Nevertheless, in certain situations it may be necessary for a student to take medication during school hours.

Prescription Medication

Prescription medication may only be dispensed by a school employee that is registered with the South Dakota Board of Nursing as a medication aide (hereafter referred to as a school medication aide). All school medication aides operate under the guidance of a registered nurse contracted by the school to oversee medication administration.

School medication aides may dispense prescription medication, but may not administer medication. School medication aides may measure a dose of prescription medication, but may not calculate a dose of medication. School medication aides may not dispense the first dose of a newly ordered medication, nor may they administer medication that needs to be injected. (Although insulin and insulin needles must be kept in the office or other

space designated for prescription medication storage and a school medication aide may confirm insulin dosage, insulin may not be injected by a school medication aide.)

In middle school and high school, it is the responsibility of the student to come to the office to take prescription medication at the appropriate time. It is not the responsibility of school personnel to remind students to take their medication.

All prescription medication must be in the possession of a parent/guardian or school personnel at all times while on the school campus with the exception of inhalers belonging to a middle school or high school student, which may be in the possession of the student to which they are prescribed. If a middle school or high school student needs to carry an inhaler at school, written notice must be provided to the school by a parent/guardian. All such notices will be kept on file at the school for the length of time that the student carries the inhaler or until the end of the school year. A new written notice must be provided at the beginning of the next school year.

Paperwork. A parent/guardian must fill out an authorization form at the start of each school year and at the start of any new prescription (including prescriptions for the same medication but at a different dosage). A parent/guardian must also fill out a medication log for every prescription and refill brought to the school.

In extenuating circumstances and at the discretion of the administration, prescription medication may be accepted from someone other than a student's parent/guardian if arrangements have been made in advance and the quantity of medication has been confirmed with the parent/guardian.

All paperwork having to do with medication administration shall be filed in a student's cumulative file.

Labeling. All prescription medication must be given to the school in a container with a pharmacy or manufacturer label containing the name of the student, the name and dosage of the medication, and the frequency with which it is to be dispensed, including the time of day it should be taken. If the time of day is not listed on the prescription label, a note from the prescribing doctor specifying the time of day that it should be taken must be kept on file.

Quantity. The school may not be in possession of more than a thirty-day supply of prescription medication at any one time.

Storage. All prescription medication shall be stored in a lockbox that is kept locked except when medication is being retrieved. Access to the medication lockbox shall be limited to school medication aides.

Activities Outside of School. In the event of a sporting event, field trip, or other school-sponsored activity that requires a student receiving prescription medicine to be out of the school building at the time of administration, and if there is not a school medication aide in attendance at the activity, then a prescription medication may be sent with and dispensed by another designated school employee. In such a case, the parent/guardian must provide written approval in advance and the written approval must be kept on file in the office.

Nonprescription Medication: Middle school and high school students may have nonprescription medication in their possession at the discretion of their parent/guardian if it is in an original bottle with the proper label and the student's name is written on the bottle. Students may under no circumstances share nonprescription medication with anyone.

MIDDLE SCHOOL STUDENT ACTIVITY PARTICIPATION: Students enrolled in an accredited private or parochial K-8 attendance center and whose parent/guardian is a resident within the boundaries of Stanley County may participate, upon approval of the Board of Education, in middle school and/or sub-varsity extracurricular activities if that participation does not remove the opportunity from a student who is enrolled in the District.

MIDTERM REPORTS: A student's progress in school is a cooperative responsibility of the student, parents/guardians, and teachers. Student growth in academic and other areas will be reported to parents by means of report cards issued at the close of each quarter. Midterm reports will be sent home to parents/guardians near the middle of the nine-week period. Reporting is also done during parent-teacher conferences and through Infinite Campus, written notes, email, and telephone contact with parents/guardians.

NATIONAL HONOR SOCIETY: The faculty council of the Tatonka Chapter of the National Honor Society (NHS) selects students who demonstrate outstanding performance in the areas of scholarship, leadership, service, and character.

Application process: Students qualify for the application process by their grade point average (GPA). The GPA needed to be considered for induction into NHS is 3.3. The next step is for the students to fill out application forms completely and accurately. The completed applications then will be reviewed by the adviser and principal for selection into the NHS based on the criteria listed above and as outlined in the applications.

NEWSLETTER: A newsletter will be printed each month, September thru May. The newsletter will include information about school activities, special programs, school holidays, the calendar, and the breakfast/lunch menu.

OFFICE ETIQUETTE: The school office is a place of business and students shall not loiter in the office area. The office personnel are available to serve students, parents/guardians, and the public when they have business matters or questions concerning school.

OPEN CAMPUS: Juniors will have closed campus first semester. Junior that have a GPA of 2.5 or above and did not fail any class in the first semester may have earned the privilege of open campus for the second semester.

Open campus is a privilege for seniors and may be suspended or revoked by the high school principal at any time. Students who are tardy following open lunch are subject to punishment at the discretion of the high school principal, which may include losing open campus privileges. Further, students who fail to follow safe driving practices may have their open campus privileges revoked by the high school principal.

At no time may a student transport a person who does not have open campus privileges, such as underclassmen. Parents may not call to excuse a tardy after the lunch period, and in such situations the tardy/absence will be considered unexcused.

OPEN GYM POLICY:

1. This is a program whereby the gymnasium, playing field, or other school facility is made available to all students and patrons of the District for recreational purposes.
2. The time and day(s) of the open gym shall be made known to students and patrons by the Activities Director in a timely manner through announcements, bulletin board posting, school paper articles, etc.
3. The person in charge of open gym must be approved by the superintendent and/or activities director.
4. The person in charge of open gym is responsible for any damage that may occur, or must provide to the administration names of individuals responsible for the damage.
5. Anyone participating in open gym is responsible to the person in charge, who will resolve conflicts regarding facility usage.
6. Students in grades 6-12, in order to lift weights, must have at least two (2) people involved at all times, one of whom serves as a spotter, must be supervised, and must be approved by the activities director. NO EXCEPTIONS.
7. Before leaving, the person in charge of open gym must make certain that all gym lights are turned out, all doors are locked, and the facility is left in the way it was found.
8. The person in charge of supervising open gym may not coach during open gym.

9. Only athletic shoes that do not leave black marks or do other damage to the gym floor are to be used while on the gym floor. **ABOSOLUTELY NO HARD-SOLED SHOES.**
10. If any situation not specifically covered above should arise, every effort will be made to act fairly and quickly and in the best interests of the student, school, and community. The point of contact for any question regarding this policy is the superintendent and/or the activities director.

PARENTS RIGHT TO KNOW: Federal education law requires that all parents/guardians in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their student. This information may be obtained upon request from the building principal.

PARENT-TEACHER CONFERENCES: Formal fall and spring conferences are scheduled to give parents/guardians and teachers an opportunity to meet and exchange ideas and information. During the rest of the year, parents/guardians and teachers are charged with the responsibility of keeping in touch in order to foster positive student growth and progress. Teachers are available for individual conferences before or after school. Parents/guardians may make appointments for individual conferences with teachers, counselors, or the principal by telephoning the school office. It is recommended that parent/guardians access the Infinite Campus program to maintain contact with their child's teacher concerning their academic progress throughout the school year.

PARKING/DRIVING: Students are not to park on the street. Students may park in the parking lot east of the shop building and in the Parkview parking lot nearest the high school. Students are to drive safely in school zones. Students who continue to violate the parking or driving rules will be subject to disciplinary action. There will be periodic, random checks by "drug dogs" of student and staff vehicles parked around the school campus. These checks will be conducted by civil authorities, and both civil and school penalties apply for any violation of school rules or state laws and statutes. Students are not to loiter in, on, or near their vehicles during school hours.

BUFF mobiles are not allowed on the school campus at any time.

PARTY INVITATIONS: Students are asked not to bring personal birthday invitations to deliver during school hours.

PERSONAL SEARCHES: When search of a student's person or personal effects is to obtain evidence of a violation of school regulations and not for evidence of a crime per se, such search is permissible without consent, under the theory that the fourth amendment applies only to evidence of a criminal offense. In these situations, students should be allowed to have a third party of their choice present.

When search of a student's person or personal effects is to obtain evidence of a criminal violation of law, the search may not be conducted without the parent/guardian of the student's consent. If consent is not given, a search warrant must be obtained.

First and foremost, in the thinking of school officials must be the protection and safety of the entire student body and staff. Professional judgment and rapid response by teachers, support staff, and/or administrators must be exercised in many situations where an immediate response is required to deter or prevent a seriously threatening or violent situation. "Probable cause" must be present before any search of property or a person can occur.

PHYSICAL EDUCATION: Beginning in sixth grade, part of the physical education curriculum addresses basic hygiene needs. Therefore, students are requested to bring a change of clothing for P.E. (i.e. shorts, top, socks, tennis shoes). Time will be provided for students to shower at the conclusion of class time.

PHYSICAL HARM: Physical harm is defined as causing or attempting to cause physical injury. This includes, but is not limited to, striking, hitting, pushing, shoving, and other violent acts. Cases in which physical harm is caused

by accident or other action that was undertaken with the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

PROMOTION/RETENTION: Elementary students in grades JK-5 are evaluated throughout the entire year and their progress is reported regularly to parents/guardians. If for some reason normal progress is not made by the student, the teacher, parents/guardians, and the principal will confer and if possible reach consensus on appropriate grade placement of the child. The school retains final authority in regard to retaining a student. Information regarding retention recommendations will be shared with the parents/guardians and placed in the student's cumulative file. Retention is the last option desired and every means appropriate will be attempted before the district recommends retention.

Middle school students failing two or more core classes are recommended to be retained in their current grade. Middle school staff and the principal, with input from parents/guardians, will make determinations on an individual basis regarding the promotion, conditional promotion, or retention of students. Final determination rests with administration. Retention is the last option desired and every means appropriate will be attempted before the district recommends retention.

Senior status is reached when a student has successfully completed 17 credits toward graduation; otherwise, the student is listed as junior status. To be eligible for open campus, a senior student must have reached a minimum of 16.5 credits.

RALLY/FIELD DAY: Near the end of the school year, Field Day is held for students in K-5 for students at Stanley County Elementary. Students participate in various field events. Student awards are presented at the completion of the activities. Students at Cheyenne participate in their own activities.

RECESS: Students in JK – 5 will go to recess daily. Appropriate clothing is required. If it is raining or snowing, teachers will use their best judgement when taking students outside. During Winter months, if the temperature is 0* Fahrenheit or below (including Wind Chill) teachers will use their best judgement to keep students inside.

SCHEDULE CHANGES: When students have completed their initial registration, they will discuss their schedule of classes with their parents/guardians, who will sign the class schedule form showing approval. Student will have five (5) school days in which to make any schedule changes. All schedule changes must be approved by the student, counselor, principal and parents/guardians.

SCHOOL DANCES/ACTIVITIES: The building principal and the student council will determine the number of dances/activities held during the school year. All dances/activities must meet the following criteria:

1. The dance/activity sponsor will obtain permission from the principal's office at least one week in advance of the dance/activity date.
2. Students leaving the building before the dance/activity is over will NOT be readmitted.
3. No drugs, alcohol, or tobacco will be allowed.
4. All students must follow the instructions of the chaperones.
5. A clean-up committee will be arranged by the dance/activity sponsor.
6. Each school dance/activity must have two (2) parent chaperones and one (1) faculty member in attendance.
7. Young men may remove their jacket, tie, or vest, but their shirt must be worn at all times. Sleeves may be rolled up to the elbow if desired.
8. Young women may remove their high-heeled shoes for comfort and change into flat-soled shoes during the dance if desired.

SCHOOL DAY: The elementary school day is from 8:00 am to 3:35 pm. Students in JK attend from 8:00 am to 2:00 pm. Supervision on the elementary playground begins at 7:35 am. Students are not to be on the playground

prior to that time. Students can come into the building at 7:45 am. Students who are eating breakfast must enter through the Elementary Gym doors starting at 7:25 am. Breakfast ends at 7:45 am. Supervision is provided after school from 3:35 – 3:45 pm. Students not picked up by 3:45 will be brought to the elementary office to wait for their ride. Parents will be contacted at that point.

The rural school day runs from 8:00 am to 3:40 pm.
The middle/high school day runs from 7:50 am to 3:43 pm.

SECTION 504: Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to organizations and employers that receive financial assistance from any federal department or agency. These organizations and employers include schools, hospitals, nursing homes, mental health centers, and human service programs.

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in and have access to program benefits and services.

Section 504 protects qualified individuals with disabilities. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment that substantially limits one or more major life activities. People who have a history of or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities are also covered. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. The middle/high school principal is the District's 504 coordinator.

SEMESTER/FINAL EXAM POLICY: It is the policy of the District and the Board of Education to encourage and support academic success, rigor, and relevance for all students. Pursuant to these ideals, each teacher in grades 6-12 will prepare and present an exam to each student during the dates and times scheduled both in the fall and then again in the spring semesters.

Teachers are encouraged to use varied methods of measuring learning besides a standardized multiple-choice test that could include project-based assessment, oral, or visual presentations. Students may use video or other forms of technology hardware or software to both deliver and receive content.

The exam is not required to be comprehensive for the semester but may draw from multiple chapters or units throughout the length of the course. The intent of the exam is to prepare graduates for rigorous and relevant post-secondary educational programs by accurately measuring their mastery of the academic material presented in each semester.

SEXUAL HARASSMENT: It is the intent of the District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggestions or demands for sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc. A substantiated charge against an individual shall subject that individual to disciplinary action including suspension or expulsion.

Incidents of alleged sexual harassment should be immediately reported to the building principal, counselor, teachers, paraprofessionals, or any trusted adult. Incidents that are reported will be investigated and documented. Depending upon the nature and findings of the investigation, individuals who are found to be the cause of the sexual harassment will be subject to disciplinary action, to include long-term suspension or expulsion. Students serving out-of-school suspension (OSS), long-term suspension, or expulsion will not be allowed on school property at any time. The Title IX officer of the school is the Superintendent.

SPECIAL EDUCATION: It is the goal of the District to provide a full educational opportunity to all children with disabilities, aged birth through twenty-one, consistent with the timetable established in the South Dakota Eligibility Document or Part B of the Individuals with Disabilities Act.

The Stanley County School District has developed and utilized a system for the identification, location, and evaluation of children in need of special education and/or related services. The system includes all children residing within the jurisdiction of the district aged birth through twenty-one regardless of the severity of their disability and including children in all public and private agencies and institutions, private schools (including religious schools), and children receiving alternative instruction under SDCL 13-27-3 within the legal boundaries of the district.

Students may be referred by a parent/guardian, through screening, by a classroom teacher, by other district personnel, by other public or private agencies, and by private schools, including religious schools.

The District's referral process is as follows:

- a. School personnel referring children for evaluation shall:
 1. Review the child's records and consult with appropriate staff to collect pertinent information.
 2. Complete accurately and in detail all sections of the Student Assistance Team (SAT) referral form and forward it to the SAT.
 3. Review testing measures, including but not limited to RTI and MAP.
- b. All student referrals go to the SAT for review. Data is collected and modifications and interventions are implemented. If these are not successful, then the student is brought before the district's multidisciplinary team. If, after review, the District determines that further evaluation is necessary, the District shall conduct a multidisciplinary evaluation with the consent of the parents/guardians. Copies of the referral and reasons for the decision that determines no evaluation is necessary will be placed in the student's cumulative file.

Special education services are provided by certified special education teachers and a speech/language therapist. Physical therapists, occupational therapists, and a school psychologist are provided through contractual services.

- c. For complete information on special education, please see the District's comprehensive plan.

STUDENT COUNCIL: The student council includes a president and vice president elected by the student body from grades 5-11. The student council is the agency of student government in the middle/high school and offers an opportunity for students to learn and practice democratic procedures.

The student council will hold regular meetings once a month and special meetings upon request of the president.

The student council sponsors and regulates many school activities and is an important agency in the operation of a smoothly-running school system.

The student council's main functions are to provide a means for the expression of student opinion; to uphold school customs and traditions; to promote student-faculty relations; to encourage the practices of democracy; to develop and promote leadership to help develop school spirit, student morale, and school pride; to carry on worthwhile projects; and to build school leadership and participation.

STUDENT DUE PROCESS: The District adheres to the following due process procedures:

SECTION (A) Definition of Terms

Terms used in this article, unless the context plainly required otherwise, mean:

1. "Expulsion," the action of the Board of Education to terminate a student's membership in school for a period of time not to extend beyond the end of the school year.
2. "Long-term suspension," the exclusion by the Board of Education of a student from a class or classes for eleven (11) or more school days.
3. "Parent," a parent, guardian, or person in charge of a student.
4. "Policy," a rule, regulation, or standard enacted by the Board of Education.
5. "Short-term suspension," the exclusion of a student by principal or superintendent from a class or from school for ten (10) or less school days.

SECTION (B) Short-term Hearing Procedure

If a short-term suspension from a class, classes, or school is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall give oral or written notice to the student as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The student shall be given the opportunity to answer the charges. When a student is suspended following the hearing, parents/guardians shall be given oral notice, if possible, and sent a written notice; however, a student shall not be removed from the school premises before the end of the school day without contacting a parent/guardian.

SECTION (C) Long-term Hearing Procedure

1. Written report required. If a long-term suspension or expulsion is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall file a written report with the superintendent by the end of the school day following the day of discovery of the alleged violation.
2. Notice of hearing. If the superintendent deems that there are grounds for a long-term suspension from a class or classes or for expulsion from school, the superintendent may exclude the student from a class or classes before the hearing by using the short-term suspension procedure in Section 24:07:02:01. The superintendent shall give notice of the necessity for the hearing in writing to each member of the Board of Education. A written notice shall be given to the student's parents/guardians.
3. The notice to the parents/guardians shall contain the following minimum information:
 - a. The rule, regulation, or policy allegedly violated
 - b. The date, time, and place for the hearing
 - c. A description of the hearing procedure
 - d. The reason for the disciplinary proceedings
 - e. A statement that the student's records are available at the school for examination by the student's parents/guardians or their authorized representative
 - f. A statement that the student may present witnesses

SECTION (D) Right of Waiver

The student, if of the age of majority or emancipated, or the student's parent/guardian may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

SECTION (E) Hearing Procedure

The Board of Education shall constitute the hearing board and shall conduct the hearing in the following manner:

1. A member of the Board of Education or a Board of Education designee that is not an employee of the school district shall be appointed as presiding officer.
2. Each party may make an opening statement.
3. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses.
4. Each party may be represented by an attorney.
5. The administration shall present its case first.
6. The hearing shall be closed to the public and there shall be no verbatim record by mechanical or electronic means.
7. Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the president of the Board of Education or the business manager.
8. Each party may raise objections; however, objections shall be limited to relevancy and scope of the question.
9. All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer.
10. The presiding officer may ask questions of witnesses and may allow other members of the Board of Education to interrogate witnesses.
11. Each party may make a closing statement.
12. After the hearing, the Board of Education shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the Board of Education during deliberation. The Board of Education may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the student is present.
13. The decision of the Board of Education shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the Board of Education's action. The student or student's parents/guardians shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

SECTION (F) Right to Appeal:

An adverse decision to the student by the Board of Education may be appealed to a court of law.

SECTION (G) Attendance Policies

No attendance policy may exclude a student from a class or from school for more than five days without providing due process procedures pursuant to this chapter.

SECTION (H) Referral to Placement Committee of Expelled or Long-term Suspended Students

Whenever a student identified as in need of special assistance or prolonged assistance pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, a referral shall be made by the superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity that resulted in the long-term suspension or expulsion is the result of the student's handicapping condition. If the placement committee determines that the long-term suspension or expulsion of a student is based upon action, behavior, or activity by the student rising from the student's handicapping condition, the placement committee

shall immediately prepare a revised individual education plan to provide educational services to the student. The student's long-term suspension or expulsion shall terminate upon implementation of the student's revised individual educational plan.

STUDENT GRIEVANCE PROCEDURES: A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair; 2) that a school rule or regulation discriminates among students as based on sex, age, race, color, religion, national origin, or disability; or 3) that an unfair procedure has been used in arriving at a punishment.

Grievances must be submitted in writing through the following steps:

- (A) to the counselor,
- (B) to the principal,
- (C) to the Superintendent,
- (D) to the Board of Education.

At each of the four levels an informal conference is to be held within five (5) working days of the filing of the complaint, so that no more than twenty (20) working days elapses in all. The burden of proof is on the student to show that the rule is unfair or discriminatory or that an unfair procedure has been followed.

Students who feel that they have been dealt with in an unfair or unsatisfactory manner by a school staff member may appeal a decision to a higher authority. Students may appeal a decision of a teacher to the principal, may appeal a decision of the principal to the superintendent, and may appeal a decision of the superintendent to the Board of Education.

NOTE: Each level in the chain of command must be addressed during the process.

Grievances are to be submitted in writing and are to be signed and dated by the student. A parent/guardian may co-sign the grievance. Students are to be offered a fair hearing with the opportunity to call witnesses on their own behalf.

STUDENT RELATIONSHIPS: Students are discouraged from exhibiting excessive public displays of affection toward each other in the school building. Students who exhibit excessive affection in hallways and classrooms will be referred to the office, and, if necessary, detention and short-term suspension may be given to uncooperative students.

SURVEILLANCE VIDEOS: All video recordings on surveillance equipment are the sole property of the District, and no copies shall be viewed by anyone except authorized school personnel, duly sworn law enforcement officers, or parents/guardians by a signed court order.

SUSPENSION AND EXPULSION: Suspensions for up to ten (10) days may be invoked by the building principal and up to ninety (90) days by the superintendent in cases of insubordination or habitual disobedience. Prior to such suspensions the students and parents/guardians must be notified of the rule violated and informed that they may have a hearing with the building principal. However, in the event that the student's behavior presents a clear and present danger to the physical or emotional safety and well-being of the student being suspended or to other students, faculty members, school property, or classroom educational processes, a suspension may be immediately invoked without notice or a hearing. Suspension and/or expulsion beyond ninety (90) days is the prerogative of the Board of Education as provided in the due process section.

Any student who has received an out-of-school suspension of more than ten (10) consecutive days and who has had prior disciplinary action during the current semester (including both detentions and in-school suspensions) may be conditionally readmitted to the school subject to the student and parents/guardians attending the next meeting of and for possible further action by the Board of Education after a hearing during Executive Session for student matters.

Violations that may or will result in suspension or expulsion are:

1. Disrespect to staff and/or gross insubordination;
2. Willful destruction of school property;
3. Possession and/or use of alcohol, tobacco/nicotine products, marijuana, and/or controlled substances during the school day or at school-related activities;
4. Disruptive conduct;
5. Inflicting physical, mental, or emotional harm upon other students;
6. Possession of firearms or other weapons at school. Any student bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the Board of Education that this expulsion requirement be modified on a case-by-case basis.

Students and parents/guardians should refer to the Student Behavior Matrix found on Page XX of the Handbook.

TEACHER REQUESTS: The building level principal will handle teacher placement requests made by parents/guardians in a manner they see fit. Requests will be taken into consideration; however, the final decision on placement lies with the school. Request sheets are available in the elementary office each spring and due by the given date each year.

TELEPHONE: The offices and classrooms have telephones to be used strictly for business matters. Messages to students must be transmitted through the building offices. Students will not be called to the telephone during class periods except under emergency situations and/or at the discretion of office staff or the principal.

TITLE I SCHOOLWIDE PROGRAM: The District's elementary school operates a Schoolwide Title I program. Schoolwide Title I is a federally funded program designed to improve educational opportunities for students by providing aid to qualifying schools. The intent of Schoolwide Title I is to expand learning opportunities for ALL students in the areas of reading and math. The program provides services that enable all children in grades K-5 to meet high standards. It is a federally funded program designed to improve educational opportunities by providing aid to elementary education. The intent of Title I is to expand learning opportunities for all students.

Goals:

1. Develop positive attitudes toward reading and math
2. Individualize reading and math instruction according to student needs
3. Increase reading and math achievement
4. Support classroom instructional programs
5. Increase students' self-esteem
6. Involve students with parents/guardians in reading and math activities at school and at home

TITLE IX (NONDISCRIMINATION): Congress passed Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. On May 27, 1975, President Ford signed the final version of the regulations resulting from that legislation. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The governing regulations cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. In a further effort to comply with Title IX, the District has appointed the superintendent to coordinate its Title IX effort. The superintendent is responsible for investigating non-compliance complaints and disseminating information and affirmative action policies.

TOYS: All radios, toys, playthings, and other personal items that detract from the educational process are to be left at home.

TRANSFERS FROM NON-ACCREDITED SCHOOLS: The District will accept credits of students transferring from non-accredited schools subject to the following conditions or guidelines:

1. A standardized achievement test shall be administered and evaluated by the school counselor and staff of the school to which the student is seeking admission.
2. The student will be placed in English and mathematics courses at the level of achievement demonstrated by the tests, as evaluated by the counselor and appropriate staff. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement, the student may be advanced according to the student's demonstrated performance.
3. In all other subjects, the student shall be interviewed and shall take a departmental examination in each course for which the granting of credit is being considered. After the examination and interview with the student, the department chairperson and staff will recommend to the building principal whether or not the credit should be granted for the course.
4. If the parents/guardians are dissatisfied with the secondary placement of the student, the placement decision may be appealed to the superintendent. Final appeal in the case of an unsuccessful appeal at the district level may be made to the State Superintendent of Education.

TRANSPORTATION: The District does not provide daily transportation of students. Parents/guardians are responsible for transporting students to and from school. All students going on school-sponsored trips will be transported by school vehicles unless special permission is granted by the administration and if the vehicle involved is adequately covered by liability insurance. When students are assigned to ride in a certain vehicle, they must ride to the activity and return in the vehicle assigned unless signed out at the event by a parent/guardian through the coach or adviser of the activity.

Conduct on School Buses/School Vehicles:

Since a bus/school vehicle is an extension of the classroom, students must conduct themselves in the bus/school vehicle in a manner consistent with established standards for classroom behavior.

Students will observe the following rules of conduct while riding the school buses/school vehicles:

- Students should not move to board a bus until it is completely stopped, and the door is open.
- Students should enter the bus in an orderly fashion and go directly to a seat.
- Students must stay in their seats and in a sitting position when the bus is in motion.
- Students should leave their seats only after the bus has come to a complete stop.
- Students should keep their hands, arms, and heads inside the bus.
- Shouting, screaming, running, fighting, vulgar talk, and pushing are not permitted.
- Use of any tobacco, drugs, and/or alcohol is prohibited.
- All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
- Students are required to help keep the bus clean and sanitary on the inside.
- Any damage to the bus will be paid for by the student inflicting the damage and the student will be subject to suspension or expulsion from school or other disciplinary action as is warranted.
- Students are expected to be courteous and obedient to bus drivers at all times.

Students and parents/guardians will be informed of these regulations at the beginning of each school year.

VIRTUAL HIGH SCHOOL COURSES: Students may take Virtual High School (VHS) courses after they have attempted the courses offered by the District. Parents/guardians must pay in full the amount of the class at the business office in consultation with the school guidance counselor, who is solely responsible for registration, proctoring all tests and quizzes, and issuing final grades. The guidance counselor may, with approval of the principal, solicit assistance from other staff members to complete this work.

VISITORS: All visitors to the District are required to check into the office and obtain a visitor badge upon entering a school building. Any unauthorized or unsupervised person found in a school building will be prosecuted to the fullest extent of the law. Due to safety issues, if students need to leave school during regular school hours, they need to check out through the office. The check-in/check-out log is in the secretary's office of each school building.

Students from other schools that are visiting friends or relatives may visit the school if permission is given prior to the day of the visit by the principal. It is requested that these visitors do not stay the whole day, as it can be distracting to students.

WEAPONS AND VIOLENCE IN THE SCHOOL: The District should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as the policies set forth by the Board of Education, forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities. For the purpose of this section, the term "weapon" means a firearm as such term is defined in section 921 of title 18, United States Code. Any weapon taken from a student shall be reported to the student's parents/guardians. Confiscation of a weapon may be reported to the police. The building principal shall pursue appropriate disciplinary and/or legal action.

A dangerous weapon is defined as any firearm or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, in any school vehicle or any vehicle used for school purposes, or in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, military color guards, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the Board of Education that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with the Individuals with Disabilities Act (IDEA) and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon that is designed to expel a projectile by action of explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas or powder substance.

LEGAL REF: SDCL 13-32-4.2; 13-32-7
Improving America's Schools Act of 1994, P.L. 103-382
Section 8001. Gun-Free Requirements

ACTIVITIES

STANDARDS OF CONDUCT FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

STATEMENT OF PHILOSOPHY: It is the feeling of those concerned with the development of the youth of the District that membership and participation in extracurricular activities can have a very positive effect on the development of constructive attitudes for future citizenship. It is further deemed important that participants, before starting in an extracurricular program, should be made clearly aware of its philosophy, opportunities, and policies and procedures.

The extracurricular phase of the total educational program is one area in which leaders of youth have a unique opportunity to instill desirable qualities, among which may be principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline, and the values of self-sacrifice.

The District recognizes that the rules and regulations concerning the decency and conduct of the student body will be identified with the community's attitude, and it is acknowledged that the individual family should be the guiding influence and determinant of student behavior. Nevertheless, it is the policy of the District that participation in any extracurricular activity is a privilege, and certain areas of conduct shall be considered inappropriate in light of the generally accepted standards subscribed to by the District.

ACADEMIC REQUIREMENTS: Students must have passed at least four (4) subjects for two credits the previous semester, as per the requirements of the South Dakota High School Activities Association (SDHSAA). Students must have also passed all core courses but one the previous semester, regardless of graduation requirements.

Any course below is considered a core course at any grade level:

- English/reading & communication art (4 credits): Must include writing, literature (including American literature) and speech
- Social studies (3 credits): Must include U.S. history, U.S. government, geography, and world history
- Mathematics (3 credits): Must include algebra I, geometry, and algebra II
- Science (3 credits): Must include physical science, biology and chemistry or physics
- Fine arts (1 credit)
- Health or physical education (1 total credit)
- Economics or personal finance (0.5 credit)
- Computer literacy (0.5 credit)
- Career Exploration and entrepreneurship (1 total credit)
- Career and Technical Education (AFNR, Business, or Health Occupations (1 credit)

ATTENDANCE REQUIREMENTS: Student participants are expected to attend all scheduled practices and competitions. Ineligible students may practice but not participate in actual competition.

Excused absences: Excused absences include illness, medical appointments, school activities, family emergencies, and other absences approved by the activity sponsor before the scheduled practice or competition.

Unexcused absences: If student participants are absent from a practice or competition and the absence is not excused, the following will occur at the activity sponsor's discretion:

- First violation: The student participant must attend all practices but will not be allowed to participate in the next competition.
- Second violation: The student participant will be dismissed from the activity for the remainder of the school year and will not be eligible for any awards.

CHURCH NIGHT: Wednesday nights have been reserved for church activities. No formal school events will be scheduled by students or teachers on Wednesday nights. The District is not responsible, however, for conference, district, region, or state activities that are sometimes scheduled on Wednesdays.

Practice sessions must be concluded at a time that allows students to attend religious services or other religious activities if they so desire. Practice ending time of 5:45 PM is reasonable. No repercussions will be allowed for students that choose to leave early from practice to attend a church activity.

COACHING REQUIREMENTS: All athletic coaches at the high school, middle school, and elementary levels are required to have taken and passed the following coursework prior to the start of their season. The courses may be found at the following website address: <https://nfhslearn.com/>.

- Fundamentals of coaching (one-time requirement)
- First aid, health, and safety (must recertify every two years)
- Concussion in sports (must recertify every year)
- Heat illness prevention (must recertify every year)

ELIGIBILITY REQUIREMENTS:

Grades 6-8: For students in grades six, seven, or eight that are participating in any extracurricular activities, eligibility must be established before they will be permitted to participate in any contest, game, tournament, or event sponsored by the District.

Grades 7-12: In order to participate in SDHSAA-sanctioned events, students must meet SDHSAA eligibility requirements.

Eligibility Procedures: The eligibility procedure will be as follows:

- A. Grades in all courses for students who are participating in extracurricular activities will be used to determine eligibility. Eligibility checks begin the second week of each quarter.
- B. Eligibility will be checked on a weekly basis starting the second week of each quarter. Teachers are to have grades posted no later than 7:30 a.m. on Monday morning or on the first day of a school week that does not start on Monday. Grades will be checked by the secondary principal, and students who are deemed ineligible will be notified along with their activity sponsor. If found to be ineligible, students will not be able to participate in games or events for one week (Monday through Sunday). Students will be able to participate in practices, but will not be allowed to travel with teams of groups to competitions or events.
- C. If a student is ineligible for three consecutive weeks for the same class, the student will no longer be allowed to participate in practice, and instead will spend time after school working with the teacher(s) of the class(es) in which the student is ineligible.
- D. A failing grade is defined as a grade of below 70% at the end of each eligibility period.
- E. If students receive a failing grade in any course for the eligibility period, they will be ineligible until the next eligibility period.
- F. Students will be informed when their grade falls below 70% in a class via weekly grade reports.
- G. For the purpose of this subsection, the first quarter shall be considered as ending on midnight on the day before the second quarter begins, and the second quarter shall be considered as starting on the first day classes are held in the second quarter. The same will be true for the remaining quarters of the school year. Semester grades will determine the eligibility for students over the Christmas holiday. A failing semester grade will cause the student to lose eligibility until the beginning of the third quarter.

NOTE: Eligibility is extended to students whenever state-sanctioned events are held after the District's school year has been completed.

- H. When a student transfers from another school, the scholastic record from the former school shall be used for determining eligibility. The student shall not participate in any interscholastic contests until the official transcript of grades is received from the former school and academic eligibility is verified.

- I. Students absent from school on the day of an extracurricular activity will not be permitted to participate in that activity unless given permission to do so by the secondary principal prior to departure. A student who is absent for a regularly scheduled appointment will not be denied participation for that day's events. A student must be in school the entire day following a scheduled activity (unless it falls on a non-scheduled school day). The secondary principal may grant an exception to these limitations. Disciplinary action may be taken on a case-by-case basis.
- J. Students must have their work made up in advance if the activity involves missing any part of the school day. It is the responsibility of students to contact every instructor for those classes they are to miss, even if their name is on the travel list for an activity. The activity sponsor will check the assignment list to determine if all work is made up before students will be allowed to travel for an event. If work is not completed, students will not be allowed to travel.
- K. The District may use 7th and 8th grade students on high school teams for high school contests, provided the students meet scholastic standards fully equivalent to those required for students in grades 9-12 by the SDHSAA and the District.

RULES OF CONDUCT: All students are expected to exhibit appropriate behavior when representing the District in an extracurricular activity. The prevention of drug and alcohol abuse is a priority. Because of adverse effects, the use or possession of alcohol and other dangerous drugs shall be in violation of the District's standards of conduct for participation in extracurricular activities. Students may be called in by an administrator if information is received via the "rumor route." Students will be informed of the situation and the consequences of unapproved conduct. Parent/guardians may be contacted by the principal depending upon the nature of the situation. Parent/guardians will be contacted by the principal if a probable cause exists for a call to law enforcement for further investigation of the circumstances of the incident.

STUDENT DUE PROCESS POLICY: In the event that action is considered to address an alleged violation of the rules of conduct:

- A. The sponsor has an obligation to privately discuss alleged violations with students and to allow the students to explain their position. If disciplinary action is necessary, the parents/guardians must be notified.
- B. If further action becomes necessary, the sponsor shall file a written charge with the secondary principal and the athletic director, with copies provided to the student and the parents/guardians, no later than the end of the school day following the day of the discovery of the alleged violation. At the time the student is notified in writing of the alleged violation, the sponsor shall also inform the student of the due process procedures.

STUDENT DUE PROCESS PROCEDURES: In the event that students or parents/guardians request a hearing:

- A. The secondary principal shall designate a time, date, and place for the hearing that is reasonable to both parties.
- B. The secondary principal shall inform the student and parents/guardians that the student will be temporarily suspended from participating in the activity until the hearing has been held.
- C. The secondary principal shall notify the sponsor of the time, date, and place of the hearing.
- D. The activities director shall conduct the hearing in such a manner that the student and parents/guardians will have the opportunity to review the alleged violations of policy and ask questions appropriate to the situation. The same opportunity will be extended to the sponsor and the secondary principal.
- E. The disposition of the alleged violation will be made by the activities director and the secondary principal.

STUDENT PHYSICALS (ATHLETICS): Students are not eligible to participate in practice or competition if they do not have a current physical and parent permission forms on file in the activities director's office. A new physical shall be required for all student-athletes in grades 6-12 on a yearly basis starting with the 2018-2019 school year.

STUDENT ALCOHOL/TOBACCO/DRUG POLICY

GENERAL POLICY STATEMENT: The District believes the use of drugs, alcohol, and tobacco on or off school property is detrimental to the learning process and health of young people. In all cases, the use of drugs is illegal and the use of alcohol is illegal by elementary and high school students. In all cases, the use of tobacco is illegal by elementary and high school students on school grounds, in school vehicles, or at a home or away school activity. Therefore, the Board of Education, administration, and faculty of the District strongly discourage the use of drugs, alcohol, and tobacco by students.

DRUG POLICY: Except when used as directed by a physician (prescription drugs), no student shall possess, use, sell, or dispense any illegal drug, controlled or mind-altering substance, glue or other chemical for inhaling, or marijuana on school property, within the Drug Free Zone, or at school activities (both in and out of town).

Enforcement

The use or possession of drugs, including marijuana and other controlled substances defined in SDCL 22-42, is prohibited on school property, within the Drug Free Zone, or at out-of-town school-related activities. All school property is held in the public trust by the Board of Education. School authorities may with probable cause, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, school personnel, and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches of a student's person, or personal effects, for obtaining evidence for a possible violation of state or federal law will be conducted by a duly sworn officer of the law, after obtaining consent by the student or parent, when deemed necessary by the law enforcement officer. The law enforcement officer may obtain a search warrant, if the situation requires it, and then act on that warrant as necessary to ensure the proper execution of their duties as prescribed by state statute, federal statute, or court precedent.

Any student using, suspected of using, possessing, or suspected of possessing drugs or controlled substances on school property, within the Drug Free Zone, or on a school-sponsored trip will be detained by an administrator, coach, or faculty member and turned over to local law enforcement officials. The administrator in charge will notify the student's parents/guardians immediately.

Penalties

The use, possession, and distribution of drugs is against state and federal law. Students are subject to criminal prosecution (adult or juvenile) for violation of state or federal law. Penalties in this policy for drug and marijuana violations and convictions for all students enrolled in extracurricular activities apply year around (SDCL 13-32-9). All students, including those enrolled in extracurricular activities, will be suspended from school for 10 days for the first offense. All students, including those enrolled in extracurricular activities, will appear before the Board of Education with their parents/guardians for recommendation of expulsion for the second offense. These penalties are in addition to those enumerated in SDCL (13-32-9).

ALCOHOL POLICY: No student shall possess, use, sell, or dispense beer, wine, wine coolers, whiskey, or any beverage containing alcohol on school property, within the Drug Free Zone, or at school activities, both in and out of town.

Enforcement

Students, who possess, use, sell, or dispense alcoholic beverages on school property, within the Drug Free Zone or at any school activity, in or out of town, will be detained by an administrator, coach, or faculty member. The students will be turned over to appropriate law enforcement officials and may be subject to suspension or permanent expulsion by the Board of Education after appropriate hearing of the matter. All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, school personnel and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. The administrator in charge may direct law enforcement officials to impound student vehicles on school property, which contain alcoholic beverages.

Penalties

Use, possession, and distribution of alcoholic beverages by persons less than 21 years of age is against state law. Students are subject to criminal prosecution (juvenile) for violation of state law. Upon notification that a District student has been arrested for underage consumption of alcohol, DUI, or any alcohol-related violation, the administrator will immediately contact the accused student and notify the student's parents/guardians. Notification may come from law enforcement, parents/guardians, members of the student body, or the student. The administrator will schedule a conference with the accused student and student's parents/guardians to ascertain the accuracy or validity of the complaint. If the student and parents/guardians agree that the notification of arrest is accurate, penalties listed below will apply immediately if the student is enrolled in extracurricular activities.

On or off school property (for all students enrolled in extracurricular activities): The District's alcohol policy becomes effective with the beginning of SDHSAA-sponsored activities on the first day of practice in the fall until the last scheduled day of all sports in the spring or graduation, whichever is later. Penalties are not cumulative between school years (each student starts with a clean slate each year).

- First Offense: Five school days of suspension from all extracurricular activities. Students will not be allowed to compete or participate in any school- or SDHSAA-sponsored events or competitions during the five-day suspension. If there are no events or competitions during the five-day suspension, the students will sit out one competition or activity.
- Second Offense: Suspension from all extracurricular activities the students are participating in at the time of violation. If the second violation occurs between seasons, the students will miss the next activity in which they would participate. It is not the intent of this policy to allow students to serve their penalty in a new activity.
- Third Offense: Permanent suspension from all extracurricular activities for the current school year.

On school property/activities: Use and/or possession of any alcohol products is prohibited by students on any school property, including buildings, grounds, parking lots, or any vehicle used by the school. If students violate this rule, they will be subject to the following:

- First Offense: Five days of in-school suspension, a parent/guardian conference with the secondary principal, and the incident will be reported to law enforcement.
- Second Offense: Seven days of in-school suspension, a parent/guardian conference with the secondary principal, and the incident will be reported to law enforcement.
- Third Offense: Ten days of in-school suspension, a parent/guardian conference with the secondary principal and superintendent, and the incident will be reported to law enforcement.

TOBACCO POLICY: No student regardless of age shall possess, use, sell, or dispense cigarettes, cigars, pipes or pipe tobacco, chewing tobacco, snoose, bidis, or any other product containing tobacco on school property, within the Drug Free Zone, or at school activities, both in and out of town.

Enforcement

The use or possession of tobacco by students is prohibited on school property, within the Drug Free Zone, or on out-of-town school activities. All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, school personnel, and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Students, who possess, use, sell, or dispense tobacco on school property, within the Drug Free Zone, or on a school-sponsored trip will be detained by an administrator, coach, or faculty member and turned over to local law enforcement officials. The administrator in charge will notify the student's parents/guardians immediately.

Penalties

Use, possession, and distribution of tobacco by persons less than 18 years of age is against state law. Students are subject to criminal prosecution (adult and juvenile) for violation of state law if they are under 18.

On or off school property (for all students enrolled in extracurricular activities): The District's tobacco policy becomes effective with the beginning of SDHSAA-sponsored activities on the first day of practice in the fall until the last scheduled day of all sports in the spring or graduation, whichever is later. Penalties are not cumulative between school years (each student starts with a clean slate each year).

- **First Offense:** Three school days of suspension from all extracurricular activities. Students will not be allowed to compete or participate in any school- or SDHSAA-sponsored events or competitions during the three-day suspension. If there are no events or competitions during the five-day suspension, the students will sit out one competition or activity.
- **Second Offense:** Suspension from all extracurricular activities the students are participating in at the time of violation. If the second violation occurs between seasons, the students will miss the next activity in which they would participate. It is not the intent of this policy to allow students to serve their penalty in a new activity.
- **Third Offense:** Permanent suspension from all extracurricular activities for the current school year.

On school property/activities: Use and/or possession of any tobacco products is prohibited by students on any school property, including buildings, grounds, parking lots, or any vehicle used by the school. If students violate this rule, they will be subject to the following:

- **First Offense:** Three days of in-school suspension, a parent/guardian conference with the secondary principal, and the incident will be reported to law enforcement.
- **Second Offense:** Five days of in-school suspension, a parent/guardian conference with the secondary principal, and the incident will be reported to law enforcement.
- **Third Offense:** Ten days of in-school suspension, a parent/guardian conference with the secondary principal and superintendent, and the incident will be reported to law enforcement.

ADDITIVE PENALTIES: The penalties for each alcohol and/or tobacco violation are additive and will be combined. As an example, a student who receives a tobacco violation following an earlier alcohol violation will receive the penalty for a second violation.

HELP/INTERVENTION FOR ALCOHOL/TOBACCO/DRUG USE: The District feels confident that early intervention can benefit the student before significant harm or dependency results. The administrative team will provide a list of agencies/professionals that can do assessment and provide treatment. Fees for any assessment and/or treatment are the responsibility of students and their families.

A school counselor is available on staff to assist students who have used or are considering using alcohol, tobacco, or drugs. All sessions with the counselor are kept in the strictest confidence.

STUDENT DUE PROCESS POLICY: All students are entitled to due process when they are subjected to disciplinary action such as suspension and expulsion. The Board of Education and administration have the legal authority to deal with disruptive students and student misconduct.

Basic due process provides that (1) students are given oral or written notice of the charges, (2) students are given an oral or written explanation of the facts that form the basis of the proposed suspension, and (3) students are given an opportunity to present their version of the incident.

STUDENT DUE PROCESS PROCEDURES: In the event that students or parents/guardians request a hearing:

- A. The secondary principal shall designate a time, date, and place for the hearing that is reasonable to both parties.
- B. The secondary principal shall inform the student and parents/guardians that the student will be temporarily suspended from participating in the activity until the hearing has been held.
- C. The secondary principal shall notify the sponsor of the time, date, and place of the hearing.
- D. The activities director shall conduct the hearing in such a manner that the student and parents/guardians will have the opportunity to review the alleged violations of policy and ask questions appropriate to the situation. The same opportunity will be extended to the sponsor and the secondary principal.
- E. The disposition of the alleged violation will be made by the activities director and the secondary principal.

STANLEY COUNTY SCHOOL SONG

Oh dear old SC High fall in line
Another game we'll win another time,
Dear ole SC High, yell and yell
And then we'll fight, fight, fight for every score,
And when we win this game, we'll win some more,
And then we'll rah (team we are playing) on the side,
Rah, rah, rah, rah, rah, rah
B-U-F-F-A-L-O-S
Stanley County (Lady) Buffalos yes, yes, yes.

REPEAT SONG

Rah, rah, Fort Pierre, rah, rah Fort Pierre,
Rah, rah, rah, rah Fort Pierre, Fort Pierre, Fort Pierre

DEFINITIONS OF SOUTH DAKOTA CRIMINAL OR VIOLENT OFFENSES

| Offense | Definition | Examples |
|-----------------------------------|--|---|
| Alcohol | Violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included only if it results in disciplinary action. | being intoxicated at school or school sponsored event, bringing alcohol on school grounds |
| Arson | Setting a fire on/in school property; to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device. | fires; firecrackers, fireworks and trash can fires IF resulted in a damaging fire |
| Battery (aggravated assault) | Physical attack/harm; actual and intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to an individual. | striking that causes bleeding, broken nose, kicking while a student is down, attack with a weapon; use category only if attack is serious enough to warrant a call to the police/security |
| Breaking and entering/burglary | The unlawful entry or attempted entry into a building or other structure with the intent to commit a crime. | weekend or after-hours break-in at the school; breaking into vehicles on school campus |
| Disorderly conduct | Any act which substantially disrupts the orderly conduct of a school function or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. | serious instances of campus disruption, including: pulling the fire alarm, disruptive demonstrations, smoke or stink bombs, outbursts that warrant calling police or security |
| Drugs, other than alcohol | Illegal drug possession, sale, manufacture, distribution, use, being under the influence; includes “huffing” or inhaling mind-altering substances; includes substances represented as drug. | drug or paraphernalia possession or use (such as steroids, marijuana, speed, cocaine, heroin, etc.), taking or selling prescription drugs not intended for the individual involved, such as Ritalin or painkillers; includes over-the-counter drugs or legal substances if abused by the student, including glue, aerosol cans, and paint thinner; excludes tobacco |
| Fighting (mutual altercation) | Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury. | physical fight at school; excludes verbal confrontations, tussles or other minor confrontations |
| Homicide (murder or manslaughter) | Killing a human being. | The killing of a person at school, on school property, or at a school sponsored event. |
| Kidnapping (abduction) | The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking. | Abducting student from school grounds or event against his/her will. |
| Larceny and/or theft | The unlawful taking of property belonging to another person without threat, violence or bodily harm; use category only if it warrants a call to the police or security; differs from Robbery in that Larceny/Theft does not involve threat or battery. | pocket picking, purse or backpack snatching if left unattended or no force is used, theft of bicycles, hub caps, motor vehicle parts or accessories electronic theft of data should be reported here |
| Motor vehicle theft | Theft or attempted theft of a motor vehicle. | theft of car, truck, motorcycle, etc. |

| | | |
|--------------------------------------|---|---|
| Robbery | The taking or attempting to take, anything of value that is owned by another person or organizations under confrontational circumstances by force or threat of force or violence; differs from Larceny in that robbery involves threat or battery. | extortion of lunch money, taking purse or backpack by force |
| Sexual battery | Sexual contact forcibly and/or against the person's will or where the victim is incapable of giving consent | rape, child molestation; includes attempted; includes statutory rape, as minor is by law incapable of consent |
| Sexual harassment | Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment | grabbing, groping, suggestive comments or jokes, pressure to engage in sexual activity, using the computer to leave or send sexual messages |
| Sex offenses | Sexual intercourse, sexual contact, or other behavior intended to results in sexual gratification without force or threat of force. | consenting sexual behavior involving students, flashing, mooning, indecent exposure Note: Does not include kissing. |
| Threat and/or intimidation | Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack. | bomb threat, threats made over the phone or threats that an individual will hurt or injure someone else, severe enough to warrant a call to police or security |
| Tobacco | Possession, use, distribution, or sale of tobacco products. | cigarette smoking on school grounds/event, chewing tobacco |
| Trespassing | To enter or remain on school grounds without authorization or invitation and with no lawful purpose for entry. | entering school property after hours without authorization; includes students under suspension or expulsion, or persons who have been asked to leave |
| Vandalism | Willful and/or malicious destruction, damage, or defacement of school or personal property. | destroying school computer records, graffiti, spray painting walls, destroying other students' property |
| Weapons possession | Firearms— possession or use of a weapon designed to or may be converted to expel a projectile by the action of an explosive. Other weapons— possession, use or intention of use of any instrument or object to inflict harm on another person or to intimidate any person. | Possession of firearms—rifles, handguns, shotguns, loaded or unloaded; destructive devices that contain an explosive, such as bomb, grenade, pipebomb, starter gun, flare gun. Does NOT include air-powered guns such as BB guns. Possession of other weapons— BB or pellet gun, knives (including pocket or pen knife), chains, pipes, razor blades, Chinese stars, stun guns, clubs. Includes other instruments used for intimidation or with the intention of using as a weapon, including pencils, scissors, and other objects |
| Other criminal offenses (nonviolent) | Any other criminal offense that warrants contacting security or police, resulting in disciplinary action and not classified previously or in the Local Board Policy Violations. | bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property |

| Behavior Matrix JK-2 | | | | |
|---|--|--|---|---|
| Violations will be cumulative on a yearly basis. | | | | |
| ** This matrix may be modified by the administration as each situation warrants. | | | | |
| Offense | 1st Violation | 2nd Violation | 3rd Violation | Habitual |
| CLASS ONE YEARLY BASIS | | | | |
| Cheating/copying, plagiarism, using crib notes or using any other unauthorized information source | Redo assignment/test Parent Contact | Redo assignment/test; partial credit (50%) Office Notification Parent Contact | Zero credit Office Referral Parent Conference | |
| Electronics (phones, smart watch, iPad, iPod, any electronic device used w/o permission) | Removed by teacher and give back at end of day Office Notification Parent Notification | Removed by teacher; parent must pick up Office Notification Parent Notification | Removed by teacher; parent must pick up from office. Office Referral Parent Conference 1 Detention | Removed by teacher; parent must pick up from office Office Referral Parent Conference 2 Detentions |
| Inappropriate dress, not adhering to the dress code | Parent Notification; change clothes | Office Notification Parent Notification; change clothes | Office Referral Parent Conference; change clothes | Office Referral Parent Conference; change clothes |
| Items not appropriate at school | Removed by teacher Office Notification Parent Notification | Removed by teacher Office Notification Parent Notification | Removed by teacher Office Referral Parent Conference 1 Detention | Removed by teacher Office Referral Parent Conference 1-3 Detentions |
| Minor Physical Contact (physical contact that is not to the degree of Aggressive Physical Contact) (Pushing, shoving, tripping, or "horse-play" without intent to harm.) | Office Notification Parent Notification | Office Notification Parent Notification 1 Detention | Office Referral Parent Conference 2 Detentions | Office Referral Parent Conference 1-Hour ISS |
| Teasing/Name Calling | Office Notification Parent Notification | Office Notification Parent Notification 1 Detention | Office Referral Parent Conference 2 Detentions | Office Referral Parent Conference 1-Hour ISS |
| CLASS TWO YEARLY BASIS | | | | |
| Disorderly Conduct/Disruptive Behavior (behavior that poses a threat to the learning environment, health or welfare of others) | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2-3 Detentions | Office Referral Parent Conference 1-Hour ISS Counselor Conference | Office Referral Parent Conference ISS/OSS Counselor Conference |
| Leaving School Property without authorization | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2-3 Detentions | Office Referral Parent Conference 1-Hour ISS Counselor Conference | Office Referral Parent Conference ISS/OSS Counselor Conference |
| Insubordination (failure to follow classroom & school rules or comply with staff requests) | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2-3 Detentions | Office Referral Parent Conference 1-Hour ISS Counselor Conference | Office Referral Parent Conference ISS/OSS Counselor Conference |

| | | | | |
|---|---|--|--|---|
| | | | | Parent Attendance to school to monitor student |
| CLASS THREE YEARLY BASIS | | | | |
| Aggressive Physical Violence (hitting, punching, kicking or similar behavior that may seriously injury to others or self, pulling fire alarms) Fighting (mutual altercation) | Office Referral Parent Notification Serve 2 Detentions | Office Referral Parent Conference Serve 1-Hour ISS | Office Referral Parent Conference ½ Day ISS Counselor Conference | Office Referral Parent Conference ISS/OSS Counselor Conference |
| Profanity, foul language, obscene materials or gestures, inappropriate language, cuss words | Office Notification Parent Notification 2 Detentions | Office Referral Parent Notification 1-Hour ISS | Office Referral Parent Conference ½ Day ISS | Office Referral Parent Conference ISS/OSS |
| Defacing school property/Vandalism (Willful and/or malicious destruction, damage, or defacement of school or personal property) | Office Referral Parent Notification 1 Detention Restitution/Police Referral when appropriate | Office Referral Parent Notification 2 Detentions Restitution/Police Referral when appropriate | Office Referral Parent Conference 1-Hour ISS Restitution/Police Referral when appropriate | Office Referral Parent Conference ISS/OSS Restitution/Police Referral when appropriate |
| CLASS FOUR YEARLY BASIS | | | | |
| Bullying | Office Referral Parent Conference 3 Detentions | Office Referral Parent Conference 2-Hours ISS | Office Referral Parent Conference ½ -Day ISS | Office Referral Parent Conference Police Referral when appropriate ISS/OSS |
| Possession and/or use of tobacco, drugs, or alcohol (including vape devices) | Office Referral Parent Conference Police Referral when appropriate 3 Detentions | Office Referral Parent Conference Police Referral when appropriate 2-Hours ISS | Office Referral Parent Conference Police Referral when appropriate ½ -Day ISS | Office Referral Parent Conference Police Referral when appropriate ISS/OSS |
| Stealing/Theft | Office Referral Parent Conference Police Referral when appropriate 3 Detentions | Office Referral Parent Conference Police Referral when appropriate 2-Hours ISS | Office Referral Parent Conference Police Referral when appropriate ½ -Day ISS | Office Referral Parent Conference Police Referral when appropriate ISS/OSS |
| Threat and/or Intimidation (Physical, verbal, written, or electronic action which immediately creates fear of harm) | Office Referral Parent Conference Police Referral when appropriate 3 Detentions | Office Referral Parent Conference Police Referral when appropriate 2-Hours ISS | Office Referral Parent Conference Police Referral when appropriate ½ -Day ISS | Office Referral Parent Conference Police Referral when appropriate ISS/OSS |
| CLASS FIVE YEARLY BASIS | | | | |
| Sexual harassment and/or contact | Office Referral Parent Conference Counselor Referral 2-Hours ISS | Office Referral Parent Conference Counselor Referral ½ -Day ISS | Office Referral Parent Conference Counselor Referral ISS/OSS | Office Referral Parent Conference Counselor Referral ISS/OSS |
| CLASS SIX YEARLY BASIS | | | | |
| Weapons (Possession of item considered to be | Removed by staff Office Referral Parent Notification | Removed by staff Office Referral Parent Conference | Removed by staff Office Referral Parent Conference | Removed by staff Office Referral Parent Conference |

| | | | | |
|--|-----------------------|-----------|--------------|----------------------|
| weapon with no malicious intent) (**Firearms, bomb threat, arson, other weapons see HS behavior matrix) | Parent picks up item. | 1-Day OSS | 2-3 Days OSS | Long term suspension |
|--|-----------------------|-----------|--------------|----------------------|

| Behavior Matrix 3rd – 5th | | | | |
|---|--|--|---|---|
| Violations will be cumulative on a yearly basis. | | | | |
| ** This matrix may be modified by the administration as each situation warrants. | | | | |
| Offense | 1st Violation | 2nd Violation | 3rd Violation | Habitual |
| CLASS ONE YEARLY BASIS | | | | |
| Cheating/copying, plagiarism, using crib notes or using any other unauthorized information source | Redo assignment/test; partial credit (50%) Office Notification Parent Contact | Zero credit Office Notification Parent Contact | Zero Credit Office Referral Parent Conference | |
| Electronics (phones, iPad, iPod, any electronic device used w/o permission) | Removed by teacher and give back at end of day Office Notification Parent Notification | Removed by teacher; parent must pick up Office Notification Parent Notification 1 Detention | Removed by teacher; parent must pick up Office Referral Parent Conference 2 Detentions | Removed by teacher; parent must pick up in office Office Referral Parent Conference ½ Day ISS |
| Inappropriate dress, not adhering to the dress code | Parent Notification; change clothes | Office Notification Parent Notification; change clothes | Office Referral Parent Conference; change clothes | Office Referral Parent Conference; change clothes |
| Items not appropriate at school | Removed by teacher and give back at end of day Office Notification Parent Notification | Removed by teacher; parent must pick up Office Notification Parent Notification 1 Detention | Removed by teacher; parent must pick up Office Referral Parent Conference 2 Detentions | Removed by teacher; parent must pick up in office Office Referral Parent Conference ½ Day ISS |
| Minor Physical Contact (physical contact that is not to the degree of Aggressive Physical Contact) (Pushing, shoving, tripping, or “horse-play” without intent to harm). | Office Notification Parent Notification | Office Notification Parent Notification 1-3 Detentions | Office Referral Parent Conference 2-5 Detentions | Office Referral Parent Conference ISS |
| Teasing/Name Calling | Office Notification Parent Notification | Office Notification Parent Notification 1-3 Detentions | Office Referral Parent Conference 2-5 Detentions | Office Referral Parent Conference ISS |
| CLASS TWO YEARLY BASIS | | | | |
| Disorderly Conduct/Disruptive Behavior (behavior that poses a threat to the learning environment, health or welfare of others) | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2-3 Detentions | Office Referral Parent Conference ISS Counselor Conference | Office Referral Parent Conference ISS/OSS Counselor Conference Police Referral when appropriate |
| Leaving School Property without authorization | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2-3 Detentions | Office Referral Parent Conference ISS | Office Referral Parent Conference ISS/OSS Counselor Conference Police Referral when appropriate |
| Insubordination/blatant disregard for teacher/para/principal | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2 - 3 Detentions | Office Referral Parent Conference | Office Referral Parent Conference |

| | | | | |
|--|--|---|---|---|
| or another administrator (Failure to follow classroom and school rules) | | | Counselor Conference ISS | Counselor Conference ISS/OSS |
| Forgery | Office Referral Parent Notification 1 Detention | Office Referral Parent Notification 2 - 3 Detentions | Office Referral Parent Conference Counselor Conference ISS | Office Referral Parent Conference Counselor Conference ISS/OSS |
| CLASS THREE YEARLY BASIS | | | | |
| Aggressive Physical Violence (hitting, punching, kicking or similar behavior that may seriously injury to others, pulling the fire alarm) Fighting (mutual altercation) | Office Referral Parent Notification 1 Day ISS | Office Referral Parent Conference ISS Counselor Conference | Office Referral Parent Conference OSS Counselor Conference | Office Referral Parent Conference Refer to Police if Appropriate OSS |
| Profanity, foul language, obscene materials or gestures, inappropriate language, cuss words | Office Referral Parent Notification 2 -3 Detentions | Office Referral Parent Notification ISS | Office Referral Parent Conference ISS | Office Referral Parent Conference ISS/OSS |
| Defacing school property and vandalism (Willful and/or malicious destruction, damage, or defacement of school or personal property) | Office Referral Parent Notification 2 – 3 Detentions Restitution/Police Referral when appropriate | Office Referral Parent Conference ISS Restitution/Police Referral when appropriate | Office Referral Parent Conference ISS Restitution/Police Referral when appropriate | Office Referral Parent Conference ISS/OSS Restitution/Police Referral when appropriate |
| CLASS FOUR YEARLY BASIS | | | | |
| Bullying | Office Referral Parent Conference Police Referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS/OSS | Office Referral Parent Conference Police referral if appropriate ISS/OSS |
| Possession and/or use of tobacco, drugs, or alcohol | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS/OSS | Office Referral Parent Conference Police referral if appropriate ISS/OSS |
| Stealing/Theft | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS/OSS | Office Referral Parent Conference Police referral if appropriate ISS/OSS |
| Threat and/or Intimidation (Physical, verbal, written or electronic action which immediately creates fear or harm) | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS | Office Referral Parent Conference Police referral if appropriate ISS/OSS | Office Referral Parent Conference Police referral if appropriate ISS/OSS |
| CLASS FIVE YEARLY BASIS | | | | |
| Sexual harassment and/or contact | Office/Counselor Referral Parent Conference | Office Referral Parent Conference Counselor Conference | Office Referral Parent Conference Counselor Conference | Office Referral Parent Conference Counselor Conference |

| | Police referral if appropriate ISS | Police referral if appropriate ISS | Police referral if appropriate ISS/OSS | Police referral if appropriate ISS/OSS |
|--|---|---|---|---|
| CLASS SIX YEARLY BASIS | | | | |
| Weapons (Possession of item considered to be weapon with no malicious intent) (**Firearms, bomb threat, arson, other weapons see HS behavior matrix) | Removed by staff Office Referral Parent Conference Parent must pick up item. OSS | Removed by staff Office Referral Parent Conference Parent must pick up item. OSS | Removed by staff Office Referral Parent Conference Long term suspension | Removed by staff Office Referral Parent Conference Long term suspension |

| BEHAVIOR MATRIX 6 -12 | | | | |
|---|---|---|---|---|
| Offense | 1st Violation | 2nd Violation | 3rd Violation | 4 or more Violations |
| Class One Yearly Basis | | | | |
| Violation of Computer and/or Internet Policy | No computer use for two (2) weeks | No computer use for four (4) weeks | No computers for the balance of the school year | No use of a computer, 3 Days of OSS |
| Pop/Food in Undesignated Area | Warning | 1 Detention | 2 Detentions Parent Contacted | 3 Days ISS/OSS |
| Inappropriate Dress | Warning | Warning | 1 Detention Parent Contacted | 1 Day ISS/OSS |
| Inappropriate Behavior | Warning | 1 Detention | 2 Detentions Parent Contacted | 3 Days ISS/OSS |
| Other Minor violations | Warning | 1 Detention | 2 Detentions Parent Contacted | 3 Days ISS/OSS |
| Class Two Yearly Basis | | | | |
| Unexcused Tardies | Record | Record | 1 Detention | |
| Disruptive Behavior in Class/Hallway Failure to dress in PE or participate in class | Warning | Warning | Student Behavior Plan 1 Day of ISS Detentions | Parent Conference Student Removal – 3 Days ISS/OSS |
| Truancy/Unexcused Absence/ Skipping School / Off Campus | Parent Contacted Student makes up time 1 ISS Day | Parent Conference Referral to Counselor Student makes up time 2 ISS Days | Parent Conference 3 Days ISS Referral to Truant Officer | 7th Long Term Suspension |
| Unsafe/Imprudent Driving | Warning | 1 Day of ISS | 2 Day of ISS | 3 days ISS/OSS |
| Forgery, Cheating | Parent Contacted 2 Detentions Zero on assignment | Parent Contacted Zero on assignment | 2 Days OSS Parent Contacted Zero on assignment | 5 Days ISS/OSS Parent Contacted Zero on assignment |
| Class Three Yearly Basis | | | | |
| Insubordination, Pornography, Obscene Language/Gestures/ Drawings /Writings Toward Someone Physical Aggression Pushing Kicking Students | 1-3 Days ISS Parent Contacted | 3-5 Days ISS Parent conference Counselor Referral | 5-10 Days OSS Parent Conference | Long-term Suspension Expulsion |
| Vandalism Destruction of School Property and/or Other Students' Property | 1 – 3 Days ISS Parent Contacted Restitution | 3-5 Days ISS Parent Conference Police Referral | 5-10 Days OSS Parent Conference Police Referral | Long-term Suspension Expulsion |

| | | | | |
|---|---|---|--|--|
| | Police Referral when appropriate | | | |
| Class Four Yearly Basis | | | | |
| Possession or Use of Tobacco Possession or Use of Alcohol Theft; Verbal Sexual Harassment, Intimidation | 1-5 Days ISS Restitution Parent Conference Counselor Referral Police Referral when appropriate | 7 Days ISS Restitution Parent Conference Police Referral | 10 Days OSS Restitution Parent Conference Police Referral | Long-term Suspension Expulsion |
| Violence; Fighting; Physical Violence/ Bullying / Verbal Aggression/ Physical violence between students or towards Staff | 3 Days OSS Parent Conference Police Referral when Appropriate | 5 Days OSS Parent Conference Police Referral | 10 Days OSS Parent Conference Police Referral | Long-term Suspension Board of Education Hearing for Student and Parent Expulsion |
| Class Five Yearly Basis | | | | |
| Physical Sexual Harassment, Drugs, Dispensing, Soliciting or Under the Influence (includes Drug Paraphernalia) | Drugs 10 Days OSS Parent Conference Police Referral | Long-term Suspension Expulsion Student and Parent Appear Before Board of Education before Re-admittance to School | | |
| Class Six Yearly Basis | | | | |
| Weapons/Firearms;/ To include Bomb Threat; Arson; Endangering Life of Others; Intentional Physical Harm or Damage to Personal Property of Any Staff Member, Self Harm | Weapons – Mandatory 12 months expulsion – Referral to Law Enforcement; Possession of Item Considered to be a Weapon with No Malicious Intent – Up to 10 Days OSS Expulsion | | | |

APPENDIX D

EDUCATIONAL OPTIONS FOR PREGNANT AND MARRIED STUDENTS

PREGNANT STUDENTS: The District has an educational responsibility to all enrolled students, including those who are pregnant. Pregnant students shall be allowed to remain in school and to participate in all school-sponsored activities to the extent such participation is medically acceptable and does not endanger the health of the student or baby.

The District will provide educational options for pregnant students that are unable or that elect not to remain in school. Those options may include homebound instruction, virtual high school courses, or other types of alternative options.

The intention is to keep students on the school's attendance rolls, encourage them to keep up with their regular school program during pregnancy, and allow them to reenter their regular school program upon completion of the pregnancy.

MARRIED STUDENTS: All policies for regular students apply to married and non-pregnant students.

GRIEVANCES: Any married or pregnant students believing that school officials or personnel have dealt with them in an unfair or unsatisfactory manner may file a grievance according to the Student Grievance Procedure outlined on page 37 of this handbook.

APPENDIX E

COMPLAINT POLICY

Any resident or community group shall have the right to present a request, suggestion, or complaint concerning District personnel, school programs, or the operation of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of the District's complaint policy to provide a fair and impartial manner for seeking appropriate remedies.

Constructive criticism of the District is welcomed by the District when it is motivated by a sincere desire to improve the quality of the education program and to help school personnel in performing their tasks more effectively.

The Board of Education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board of Education as a whole or to a Board of Education member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employees involved shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts as they see them.

Whenever a complaint of any substance is made to an administrator concerning an employee(s), the individuals involved shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts as they see them.

The Board of Education recognizes that situations may arise in the operation of the educational system that are of concern to parents/guardians or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board of Education.

The following guidelines are suggested as the proper procedure to be followed by individuals with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the superintendent.
4. The Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board of Education must be in writing and should be specific in terms of the complaint and the action desired. The Board of Education will not consider or act on complaints that have not been explored at the appropriate administrative level.

If it appears necessary, the administration, the individual making the complaint, or the employee(s) involved may request an executive session of the Board of Education for the purposes of full study of the issue and a decision by the Board. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted, as will emotional feelings, except those directly related to the facts of the situation.

APPENDIX G

FEDERAL PROGRAMS -- TITLE I

Complaint Policy for Federal Programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds within the District and is unable to resolve the issue may address the complaint in writing to the District's superintendent at P.O. Box 370, Fort Pierre, South Dakota 57532.

Disputes addressing the enrollment, transportation (including interdistrict disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents/guardians and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent/guardian or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

Procedure for once a written complaint has been received:

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing addressed to the superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the Board of Education for further review. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the District's decision, including the rights of the parent/guardian or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

Adopted: October 2012

Updated: September 8, 2014

**Stanley County Elementary School
Title I Parent Involvement Plan**

Families and schools who work together in educating children are bound to have higher levels of success. As a school, we believe we must provide you with the opportunities and support to become involved so together we can find that success.

Stanley County Elementary School would like to take this opportunity to share with you the ways we can build this effective partnership and strengthen the educational process together.

Stanley County Elementary will provide information to you in the fall and spring in regards to our schoolwide Title I and how ALL students can benefit from the opportunities offered. A reasonable effort will be made to provide parents who need an alternate language or interpreter in reading Title I documents. Information shared may include:

- School-Family Compact
- Explanation of testing reports
- Parent Involvement Policy
- Explanation of report cards

Parents may request opportunities for a meeting to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child. Stanley County Elementary encourages open communication between all parties. Parents are invited to be involved in the planning, reviewing and improvement of the programs for parent involvement at Stanley County Elementary. Meetings are held at flexible times for the convenience of parents. Opportunities may include:

- Phone calls and emails
- Parent/teacher conferences
- Survey opportunities
- Scheduled appointments
- Title I Planning Committee
- Annual meeting

Stanley County Elementary will inform parents, in a timely manner, of all information regarding Title I programs and procedures. The school will use Title I funds to pay reasonable and necessary expenses associated with parent involvement activities. Parents are informed of these meeting and training sessions through:

- Monthly district newsletter
- School Facebook page
- School's website calendar
- Notices sent home with students

Stanley County Elementary can provide parents a description and explanation of the curriculum in use at the school as well as forms of academic assessments used to measure progress and proficiency levels. This may be done through:

- Parent/teacher conferences
- School board meetings
- School's website
- Open house
- Scheduled appointments
- Monthly district newsletters
- Family activity events

Stanley County Elementary has jointly developed, with parents, a School-Family Compact. This compact outlines how the staff, parents, and students share the responsibility for improving student academic achievement and that the school and parents will partner to help students achieve high standards.

Stanley County Elementary gives parents and the community opportunities to volunteer throughout the school year. They are designed to support and encourage your involvement. Some ways to be involved include:

- Booster club events
- Classroom volunteering
- Classroom activities- for example:
 - ~Reading Buddies
 - ~Field trips
 - ~Class plays
- Book fairs
- Special school events-for example:
 - ~Read Across America Day
 - ~Rally Day & Picnic
 - ~Family activity events

Stanley County Elementary staff and administration make themselves available to assist parents in understanding such topics as:

- Academic standards
- Student progress
- Academic assessments
- Academic achievement

Stanley County Elementary believes that the continued training and education of its staff is vital in meeting the needs of the students and their families. These trainings may include professional development, such as in-service or staff meetings, and may cover topics such as:

- Academic standards
- Academic assessments
- Effective communication
- School environment

Stanley County Elementary will meet annually with representatives of Head Start and other early childhood programs to ensure the successful transition of children into the school community.

Stanley County Elementary provides full opportunities for the participation of ESL families, migratory families, and families with children with disability to the extent possible.

Stanley County Elementary shall distribute to all students and parents the parent involvement plan and other Title I documents in an understandable format through the school's website and student handbook.

Developing effective partnerships with families requires that all school staff create a safe and sound educational school environment. We welcome parents and encourage you to ask questions and voice your concerns and suggestions. You may do so by contacting Stanley County Elementary at 223-7745. The school website: stanleycounty@k12.sd.us.

| Stanley County Schools School-Family Compact | | |
|--|---|---|
| School Responsibilities: | Parent/Guardian Responsibilities: | Student Responsibilities: |
| We, as school staff, will support our families in the following ways: | We, as parents/guardians, will support our child's learning in the following ways: | I, as a student, will share the responsibility to improve my academic achievement and achieve high standards. I will: |
| 1. Provide standards-based reading and math instruction by highly qualified teachers. | 1. Provide a time and space for homework and check that all work is completed. | 1. Do my homework every day. |
| 2. Provide parents with quarterly grade reports. | 2. Communicate with my child's school/teacher during conferences, through email and/or phone contact. | 2. Ask for help when I need it. |
| 3. Be available to parents during conferences, through email, phone contact, and face-to-face consultation. | 3. Read to/with my child every day. | 3. Read at least 15 minutes every day outside of school. |
| 4. Provide parents opportunities to volunteer in their child's classroom and learn ways to improve their child's academic achievement. | 4. Participate in opportunities provided by the school to volunteer, receive, training and provide input. | 4. Strive to do my very best! |

APPENDIX J

PARENTAL TRANSPORTATION RELEASE FORM

I, _____, parent/guardian of _____ request or
(Student's name)
give my permission to _____ transport my
(Person transporting student)
son/daughter _____ to/from _____.
(Student's name)

I absolve and indemnify the Stanley County School District, #57-1 from any and all responsibility related to this travel.

Dated this _____ day of _____, 20____.

Parent/Guardian

I, _____, accept responsibility of transporting _____
(Person transporting student) (Student's name)

as per signed Parental Transportation Release Form.

Person transporting student

Advisor or coach should have verbal contact with parent/guardian before student leaves.

First Violation: Students who violate the transportation release procedure will not be allowed to participate in the next scheduled competition.

Second Violation: Students who violate the transportation release procedure will not be allowed to participate for the remainder of the year.