

# SOUTH CENTRAL 2016-17 STUDENT HANDBOOK Table of Contents

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## **ABSENTEE FORMS (Grades 5-12)**

Students who will be absent from school due to a school activity must complete an absentee form prior to leaving for the activity. All school work must be completed and turned in before the form will be accepted. Absentee forms are available in the central office.

## **ACCIDENTS & ILLNESSES**

If your child becomes ill or hurt (outside of minor scrapes and bruises). We will attempt to contact you, we will follow the instructions that are given on the emergency contact card. Teachers must file an accident report as soon as possible.

## **ACTIVITY CLASS ACCOUNTS AND RECEIPTS**

Collection of any funds for school activities and class accounts must be approved by the superintendent. An audit of these accounts shall be made when the annual audit is made. All money will be collected in the office of the school business manager. Students are not permitted to make purchases for the school.

## **ALCOHOL AND DRUG USE BY STUDENTS (Policy JFCH)**

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school-related activities on and off campus, in vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents in the student handbook.

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of alcohol and/or other drugs. Students shall not possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS: See discipline grid in student handbook.

## **ARRIVAL TIME**

Students should not arrive before 7:45 a.m. Upon arrival students should go directly to breakfast in the lunch room.

## **ASBESTOS**

Asbestos in the school buildings is encapsulated and monitored according to Federal regulations. Any questions or concerns may be addressed to the Superintendent at telephone number (605)654-2314.

## **ATHLETIC ACTIVITY CODE**

Extracurricular activities are an extension of the school day and students involved in these activities are subject to the same rules and regulations that apply during the regular school day.

Please note that any behavior of a student that is contrary to the accepted standards of the District, and specifically the following will result in disciplinary action:

1. Defacing or damaging school property or the property of another student.
2. Repeated disobedience, or willful or gross misconduct.
3. Taking property belonging to the school or another student.
4. The use or possession of alcoholic beverage, tobacco products, or illegal drugs, or drug paraphernalia.
5. Immoral conduct or behavior that is bad taste or profane.
6. Any violation of state or federal law.

Violating any of the above rules the first time will result in suspension in that sport for the next two contests or 2 weeks, whichever involves the most varsity contests. A second violation will result in suspension from that sport for the remainder of the season. A third violation will result in suspension from all interscholastic competition for the remainder of the school year.

A student must be in school by the start of 3rd period. If a student has a medical appointment, or is absent for a reason other than illness, the student must be excused in advance and make up work must be completed in advance in order to participate in an activity.

Curfew for activities is set at 1:00 a.m. on nights when there is not a scheduled practice, meeting, or game the next day and 11:00 p.m. on nights when there is a scheduled practice, meeting, or game the next day. Students involved in activities in which the bus returns from a contest after the curfew times stated above will be given ½ hour after the return of the activities bus to be home. Punishment for first offense curfew violations will be at the coach's discretion. Repeat offenders of the curfew rule will be punished in accordance with the policy above.

It is the responsibility of the individual to tell the coach if he/she is going to miss practice or meetings. It will be the coach's discretion to discipline the individual student. **It is the cooperative responsibility of the parents, team members and coaches to see that training rules are enforced.**

In addition to the above behaviors, which may also evoke Board action, it is necessary for all students to show proper respect toward advisor or coach, and abide by the rules of the activity as given by advisor or coach either in writing or orally.

A student may be suspended from the sport or activity in which he/she is presently participating by action of the principal for up to five days. Any disciplinary action exceeding five days must be referred to the superintendent.

A student may not be allowed to participate in an activity for violation of activity rules at the discretion of the coach. Extended suspensions in excess of one activity will be referred to the principal.

A student who has been issued in-school or out-of-school suspension is not eligible to participate in extracurricular activities during the time of their suspension. This includes all practices, team meetings, and competitions.

The coach or activity director will give a written notice to the principal of the infraction. A student shall have a right to appeal to the principal. In actions that exceed one activity or ball game the principal shall give oral or written notice to the student or parent as soon as possible after the discovery of the alleged misconduct. Such notice shall state the rule, regulation or policy violated and the time/place of a hearing before the principal. The student who desires will be given the opportunity to answer charges and present information at the hearing. The principal shall render a decision as soon as possible after the hearing if such a hearing is requested within five school days of the disciplinary action.

Suspensions exceeding five days will be heard by the superintendent using the same procedure as given above. Students should note that any misbehavior of a serious nature reported to the principal by coach or activity director could result in the suspension of that student for the remainder of that activity or for the remainder of that sport for that season. This action may be taken by the superintendent upon recommendation of the coach or activity director and principal after a student hearing has been held. All S.D. High School Activities Association Rules & Regulations will also apply.

#### **ATTENDANCE POLICY AND TRUANCY (Policy JED)**

South Dakota law requires regular school attendance of all students until the age of 18. Regular attendance is necessary for students to be successful in learning. South Central School District will adhere to all state laws pertaining to attendance. Codified Law 13-27-6.1 states: *An elementary and secondary student is eligible to be counted for school attendance up to five days in a school term if an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old.* For the purpose of this policy, the principal is granted the authority to make the determination regarding the granting of the excuse.

Tardiness is unacceptable. Tardiness interrupts the classroom and other students. If a student is not in the appropriate class and at the assigned time, they will be counted as tardy.

Schools are required by the state to report students as present or absent daily. The following codes indicate the type of absence to be marked, according to district policy.

- **AX – Absent Exempt** – Absences for school sponsored activities or for absences stated in state law 13-27-6.1.
- **AE – Absent Excused** - Absences due to illness or appointments, accompanied by a doctor's note; including time, date, and location.
- **AB – Absent** – Any absence not defined above.

\*Students may be considered excused for funerals based upon principal approval.

A letter of attendance will be sent to parents after 4 absences. Failure to comply with mandatory attendance laws will result in notification of the courts. Therefore, after 8 absences, and every 5 absences thereafter, attendance records will be sent to the state attorney and/or tribal court.

A student who is absent (**AB**) for more than half a school day will not be allowed to attend any events for that day. Administration reserves the right to make alternative decisions for special circumstances.

Perfect Attendance is defined as no absences other than school related absences (**AX**).

#### **BOOKS & EQUIPMENT**

Students will be billed for lost or damaged books, musical instruments, or any other school equipment. Students who are issued a laptop computer will be responsible for its care as well and will sign a policy regarding the computers at the beginning of the year. Willful damage to property must be paid for by the person responsible for the damage.

## **CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES (Policy JFCK)**

The School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the District.

Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are:

1. To remain powered-off and inoperable during the regular school day or when their use is otherwise prohibited by school personnel. However, students in grades 6-12 may use such devices during the lunch period.

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular phone or portable digital media device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

1. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
3. Academic dishonesty or cheating;
4. The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
5. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
6. Refusal to relinquish phone to persons of authority upon request.

This policy shall not be interpreted to justify unreasonable searches of cellular phones or other digital media devices by school personnel. Any search of a student's cellular phone or portable digital media device by school personnel shall be:

1. Justified at its inception and based on reasonable grounds that the search would reveal evidence of a student's severe violation of this policy;
2. Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and
3. Conducted in accordance with district policy and in the presence of a student's parent or guardian.

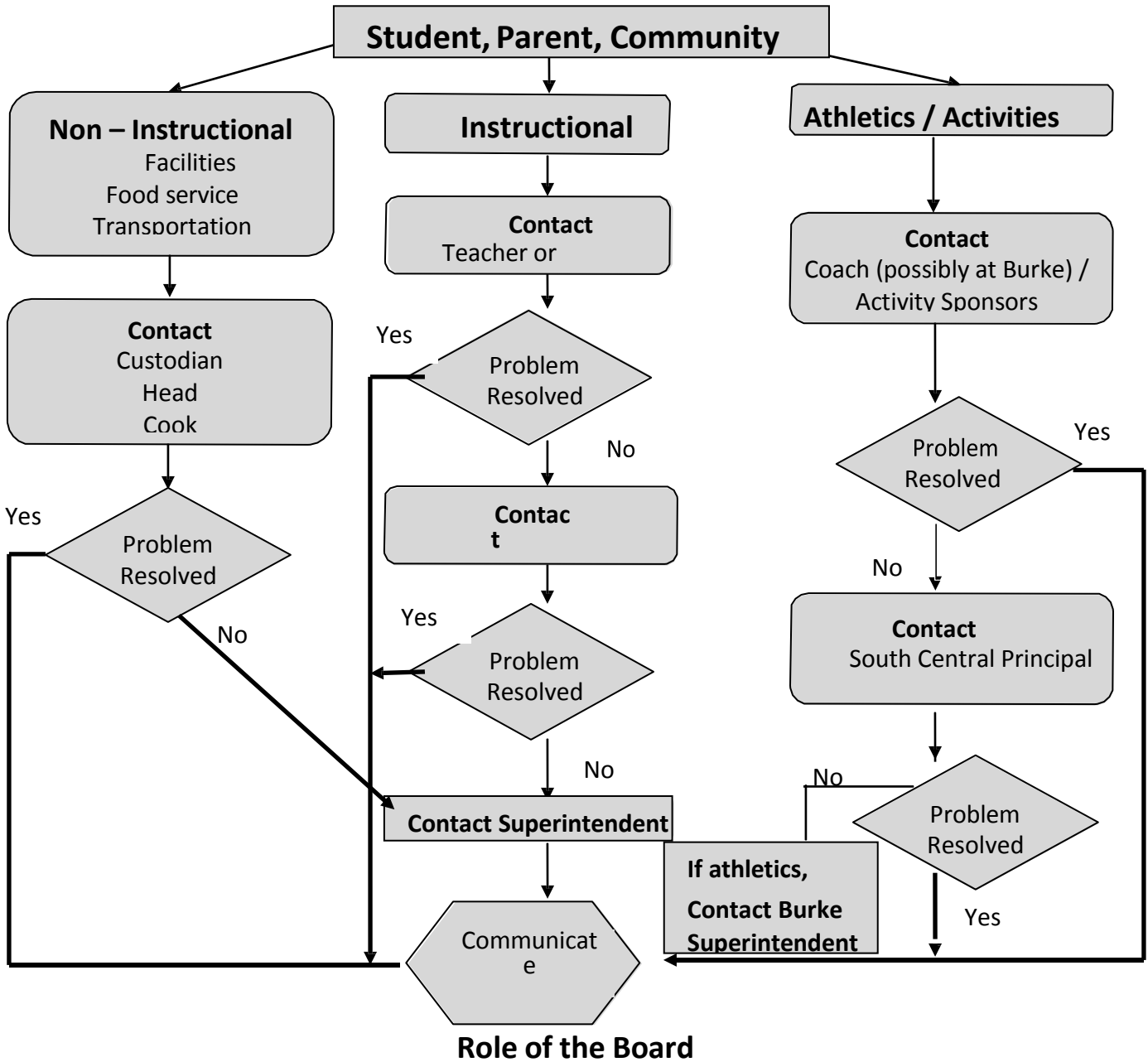
As necessary for the implementation of this policy, the superintendent may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

Adopted February 10, 2014; Revised April 13, 2015

South Central School District 26-5

Policy  
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South Central School Board members are elected to govern the school district and provide direction to the district as follows. The role of the South Central School Board is to:

- Set policy
- Appoint the superintendent
- Set goals for the district

Adopted: Nov. 10, 2014

## **COLLEGE VISITATIONS**

Seniors will be allowed two college visitation days and Juniors one day. Students must be accompanied by a parent or school official on the visit. To be classified as an excused absence, students must submit a signed absent form prior to the visit and provide documentation indicating that they participated in a college visit.

## **COMMUNITY AND PARENT INVOLVEMENT IN DECISION MAKING (Policy ABA)**

The Board recognizes the importance of community and parent involvement with the program and the operations of the public schools. By working together the quality of the educational program for students can only improve.

To foster mutual respect and confidence between the public, parents and the Board, an atmosphere of openness and honesty will prevail. The Board will encourage interested groups and representatives to express ideas, concerns and judgments about the schools to the school administration, to staff appointed advisory bodies and to the Board. It will be the Board's responsibility to provide the public and parents with accurate information on the schools and the Board's activities.

The advice of the public and parents will be given careful consideration.

Adopted: Nov. 12, 2012

## **COMPLAINT POLICY & PROCEDURE**

The District welcomes constructive criticism of the school program, policy or with respect to a school employee when the criticism is motivated by a sincere desire to improve the quality of education within the District. The purpose of this policy is to outline a procedure for addressing parent/students/public concerns about an employee's conduct, performance, or administration of a curricular, co-curricular, or extra-curricular program. *\*\*NOTE: Sexual harassment complaints are addressed through the Policy Prohibiting Sexual Harassment and not the Parent/Student/Public Complaint Policy. Additionally, complaints against certified employees may be filed with the Professional Practices Commission, South Dakota Department of Education and Cultural Affairs, Pierre, South Dakota, based on an allegation the employee violated the certified school employee (teacher or administrator) Code of Professional Ethics.*

It is the belief of the Board that oftentimes concerns and complaints arise as the result of a misunderstanding, which may be resolved through the mutual efforts of the person having the concern/complaint and the employee involved. For that reason, every effort should be made by all parties involved to resolve the concern or complaint at the lowest procedural level. It is only in those situations that the concern or complaint cannot be resolved to the mutual satisfaction of the complaining party and the employee that the administration and then ultimately the Board should be involved.

When a complaint against a school employee directly is brought directly to the administration, Board or an individual Board member, the person shall be directed to the complaint procedure. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. It is only when the concern/complaint cannot be mutually resolved at the complainant/employee level or resolved at the administrative level will the Board become involved and act as a fair and impartial finder of fact and decision maker.

## **COMPLAINT POLICY FOR FEDERAL PROGRAMS (Policy AFF)**

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district 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 or guardian or unaccompanied youth shall be provided with a written explanation of the school'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.

- 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 district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or 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 November 12, 2012



## COMPLAINT PROCEDURE

1. A person having a concern/complaint with respect to a school employee should meet and discuss the concern with the employee involved.

2. (A) If the meeting between the person having the complaint and the employee does not resolve the concern or complaint, or if the person having the complaint chooses not to meet with the employee, the person having the concern or complaint shall submit the complaint in writing to the principal (Appendix A – Complaint Form can be found on school website). The person making the complaint shall, with specificity, identify (1) the employee involved, (2) what the problem is, (3) who was offended by the employee's conduct, (4) when the problem started, (5) what transpired at the meeting held pursuant to paragraph #1, or if no meeting was held an explanation as to why it was not held, (6) what the person filing the complaint requests as a resolution to the concern/complaint, and (7) any other pertinent facts, such as witnesses, location of the incident giving rise to the concern/complaint, etc.

(B) The principal will provide a copy of the complaint to the employee involved. The employee shall, within 5 working days, provide the principal with a written response to the complaint. The person filing the complaint shall receive a copy of the employee response.

(C) The principal will schedule a meeting between the complainant, employee, and principal, with the meeting to be held within 10 days of the complainant receiving a copy of the employee's response.

(D) Within 10 days after the meeting between the complaining party, employee, and principal, the principal shall make a determination as to the merits of the complaint and administrative resolution. The person filing the complaint and the employee shall receive written notification of the principal's determination/resolution.

(E) If the complaining party or employees are dissatisfied with the principal's determination/resolution, he or she may, within 10 days of receiving the principal's written decision, appeal the decision to the Superintendent of Schools. The appeal shall be in writing (Appendix B – Appeal To Superintendent – can be found on website).

3. (A) The Superintendent shall review documentation relative to the appeal and at his or her discretion, may (1) meet with the complainant and employee, (2) meet with the complainant, employee, and principal, (3) discuss the matter with the principal, and shall (4) uphold, reverse, or modify the principal's decision based on the record (i.e., the written complaint, employee response, and principal's written determination) or refer the matter directly to the Board.

(B) Within 15 school days from the date the appeal was filed with the Superintendent, the Superintendent shall in writing, with copies provided to the complainant, employee, and principal, uphold, reverse or modify the principal's decision, or give notice the matter has been referred to the Board.

(C) Should the complainant or employee be dissatisfied with the Superintendent's decision, he or she may appeal the decision to the Board of Education. The appeal shall be in writing (Appendix C – Appeal To Board Of Education-can be found on website) and must be filed with the Business Manager within 10 days of the Superintendent's decision being received.

4. Upon receipt of an appeal to the Board, the Board, at its next meeting shall (a) schedule a hearing before the entire Board or (b) appoint as an Appeal Board a sufficient number of Board members necessary to conduct official business who shall be responsible for scheduling and conducting the hearing.

The following procedure shall be applicable at a Board hearing:

A. The hearing shall be in executive session.

B. Both parties have the right to legal representation at the hearing.

C. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified.

D. Both parties shall be given the opportunity to make an opening statement, with the party appealing the Superintendent's decision being given first opportunity.

E.. The party appealing the Superintendent's decision shall present his or her case, followed by the other party. Both parties shall have the opportunity to ask questions of the other's witnesses.

F. The Board may ask questions of any witness, or may ask the principal and/or Superintendent questions, in order to attempt to get a better understanding prior to making any decision on the complaint.

G. Both parties shall be given the opportunity to make a closing statement, with the party appealing the Superintendent's decision being given first opportunity. After the evidentiary portion of the hearing, everyone will be directed to leave the room except for the Board (and the Board's legal counsel if applicable) and the Board will review the evidence presented.

I. The Board will reconvene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. [The Board may in its discretion continue the proceedings and make a decision at a later date]. The

findings and decision consistent with the Board motion shall be in writing and the complainant, employee, Principal and Superintendent will receive copies after the same are approved by the Board at the next subsequent Board meeting.

J. Any party dissatisfied with the Board/Appeal Board decision may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

NOTE: (1) Should the concern/complaint be against a Principal, the procedure as set forth in #1, #2A-D shall be followed. The Superintendent shall be the administrator addressing the concern/complaint, and an appeal of the Superintendent's decision may be filed pursuant to #3C.

(2) Should the concern/complaint be against the Superintendent, the procedure as set forth in #1, #2A-D shall be followed. The Board will designate one or more other administrators to be the administrator addressing the concern/complaint, and an appeal of the administrative decision may be filed pursuant to #3C.

**COMPUTER NETWORK AND INTERNET USE**

We are pleased to offer students of the South Central School District 26-5 access to the district computer network for educational use. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return Acceptable Use Policy form to the Network Administrator. Students 18 and over may sign their own forms.

**DAILY ANNOUNCEMENTS**

Daily announcements will be posted on the school website at [www.southcentral.k12.sd.us](http://www.southcentral.k12.sd.us) each morning. Students are encouraged to access the announcements every day.

**DISCIPLINE POLICY**

It is recognized that this discipline matrix will not cover all possible events that occur during a school year and that unique situations will occur. Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

**K-5 Discipline Grid**

South Central K-5 Discipline Grid	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Class 1 – Per Semester</b>					
<ul style="list-style-type: none"> <li>Bus Offense</li> </ul>	-Warning	-5 day bus suspension	-Bus suspension rest of semester		
<ul style="list-style-type: none"> <li>Cell Phone Violation</li> </ul>	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school
<ul style="list-style-type: none"> <li>Dress Violation</li> </ul>	-Warning -Change to appropriate clothing	-Contact parent -Change to appropriate clothing	-Contact parent - Insubordination, 2 <sup>nd</sup> Offense (look below)	-Contact parent - Insubordination, 3 <sup>rd</sup> Offense (look below)	-Contact parent - Insubordination, 4 <sup>th</sup> Offense (look below)
<ul style="list-style-type: none"> <li>Technology Misuse – Minor</li> </ul>	-Warning	-Privileges revoked for 5 days	-Privileges revoked for 10 days	-Privileges revoked for quarter	-Privileges revoked for semester
<b>Class 2 – Per Semester</b>					
<ul style="list-style-type: none"> <li>Insubordination</li> <li>Inappropriate Language/Gestures/Contact</li> <li>Distractive Behavior</li> <li>Matches/Lighter</li> <li>Pushing/Shoving</li> <li>Cheating<sub>1</sub></li> <li>Stealing &lt; \$50</li> <li>Unauthorized leave from classroom/ campus</li> </ul>	-Warning -Pay restitution (stealing)	-1 day ISS -Pay restitution (stealing)	-2 days ISS -Pay restitution (stealing)	-3 days ISS -Pay restitution (stealing)	-4 days ISS -Pay restitution (stealing)

<ul style="list-style-type: none"> <li>Technology Misuse - Major</li> </ul>	-Privileges revoked for 5 days	-Privileges revoked for 10 days	-Privileges revoked for quarter	-Privileges revoked for semester	
<b>Class 3 – Per Year</b>					
<ul style="list-style-type: none"> <li>Gross Insubordination</li> <li>Blatant Disrespect for Staff</li> <li>Disruptive Behavior</li> <li>Stealing &gt; \$50</li> <li>Vandalism</li> <li>Harassment including verbal, physical or sexual</li> <li>Knife (less than 2" in length)</li> <li>Pornographic materials</li> <li>Sexting</li> <li>Misuse of over-the counter medication</li> </ul>	-1 day ISS -Pay restitution (stealing) -Contact police as determined by administrator	-2 days ISS -Pay restitution (stealing) -Contact police as determined by administrator	-3 days ISS -Pay restitution (stealing) -Contact police as determined by administrator	-4 days ISS -Pay restitution (stealing) -Contact police as determined by administrator	-4 days OSS -Pay restitution (stealing) -Contact police as determined by administrator
<b>Class 4 – Per Year</b>					
<ul style="list-style-type: none"> <li>Knife (greater than 2" in length)</li> <li>Fighting/Assault</li> <li>Pull Fire Alarm</li> <li>Tobacco/Tobacco Product/Vapor Product Possession or Consumption</li> <li>Alcohol Possession or Consumption</li> <li>Possession or Consumption of Drugs</li> <li>Misuse of prescription medication</li> </ul>	-4 days ISS -Police contact -Social service referral as determined by administrator	-4 days OSS -Police contact -Social service referral as determined by administrator	-8 days OSS -Police contact -Social service referral as determined by administrator -Referral for long term suspension or expulsion	-8 days OSS -Police contact -Social service referral as determined by administrator -Referral for long term suspension or expulsion	-8 days OSS -Police contact -Social service referral as determined by administrator -Referral for long term suspension or expulsion
<b>Class 5 – Per Year</b>					
<ul style="list-style-type: none"> <li>Bomb Threat</li> <li>Weapons</li> <li>Firearms</li> <li>Arson</li> </ul>	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion

\* When a student has reached 10 days of OSS, the student will be referred to the Superintendent/School Board for possible expulsion.

#1: Cheating – Students will not receive credit on initial assignment but will be given the option to earn credit on an appropriate, additional assignment

### **Gr. 6-12 Discipline Grid**

South Central 6-12 Discipline Grid	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Class 1 – Per Semester</b>					
<ul style="list-style-type: none"> <li>Bus Offense</li> </ul>	-Warning	-5 day bus suspension	-Bus suspension rest of year		
<ul style="list-style-type: none"> <li>Cell Phone (or other devices) Violation</li> </ul>	-Phone confiscated -Student may pick up after school	-Phone confiscated -Parents may pick up after school	-Phone confiscated -Parents may pick up after school - Insubordination,	-Phone confiscated -Parents may pick up after school - Insubordination,	-Phone confiscated -Parents may pick up after school - Insubordination,

			1 <sup>st</sup> Offense (look below)	2 <sup>nd</sup> Offense (look below)	3 <sup>rd</sup> Offense (look below)
<ul style="list-style-type: none"> <li>Dress Violation</li> </ul>	-Warning -Change to appropriate clothing	-Contact parent -Change to appropriate clothing	-Contact parent - Insubordination, 1 <sup>st</sup> Offense (look below)	-Contact parent - Insubordination, 2 <sup>nd</sup> Offense (look below)	-Contact parent - Insubordination, 3 <sup>rd</sup> Offense (look below)
<b>Class 2 – Per Semester</b>					
<ul style="list-style-type: none"> <li>Insubordination</li> <li>Inappropriate Language/Gestures/Contact</li> <li>Distractive Behavior</li> <li>Matches/Lighter</li> <li>Cheating<sub>1</sub>*</li> <li>Stealing &lt; \$50</li> <li>Pushing/Shoving</li> <li>Unauthorized leave of classroom/campus</li> </ul>	-1 day ISS -Pay restitution (Stealing)	-3 day ISS -Pay restitution (Stealing)	-2 days OSS -Pay restitution (Stealing)	-4 days OSS -Pay restitution (Stealing)	-4 days OSS -Pay restitution (Stealing)
<ul style="list-style-type: none"> <li>Technology Misuse – Minor</li> </ul>	-Revoke privileges for 2 days	-Revoke privileges for 5 days -1 day ISS	-Revoke privileges for 10 days -3 days ISS	-Revoke privileges for quarter -3 days ISS	-Revoke privileges for semester -3 days ISS
<b>Class 3 – Per Year</b>					
<ul style="list-style-type: none"> <li>Gross Insubordination</li> <li>Blatant Disrespect for Staff</li> <li>Stealing &gt; \$50</li> <li>Vandalism</li> <li>Disruptive Behavior</li> <li>Harassment including verbal, physical, or sexual</li> <li>Pornographic materials</li> <li>Sexting</li> <li>Knife (less than 2" in length)</li> <li>Misuse of over-the-counter medications</li> </ul>	-2 days ISS -Pay restitution (Stealing) -Police contact as determined by administration	-4 days ISS -Pay restitution (Stealing) -Police contact as determined by administration	-4 days OSS -Pay restitution (Stealing) -Police contact as determined by administration	-8 days OSS and referral for long term suspension or expulsion -Pay restitution (Stealing) -Police contact as determined by administration	-8 days OSS and referral for long term suspension or expulsion -Pay restitution (Stealing) -Police contact as determined by administration
<ul style="list-style-type: none"> <li>Technology Misuse - Major</li> </ul>	-Revoke privileges for 10 days -1 day ISS	-Revoke privileges for 10 days -4 days ISS	-Revoke privileges for quarter -4 days OSS	-Revoke privileges for semester -4 days OSS	
<b>Class 4 – Per Year</b>					
<ul style="list-style-type: none"> <li>Pull Fire Alarm</li> <li>Tobacco/Tobacco Product/Vapor Product Possession or Consumption</li> <li>Alcohol Possession or Consumption</li> <li>Possession or Consumption of Drugs</li> <li>Misuse of prescription drugs</li> <li>Knife (greater than 2" in length)</li> <li>Fighting/Assault</li> </ul>	-- 2 days OSS -Contact police -Social service referral as determined by administration	-4 days OSS -Contact police -Social service referral as determined by administration	-8 days OSS -Contact police -Social service referral as determined by administration - Referral for long term suspension or expulsion	-8 days OSS -Contact police -Social service referral as determined by administration - Referral for long term suspension or expulsion	-8 days OSS -Contact police -Social service referral -Referral for long term suspension or expulsion
<b>Class 5 – Per Year</b>					
<ul style="list-style-type: none"> <li>Bomb Threat</li> <li>Weapons</li> <li>Firearms</li> <li>Arson</li> </ul>	-10 day OSS -Contact police -Referral for long term	-10 day OSS -Contact police -Referral for long term	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion

	suspension or expulsion	suspension or expulsion			
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\* When a student has reached 10 days of OSS, the student will be referred to the Superintendent/School Board for possible expulsion

\*(1) – Cheating: Students will not receive credit on initial assignment but will be given the option to earn credit on an appropriate, additional assignment.

**DISCIPLINE GRID DEFINITIONS**

**ARSON:** Intentional destruction or damage to school property or other property by means of fire.

**ASSAULT:** One person acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

**CHEATING:** Scholastic dishonesty which includes, but is not limited to, cheating on school assignments or tests, plagiarism, collusion, altering school records, false calls, etc. Academic consequences may also be assigned.

**FIGHTING:** Engaging in any form of physical interaction.

**LANGUAGE:** Obscene, vulgar, threatening, intimidating, abusive or discriminatory language

**INSUBORDINATION:** Deliberate refusal to follow an appropriate direction given by a staff member.

**VANDALISM:** Defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members or other individuals.

**SEXTING:** Sexting, includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;

**SEXUAL HARASSMENT:** Sexual harassment and as defined in the district policy.

**TECHNOLOGY MISUSE:** Misuse or unauthorized use of computer or network equipment or resources, according to the acceptable use policy.

**THEFT:** The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property.

**TOBACCO USE (POSSESSION OR DISTRIBUTION) (Policy AEA):**

Possession, distribution, or using tobacco/tobacco product/vapor product at any school location, in district buses or vehicles or at school district events.

**UNAUTHORIZED LEAVE OF CLASSROOM/CAMPUS:** Any student out of a classroom or the school building without permission.

**UNIQUE SITUATIONS:** Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school district’s needs.

**USE OR POSSESSION OF ALCOHOL OR DRUGS:** Possession, distribution, or use of any alcohol, narcotic, controlled substance or drug paraphernalia where possession or use is prohibited by South Dakota or federal law. Further recommendations such as possible chemical assessment may also be required.

**WEAPONS:** No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, 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, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

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

Legal ref.: SDCL 13-32-4.2; 13-32-7; 22-1-2

Improving America’s Schools Act of 1994, P.L. 103-382

Weapons include, but are not limited to: firearms, air guns, metallic knuckles, ammunitions, clubs, bats, chains, pipes, razors, explosives, or any other object used in a way that threatens to inflict bodily injury on another person. The possession or use of articles not generally considered weapons may be prohibited when in the principal's or designee's judgment, a reasonable apprehension of danger or intimidation exists to the student in possession, other students, staff, or school property by virtue of possession or use

**DISTURBANCE OF SCHOOL**

According to SDCL 13-32-6 a person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order of management of a public or nonpublic school by acts

of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

### **DRESS CODE**

Students have the responsibility of refraining from hair or dress which will disrupt the school or which are a negative health or safety factor. No caps will be allowed in the school during the school day. We expect the students to use good judgment in choosing school apparel. Personal grooming not considered in good taste or considered disruptive, and not in the interests of cleanliness, decency and decorum in school will be reason for disciplinary measures.

Dress and grooming on a school location in the following manner is prohibited:

- a.) Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco or any product that is illegal for use by minors.
- b.) Wearing clothing and other items or grooming in a manner that represents and or promotes threat/hate groups including gangs or supremacist groups.
- c.) Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- d.) Wearing any headgear in the building during the school day without permission from the school administration. Headgear is to be kept in student lockers until the end of the day.
- e.) Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of other: chains and spikes.

Students are expected to adhere to the following:

- a.) All students must wear shirts, blouses or sweaters that cover the chest, stomach, shoulders and back. Clothing must conceal all undergarments.
  - b.) Bottoms must conceal all undergarments and must extend at least to the students' fingertips when arms are at their sides. No skin can be revealed above the fingertip length.
  - c.) Shoes are required by state health laws.
- Violations will be addressed according to the discipline grid.

### **DRIVER'S EDUCATION COURSE**

Students who want to participate in driver's education must have completed the 8th grade or be 14 by September 1. **Out-of-district students will be charged \$150 to attend the driver's education course.**

### **DUE PROCESS**

Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed to conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

### **EMERGENCY CLOSINGS (Policy EBCD)**

Notification of a late start or early dismissal due to weather will be made via **SchoolMessenger** and posted on Keloland.com and Keloland TV.

### **EQUAL EDUCATIONAL OPPORTUNITIES (Policy JB)**

All students of the district will have equal educational opportunities. The Board will not discriminate on the basis of sexual orientation, race, color, creed, religion, gender, disability, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Board will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Board recognizes, however, that in implementing this policy children vary widely in capabilities, interests, and social and economic background, and that no two children can be treated exactly alike if the fullest development of each is to be achieved.

Adopted: Dec. 9, 2013

## **EVACUATION AND SHELTER-IN-PLACE PROCEDURES**

In the event of a fire alarm or if a tornado warning is issued, students should follow the procedures that are posted in the classroom and follow the direction of the teacher or staff member that is on duty. In the event that a severe thunderstorm warning or tornado warning for the local area occurs near school dismissal time, students will be sheltered-in-place (remain in the building) until the warning has expired.

## **EXTRACURRICULAR/ INTERSCHOLASTIC COMPETITION SDHSAA ACTIVITIES**

Students may participate in interscholastic athletic, music, speech, and other contests or events approved by the administration. All rules must be followed as set forth by the SDHSAA as well. Any such event must be directed or guided by a professional school member. No student will participate in an athletic practice or contest without filing a doctor's certificate of good health (athletic physical) and a parent's permission slip.

Teachers will not be allowed to make reprisals against students whose school related activities interfere with sports or any extra-curricular activity. A pupil who chooses the academic activity will not be penalized in the extra-curricular activity. However, if the student has a conflict between two extra-curricular activities, the student must choose between the two and participate in only one. The administration will grant more precedence to an activity that happens only once during the school year to one in which there are several or many chances to participate.

An instructor cannot make participation in one sport or activity mandatory in order for the student to participate in another. A student participating in athletics must carry student athletic insurance or similar coverage.

## **ELIGIBILITY**

A student must pass in at least five (5) academic subjects each quarter. Students will be given a warning if in danger via grades or conduct, by means of a deficiency report. A student whose conduct or character is such as to reflect discredit upon the school may be declared ineligible. Participants in activities must meet the rules and regulations desired by the sponsor or coach. A student must be in school by the start of 3<sup>rd</sup> period (excluding emergency situations) in order to participate in an activity. If a student has a medical appointment, or is absent for a reason other than illness, the student must be excused in advance and make up work must be completed in advance in order to participate in an activity.

Students will be granted eligibility by nine week periods. Students must be passing in at least five (5) academic subjects **each quarter** to maintain extra-curricular eligibility.

## **LETTERING**

Each sport will have a specific system for awarding letters. The head coach will determine the criteria for that sport. However, the student must be in good standing. (i.e. no legal issues). The lettering system will be explained by the head coach at the beginning of each season.

## **SUMMER TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES**

Each extracurricular activity will be allowed to use school transportation once a summer for off season camps or clinics. Travel must be within state; out of state travel must be approved by the administration. Drivers must be insured by the school, and coaches should reserve vehicles in advance at the school office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (JO-N) NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the school district, with certain exceptions, obtain written consent from a student's parent or guardian prior to the disclosure of personally identifiable information from a student's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless a student's parent or guardian have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from student's education records in certain school publications.

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents or guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If a student's parent or guardian does not want the school district to disclose directory information from his or her child's education records without prior written consent, he or she must notify the District in writing by September 1 of current school year.

The district has designated the following information as directory information:

1. Student's name;
2. Participation in officially recognized activities and sports;
3. Weight and height of members of athletic teams.
4. Degrees, honors, and awards received:

Directory information does not include a student's;

- (1) Social security number; or
- (2) Student identification (ID) number, except as provided in item #15 above.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
Adopted: June 10, 2013

### **FINE ARTS ACTIVITY CODE**

Extra-curricular activities are an extension of the school day and students involved in these activities are subject to the same rules and regulations that apply during the regular school day.

It is the responsibility of the individual to tell the coach if he/she is going to miss practice or meetings. It will be the coach's discretion to discipline the individual. It is necessary for all students to show proper respect toward their advisors or coaches, and abide by the rules of the activity as given by the advisor or coach either in writing or orally.

A student may not be allowed to participate in an activity for violation of activity rules at the discretion of the coach. Extended suspensions in excess of one activity will be referred to the principal.

A student may be suspended from the sport or activity in which he/she is presently participating by action of the principal for up to five days. Any disciplinary action exceeding five days must be referred to the superintendent.

A student who has been issued in-school or out-of-school suspension is not eligible to participate in extra-curricular activities during the time of their suspension. This includes all practices, team meetings, and competitions. All S.D. High School Activities Association Rules & Regulations will also apply.

### **FOOD/WATER**

Food will not be allowed in classrooms, only water in a clear plastic bottle with a lid will be allowed.

### **GRADE LEVEL CLASSIFICATION FOR HIGH SCHOOL STUDENTS**

- To be classified as a 10<sup>th</sup> grade student, a student must have at least 5 credits.
- To be classified as an 11<sup>th</sup> grade student, a student must have at least 11 credits.
- To be classified as a 12<sup>th</sup> grade student, a student must have at least 16 credits

### **GRADING SCALE**

A+ = 100	C+ = 84-83
A = 99-96	C = 82-77
A- = 95	C- = 76-75
B+ = 94-93	D+ = 74-73
B = 92-87	D = 72-67
B- = 86-85	D- = 66-65
	F = 64 and below

Online courses will follow the South Central grading scale



## **GRADUATION REQUIREMENTS**

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- (1) Four units of Language Arts – must include: a. Writing – 1.5 units b. Literature – 1.5 units (must include .5 unit of American Literature) c. Speech or Debate – .5 unit d. Language Arts elective – .5 unit
- (2) Three units of Mathematics – must include: a. Algebra I – 1 unit b. \*Algebra II – 1 unit c. \*Geometry – 1 unit
- (3) Three units of Lab Science – must include: a. Biology – 1 unit b. Any Physical Science – 1 unit c. \*Chemistry or Physics – 1 unit
- (4) Three units of Social Studies – must include: a. U.S. History – 1 unit b. U.S. Government – .5 unit c. World History – .5 unit d. Geography – .5 unit
- (5) One unit of the following-any combination: a. Approved Career & Technical Education b World Language
- (6) One unit of Fine Arts
- (7) One-half unit of Personal Finance or Economics
- (8) One-half unit of Physical Education
- (9) One-half unit of Health or Health Integration
- (10) One unit of senior experience

If a student does not have the credit hours sufficient to graduate, he/she may not take part in any of the commencement exercises except in extreme cases appealed to the board of education.

Accelerated programs for early completion must be approved in advance. All students must have at least eight (8) semesters in attendance to graduate. There will be no early completion except in extreme cases appealed to the board of education.

## **GYM/ FACILITY SUPERVISION**

Students using the gym, classrooms, or other school facilities must be supervised by an employee of the South Central School District, or another district with which a cooperative agreement has been approved by the board.

## **HIGH SCHOOL COURSE LOAD - ADD/DROP**

Students must enroll in 6 or more courses each semester. Band or chorus may count as one of the 6 courses.

Students will have 5 school days, after the start of the semester to make schedule changes with approval from the principal. Changes made after the first week of the semester are discouraged and must be approved by the principal. When making a change, a student must still meet the 6 course requirement and must maintain a schedule that allows reasonable academic progress.

## **HOMELESSNESS POLICY (Policy JFB)**

The South Central School District policy is to:

- ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
  - o Transportation services.
  - o Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
  - o Programs in vocational and technical education.
  - o Programs for gifted and talented students.
  - o School nutrition programs.

Legal References: Title 42 US Code. §11431 (McKinney Homeless Assistance Act)

Adopted: May 13, 2013

## **HONOR ROLL**

Honor Rolls are published each nine weeks. To be on the "B" Honor Roll a student must have all "B's" or a 3.00 grade point average. To be on the "A" Honor Roll a student must have a 3.50 grade point average. To be on the Straight "A" Honor Roll a student must have a 4.00 grade point average.

## **HONOR STUDENTS**

Students having at least a 3.50 grade point average will graduate with High Honors. Those having achieved a or 3.00 will graduate with Honors. The honor student with the highest GPA in the graduating class will be recognized as Valedictorian. The honor student with the 2nd highest GPA in the graduating class will be recognized as Salutatorian.

## **INCOMPLETES**

If a student has been issued an incomplete grade at the end of the semester, the student will have two (2) weeks to complete the work and be issued a grade. If the work is not completed the incomplete will turn to an "F" at the end of the two week grace period.

## **INSURANCE (School)**

The school offers a student accident insurance program. This insurance is available to all members of the student body at a nominal cost and is sold at the beginning of the school year.

## **INTERNET SAFETY POLICY/CIPA**

The South Central School 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 others.

This policy which has been adopted to comply with The Children's Internet Protection Act (CIPA) and South Dakota Consolidated Statutes Section 22-24-55 is on file at school office. Parents may request a copy by contacting the school.

## **INTERROGATIONS AND SEARCHES (Policy JFG)**

### **SEARCHES BY STAFF**

The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands on their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his or her presence and with his or her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

### **SEARCHES OF STUDENT PROPERTY BY POLICE**

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

### **INTERROGATIONS BY POLICE**

The school district has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or the principal's designee will cooperate. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
  2. Parents or guardians will not be contacted in child abuse cases if the law enforcement official requests confidentiality.
- Adopted: January 13, 2014

### **INVITATIONS**

Elementary students hosting birthday parties, etc. should NOT deliver invitations at school unless everyone in the class (boys or girls) will be invited. Please be considerate of all students' feelings.

### **ITEMS NOT ALLOWED AT SCHOOL**

Students should not bring large sums of money to school or personal items of considerable value or that may be dangerous to others (ex: Slingshots, matches, lighters, etc.).

Pets – before bringing any pets to school for show & tell, or otherwise, students should get permission from the classroom teacher. Pets may NOT spend the entire day.

***The school district is not responsible for lost or stolen money or personal items.***

### **LOCKERS**

Lockers will be assigned to students. Students are encouraged to use the locks issued by the school. The school will not be responsible for personal possessions if locks are not used. School authorities have the right and duty to inspect the lockers in the interests of making a school a "safe" place in which to study. Lockers are property of the School District. Students may not sign out to their lockers while classes are in session.

### **LUNCH & BREAKFAST PROGRAMS**

The school will be providing breakfast each day to all students for \$2.00 each.

Hot lunches will be provided at the cost of \$2.45 per meal for elementary students (K-5) and \$2.75 for Middle School and High School students. Refunds will be made for any meals not used at the end of the year. Meals should be paid for in advance.

Once a student, or family, has reached a balance of \$-100.00 they will no longer be able to charge to their account. If the student wishes to eat a hot lunch, he or she will be able to pay on a daily basis until the balance is current. If the student does not have money he or she will receive a peanut butter sandwich or cheese sandwich and milk.

Free and reduced meals are available from the school. An application is sent home with students at the beginning of the year.

### **MEDICATIONS FOR STUDENTS (Policy JHCD)**

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the school district secretary or administration acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

The above policy covers all prescription and other drugs.

The form for administering medications to students is found on the website under the Parent link.

Adopted: January 13, 2014; Revised April 13, 2015

### **MIDDLE SCHOOL RETENTION/PROMOTION**

Middle school students (grades 6-8) will be promoted to the next grade level at the end of the academic year if they receive passing grades for the year in at least 3 of the 4 core academic courses. The core academic areas include math, English language arts, social studies, and science. Students who do not pass 3 of the 4 core academic areas will be retained at that grade level.

If a student fails one or more core classes but is eligible for overall grade level promotion, a team will meet to determine whether the student shall repeat the individual course(s) failed. The team will include the teacher(s) of the course(s) failed, the principal, the superintendent, a parent, and the student. The team will base the decision on the following points: 1) whether the student is academically ready for the next level of the course, 2) the overall impact of retention on the student's future schedule, 3) the student's best chance for making academic progress.

Parents will be notified of the possibility of retention by May 1, and the team will meet to make a final determination by the last day of school. If the parents and/or student do not respond to notification or are unwilling to meet before the last day of school, the rest of the committee will meet as close to May 1 as possible and will determine whether the individual course(s) will be repeated.

### **NONDISCRIMINATION POLICY (Policy AC)**

The South Central School District believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees and the public to District programs and activities.

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices, programs and activities on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. The District prohibits acts of discrimination toward any individual(s) while on District property or at District sponsored activities.

The District prohibits discrimination against students on the basis of parental status, marital status, or pregnancy. Students will not be excluded from any program or activity, including any class or extracurricular activity based on the above.

Prohibited acts of discrimination include racial, sexual, ethnic, or other types of slurs, insults, intimidation, harassment and other such conduct directed toward another person.

Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees and suspension from attending school activities for citizens.

The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Tammy Thomas (504 Coordinator)  
401 Birdsell St.  
Bonesteel SD 57317  
Phone: 605-654-2314

Brad Peters (Title IX Coordinator)  
401 Birdsell St.  
Bonesteel, SD 57317  
Phone: 605-654-2314

South Dakota Regional US Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut St.  
3<sup>rd</sup> Floor, Ste. 320  
Kansas City, MO 64106  
Phone: (816) 268-0550; Fax: (816) 268-0599; TDD: (800) 877-8339;  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Persons of limited English proficiency and the visual or hearing impaired, should contact the school office if they need to receive this information in another format.

Adopted November 12, 2012

### **ONLINE COURSES (Policy IGCB)**

Online classes are designed to challenge the skills of accomplished students and/or offer courses that are not offered locally. Enrollment in online classes is a privilege.

Dual credit courses are courses offered by institutes of higher learning. Additionally the student earns both college credit and high school credit.

Students may take one (1) online or dual credit course per semester if the following requirements are met:

1. The student is a junior or senior who has earned at least 15 credits;
2. The student has a high school attendance history of at least 95%.

Administration will make final decision in all unique decisions.

The district will pay up to \$60.00 toward tuition per online course or dual credit course. Parents and students are responsible for all additional costs over the \$60.00. Payment is to be made to the district prior to enrollment. Since parents and students are responsible for books and course materials, those items will remain property of the parent and student. Each student will be assigned a local teacher mentor who will monitor progress and grades.

## **PARENT PORTAL**

The Parent Portal is a portion of the Infinite Campus system which allows parents to monitor the grades, attendance records, current schedules, and unofficial transcripts of their children and it allows students to monitor their own information. Any parent who has access to the internet will be able to monitor the information for their child. Each parent will be issued a username and password that will enable them to monitor the information of only their children. It is important to protect the password and not allow others to obtain it. If at any time a parent or student believes that their password has been compromised they may contact the school and request that it be changed.

Teachers are required to post any grades that are to be recorded for the week by 8:00 a.m. on the first day of school in the following week. This will help keep student information up to date.

Packets with directions explaining how to use the Parent Portal will be distributed to parents and students.

## **PARENTS RIGHT TO KNOW QUALIFICATIONS OF TEACHERS**

Parents may request, from the principal, information regarding the professional qualifications of their student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

## **PLAYGROUND RULES**

All elementary students must wear boots when the playground is muddy or snow is on the ground. Students are to wear coats for recess when required by their teachers. If students do not have boots or coats, they will remain inside at their desks. Students should not use baseballs, tackle, or wrestle with any other students. Snowballs may not be thrown.

## **REPORT CARDS**

Report cards will be issued the week following the end of each quarter. Parents may obtain grades by phone or request another report if lost or not presented to parents. Parents may also access grades on the Parent Portal. Parent Teacher Conferences will be held twice during the school year.

## **RULES AND REGULATIONS**

Any rules and regulations not covered in this handbook will be determined by the administration and/or Board of Education.

## **SCHOOL BUS & SCHOOL VEHICLE POLICIES & PROCEDURES**

### Authority of Drivers

Bus drivers shall have authority to supervise children while attending a school function away from school premises and while students are riding, boarding or leaving the buses or school vehicles. (SDCL 13-32-2)

Students are expected to be at their stop when the bus arrives and may be assigned a specific seat on the bus. All students will be received and discharged from the right front entrance of the bus. If pupils must cross the highway they will be required to pass in front of the bus, look in both directions, and proceed only on signals from the bus driver. No school bus shall stop to load or unload pupils unless there is at least three hundred feet of clear vision in each direction. Buses will leave the school five minutes (5) after the end of the school day. Students who wish to return home after the school day in transportation other than the bus must have permission from the parents to do so.

### Pupil Conduct on Buses & in School Vehicles

- Pupil conduct on the school bus in an extension of behavior in the school situation. Therefore, the principal is the key resource person for the bus driver. If behavior problems arise on the bus, the bus driver is to consult with the principal immediately.
- Precautionary measures are better than punitive. Bus drivers have authority to assign students to a seat in order to control behavior. Students should be informed at the onset what is expected of them on the bus.
- All students are required to have a seat and not to stand or move about the bus while it is in motion.
- All body parts, (hands, arms, heads, etc.) are to be inside the bus and not out the windows.
- Students are not to disturb the driver.

- There should be no horseplay or excessive loud noise.  
Refer to the discipline grid for violations to the bus policy.

### Activity Buses

Students participating in athletics, music or other school sponsored activities must ride the bus to the place of participation, or they will not be allowed to participate. Rules which apply to the regular bus routes also apply to extracurricular bus trips. Students who wish to ride home with their parents after an activity, must have the parent contact the sponsor of the activity directly.

## **SCHOOL HEALTH ASSESSMENTS 2016-2017**

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2015-2016 school year include:

Vision Screening for students in Grades K,1,3,5,7,9,11

Physical Assessments for students in Grades 5

Scoliosis Screening for girls in Grades 5,7,9,11

Scoliosis Screening for boys in Grades 8,10

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 the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child not included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

Teri Schoenefeld,RN  
Community Health Nurse

605-775-2634  
Telephone Number

Mr. Brad Peters  
Superintendent

605-654-2314  
Telephone Number

## **SCHOOL-PARENT-STUDENT COMPACT**

The South Central School District 26-5, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year.

### **School Responsibilities**

**The South Central School District 26-5 will:**

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.
2. Hold parent-teacher conferences and communicate regularly with families.
3. Provide grades on a timely basis. Teachers update grades on a weekly basis and report cards will be sent home after each quarter.
4. Provide parents reasonable access to staff. Staff is available from 7:45 – 8:15 AM and 3:00 – 3:45 PM each school day.
5. Provide parents opportunities to participate in their child's class.

## **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

1. Ensure that our children attend school regularly and on time and provide a home environment that encourages our students to learn.
2. Attend parent-teacher conferences and communicate regularly with staff and administration.
3. Use Infinite Campus to check my student's grades.
4. Access staff during available times or schedule other time for consultation.
5. Volunteer to participate in our child's school activities.

## **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

1. Attend school regularly and on time and come to school prepared.
2. Regularly communicate with both parents and school staff.
3. Use Infinite Campus to check my grades.
4. Access staff during available times or schedule other time for consultation.
5. Will appropriately participate in class. Abide by all the rules and expectations set forth in the student handbook.

## **SECURITY CAMERAS**

Surveillance cameras are in use on busses, within the school building and outside the school building.

## **SEMESTER TEST WAIVER (HIGH SCHOOL AND MIDDLE SCHOOL STUDENTS ONLY)**

A semester test waiver allows a student to opt-out of one semester test. Students may not opt-out of semester tests in classes in which they are failing. Additionally, students may not opt-out of the same semester test for the same content course for both semesters.

A student may earn a semester test waiver if the following conditions are met during each semester:

1. Not more than 2 absences **(AB)** during the semester.
2. Not more than 2 tardies during the semester.
3. Not more than 1 discipline referral.

## **SENIOR PRIVILEGES (Policy JEFA)**

Adopted June 10, 2013; Revised February 8, 2016

Each Senior will need to approach the administration and school board for approval of privileges.

- Seniors who score a "**Level 4**" in both reading **AND** math on the SBAC (Smarter Balanced Assessment) are eligible to receive Senior Privileges **immediately**.
- Seniors who score a "**Level 3**" or higher in both reading **AND** math on the SBAC (Smarter Balanced Assessment) are eligible to receive Senior Privileges starting in **Quarter 2**.
- Seniors who score "**Level 3**" or higher in reading **OR** math on the SBAC (Smarter Balanced Assessment) are eligible to receive Senior Privileges starting in Quarter 3.
- All Seniors are eligible to receive Senior Privileges starting in Quarter 4.

After approval by administration and the Board of Education, seniors may be excused from study halls and lunch if the following stipulations are met.

1. Students must have 18 credits.
2. The student must be passing in all subjects.
3. Students may not be on the ICU list.
4. Students must maintain at least a 94% attendance rate during their senior year.
5. Students must maintain a GPA of 2.0 or higher in the current term.
6. Seniors (with open campus) must either be off site or in study hall (not hallways)
7. Students must be on time for class. Each tardy will result in the loss of senior privileges for one week.
8. Students who use tobacco, alcohol, or other drugs during open campus will lose privileges indefinitely and be punished according to the South Central discipline grid.
9. Senior privileges may be revoked for any student at the discretion of the principal.
10. Parents must give written permission for students to leave campus during study hall or lunch.

## **SEXUAL HARASSMENT POLICY (Policy ACAA)**

**POLICY STATEMENT:** It is the policy of the District to prohibit sexual harassment of its employees, students and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment.

**POLICY:** It is expressly against District policy for any individual (employee, student or guest) to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature toward any other person on school property or at a school activity while not on District property, when

1. Submission to such conduct is made an express or implied condition of employment;
2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who either submits to or rejects the conduct;
3. Such conduct has the purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile or offensive working or education environment.

**SEXUAL HARASSMENT:** Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose and regardless of the intent of the person accused of sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other policies (such as the student conduct policy, the District's nondiscrimination policy, and the Codes of Professional Ethics for Teachers and for Administrators) also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment and the type of harassment prohibited under this policy. Examples of sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

**REPORTING SEXUAL HARASSMENT:** Any individual who believes that he or she has been or is being subjected to sexually harassing conduct or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a school administrator. The report initially may be made verbally or in writing, but if made initially verbally the individual making the complaint will be asked to submit a written complaint or sign an information reporting statement written by the person to whom the report was given. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have sexually harassed the complaining party, the date(s) and nature of the sexual harassment. The District shall investigate all verbal and written reported instances involving sexual harassment.

### **PROCEDURE FOR ADDRESSING COMPLAINTS:**

(1) Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident(s)/behavior(s) will be initiated. If the allegation involves a student and a District employee, the Department of Social Services and/or legal authorities will be notified. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct affects the employment or learning environment (and if so, in what manner), identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification and from other employees, students or other individuals.

(2) The person alleged to have sexually harassed another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have sexually harassed the person making the complaint unless upon completion of the investigation there is reasonable cause to suspect that sexual harassment did occur.

(3) Pending the outcome of the investigation and if deemed appropriate, an employee or a student alleged to have sexually harassed another person may be suspended from employment or school and a invitee may be not be allowed on school premises.

(4) Upon reasonable suspicion by the person responsible for the investigation that the allegation may be true, the employee or student accused of sexually harassing conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

(5) The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassment must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have sexually harassed another person has the right to know the identity of the person(s) making the complaint.

(6) The employee or student alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.



(7) At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline on an employee or student and not refer the matter to the Board, the employee or student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.

(8) If the administration refers the matter to the Board of Education the employee or student alleged to have sexually harassed another person a hearing will be held before the Board of Education consistent with due process procedures.

(9) If there is reasonable suspicion to believe that a guest at school or at a school activity on non-school property sexually harassed another person in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

#### **BOARD HEARING:**

(1) Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.

(2) At the hearing, the Administration shall present evidence relative to the allegation of sexual harassment and the employee or student accused of violating this policy will have an opportunity to present evidence in his/her defense.

(3) The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

**BOARD DISCIPLINARY ACTION:** If following the Board hearing the Board determines there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following:

(1) if the person found violating this policy is an employee, suspend the employee without pay, and/or not renew or terminate the employment contract, and/or issue a written reprimand (a copy of which would be placed in the employee's file), and/or file a Professional Practices Complaint.

(2) if the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities.

**PROHIBITION AGAINST RETALIATION:** The District strictly prohibits retaliation against any person because he or she has made a reported, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with the sexual harassment complaint should immediately contact a school administrator.

Adopted November 12, 2012

#### **SOLICITATIONS**

Students will not be allowed to ask for fund raising orders or sell things to school staff during school hours. Please contact staff at home.

#### **STUDENT ASSIGNMENTS (GRADES 6-12)**

Assignments are used to evaluate student learning.

- Assignments not completed will result in the student being placed immediately on the ICU list (database). Students will be taken off the ICU list when teachers accept their work.
- Students on the ICU list will be required to attend after-school ICU on Tuesday's and Thursday's from 3 – 4 PM and will not be allowed to attend school sponsored activities during the school day.
- Students may be required to stay after school on non-ICU days as determined by teachers or administration.
- Students with chronic or multiple missing assignments may be assigned to ICU lunch.

Teachers are available each morning from 7:45 – 8:15 AM and after school from 3:00 – 3:45 PM. Students are to refer to each teacher's syllabus for information regarding assignments and grading. It is the student's responsibility to make up any work due to absence.

#### **STUDENT BULLYING (Policy JFCE-R)**

##### **A. DEFINITIONS**

1. **Bullying:** For the purposes of this policy, "bullying" is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:
  - a. Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
  - b. Substantially interferes with a student's educational performance; or
  - c. Substantially disrupts the orderly operation of a school.

Bullying also includes retaliation against a student for asserting or alleging an act of bullying. Bullying may include, but is not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
  - Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - 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;
  - 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
  - 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, 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 inter-district and intra-district school events.

## B. 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 may be made anonymously. A form will be available from the building principal or from the district 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 School Board 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 performed by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the Board Chair.
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 to investigate allegations of bullying and take 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.

## C. INVESTIGATION

Upon receipt of any report, including those made anonymously, 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.

#### **D. PROHIBITION AGAINST RETALIATION**

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates 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 to district policy.

#### **E. CONSEQUENCES**

Any individual found to have violated this policy will be subject to discipline 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. Individuals may also be referred to law enforcement.

#### **F. NOTIFICATION**

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

Legal References: SDCL 22-19A (Stalking)SB130  
Adopted June 11, 2013

#### **STUDENT DISMISSAL PRECAUTIONS (Policy JEDB)**

Students in any school, grade, or class may not be dismissed before the regular hour of dismissal except with the approval of the principal or superintendent or the superintendent's designee.

A teacher may not permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student will be permitted to leave school prior to the dismissal hour in the company of anyone other than a school employee, or parent of the child, unless the permission of the parent has been first secured.

Before a child is taken from the school, the person picking the child up is required to stop in the school office and sign the child out.

Adopted: Dec. 9, 2013, Revised: June 16, 2014

#### **STUDENT INITIATION**

There shall be no initiation or hazing of students. Such activities are not appropriate, are not acceptable, and will not be condoned. If the school becomes aware of initiation or hazing on school property, or at such time as school has direct control over students, students violating this policy shall be subject to appropriate discipline. Discipline may include but not limited to expulsion. Students and parents should be aware that in any hazing activity outside of school that the victim would have the right to bring legal action against students who commit such acts.

#### **STUDENT PREGNANCY & MARITAL STATUS POLICY**

The South Central School District will not discriminate against students based on their marital or pregnancy status. The following guidelines will be used by the district.

1. Pregnant student cannot be discriminated against or excluded from any program or activity, including any class or extracurricular activity;
2. Pregnant students may volunteer to participate in a separate educational program if one is offered by the school; the instructional portion of the program must be equivalent to that offered to non-pregnant students;
3. A physician's certification of fitness to continue in the regular education program may be required of pregnant students only if such certification is required of other students with conditions requiring a physician's care;
4. Pregnancy must be treated the same as any other temporary disability in student health insurance plans offered by the school district;
5. Pregnancy must be treated as a justification for a student's leave of absence for whatever time period student's physician finds medically necessary; and

6. A student must be reinstated to the same status which she held prior to her leave of absence.

7.

### **STUDENT RECORDS – PERMANENT FILE**

Educational records that are directly related to a student will be kept in a permanent file for each student. Such documents may include grades, transcripts, enrollment forms, birth certificate, immunization records and certain types of testing records. Parents/guardians wishing to inspect their child(ren)'s records may do so with a 24 hour notice. Parents/guardians wishing to have copies of any documents will be charged .10 cents per copy. If a parent/guardian requires assistance in interpreting documents, the administration will be available with a 24 hour notice. Parents/guardians have the right to challenge records by submitting a written rebuttal.

### **STUDENT RECORDS (Policy JOA-E) Not required for parents to sign**

(Notification to Parents Form)

It is the policy of the district to notify an 18-year old student's parent or guardian of certain student records which must be disclosed under the No Child Left Behind Act, P. L. 107-1 10 (Title Ix, Sec. 9528), and also to notify a parent or guardian of his or her right to request the district not to release such information without prior written consent.

Dear Parent/Guardian:

Pursuant to the federal "No Child Left Behind Act," P. L. 107-1 10 (Title Ix, Sec. 9528), the School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of an 18-year old child to request that the district not release such information without prior written consent.

Parents/guardians or eligible 18-year old students wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign the form below and return it to the building principal by September 1 of the current school year.

### **SUSPENSIONS FROM SCHOOL**

Students who receive In or Out of School Suspension will be able to make up their school work and receive full credit for the scores they achieve.

Students who receive an In or Out of School Suspension will not be allowed to attend or participate in any activities on the days of suspension.

If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The pupil must be given the opportunity to answer the charges. If a pupil is suspended, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent or a pupil who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the pupil's due process rights. A pupil who is an unemancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the pupil's presence poses a continuing threat or danger, in which case the pupil may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

General Authority:SDCL 13-32-4 Law Implemented: SDCL 13-32-4

24:07:03:01 The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil's parent or to the pupil if the pupil is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

24:07:03:02. Right to request hearing -- Notice of hearing. If the superintendent finds grounds for a long-term suspension from a class or classes, the superintendent may exclude the pupil from a class or classes by using the short-term suspension procedure in §24:07:02:01. The superintendent shall give a written notice to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

- (1) The policy allegedly violated;
- (2) The reason for the disciplinary proceedings;
- (3) Notice of the right to request a hearing or waive the right to a hearing.
- (4) A description of the hearing procedure;
- (5) A statement that the pupil's records are available at the school for examination by the pupil's parent or authorized representative; and

(6) A statement that the pupil may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the superintendent is final.

24:07:03:03. Right of waiver. The pupil, if of the age of majority or emancipated, or the pupil's parent 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.

24:07:03:04. Hearing procedure. The school board is the hearing board and shall conduct the hearing in the following manner:

- (1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing 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 school administration shall present its case first;
- (6) The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
- (7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager;
- (8) Each party may raise objections; however, objections are limited to relevancy and scope of the question;
- (9) All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer;
- (10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- (11) Each party may make a closing statement;
- (12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and
- (13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

24:07:03:06. Right of appeal. The student may appeal an adverse decision by the school board to the circuit court.

24:07:03:07. Attendance policies. The attendance policy of a school district may not exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.

24:07:03:08. Referral to placement committee of pupils in need of special education. If a pupil identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in § 24:05:26:09 applies

## **TARDY**

A student will be counted tardy if they are fewer than 10 minutes late to a class. Students who accumulate a tardy throughout the school day will be required to spend 10 minutes after school with that respective teacher on the day in which the tardy occurred. If multiple tardies occur, students will spend 10 minutes after school with each respective teacher on the day in which the tardy occurred.

Students who report to class 10 or more minutes late will be required to make up that time after school on day in which it occurred. For example, 17 minutes late to class will result in 17 minutes after school with the respective teacher.

## **TELEPHONE USE**

Teachers will not dismiss students from class to use the phone nor will students be called from class for a telephone call unless it is an emergency. Messages will be given to students during their study halls, between classes or at lunch. Please keep calls to a minimum.

## **TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY**

The South Central School Board believes that parent participation enhances the child's chances for success. Therefore, we encourage and support parental involvement in the Title I Compensatory Education Program. Guidelines to achieve parental participation include:

Policy Involvement

- \*Convene an annual meeting during the fall to inform and explain in an understandable and uniform format the Title I program, and their right to be involved.
- \*Provide parents timely information about programs, a description and explanation of curriculum use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

#### Shared Responsibilities

- \*Develop a school-parent compact that outlines how parents, the entire school staff, and students share responsibility for student achievement and the means by which the school and parents will build and develop a partnership to help serve the State's high standards.
- \*Address the importance of communication between parents and teachers on an on-going basis, such as parent-teacher conferences, report cards and being involved in their child's classroom.

#### Building Capacity for Involvement

- \*Provide assistance to parents in understanding the State's academic and content standards and how to monitor a child's progress and work with educators to improve achievement.
- \*Provide materials and training to help parents work with their children to improve their achievement.
- \*Coordinate to the extent feasible and appropriate the integration of parent involvement activities and activities with Head Start, early reading programs, Parents as Teachers Programs, and Home Instruction Program.
- \*Ensure that the information related to schools and parent programs and meetings is sent to parents in a format that is practical and in a language the parents can understand.
- \*Provide such other reasonable support for parental involvement activities under this section as parents may request. This may include:
  - \*Involving parents in the development of training for educators to improve the effectiveness of such training.
  - \*Provide necessary literacy training from funds under this part.

### **TITLE IX GRIEVANCE PROCEDURE**

The Board of Education of the South Central School District in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of the title IX Rules and Regulations may be quickly and smoothly resolved.

Students and employees of the South Central School District are eligible to participate in this grievance procedure.

The resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the Board of Education.

#### **ARTICLE 1. Definitions**

- 1.1 Grievance: an issue that reaches Level One Procedure. This involves the violation, interpretation, or application of any section of Part 106, rules and regulations, Title IX, Education Amendments of 1972.
- 1.2 Student: any person enrolled as a student in any school and/or educational or recreational program authorized by the South Central School District Board of Education.
- 1.3 Employee: any full-time or part-time teacher, secretary, clerk, custodian, cook, or other person receiving compensation for services rendered the South Central School District Board of Education on payroll.
- 1.4 Title IX Coordinator: the person designated by the Board of Education to coordinate efforts to comply with Title IX rules and Regulations.
- 1.5 Superintendent: the Superintendent of Schools or a designated representative.

#### **ARTICLE 2. Level One Procedure**

- 2.1 The student or employee who has a complaint and is unable to resolve the issue may address the complaint in writing to the Title IX Coordinator.
- 2.2 The Title IX Coordinator's responsibilities:
  - a. Investigate within one week the circumstances of the complaint;
  - b. render a decision within two weeks after receipt of the complaint and notify the complainant;
  - c. provide the complainant one week to react to the decision before it becomes final.
- 2.3 The complainant's responsibilities:
  - a. accept the decision, in writing, addressed to the Title IX Coordinator, or
  - b. disagree with the decision, in writing, addressed to the Title IX Coordinator. A level two procedure will be initiated.

#### **ARTICLE 3. Level Two Procedure**

- 3.1 The Title IX Coordinator requests the Superintendent to review the complaint.
- 3.2 The Superintendent will schedule a meeting within one week of receipt of the request for review. The participants shall be

the complainant, the coordinator, and the superintendent.

3.3 The Superintendent will make a decision within one week which will be final. The complainant and the title IX Coordinator will receive copies of the decision.

### **TOBACCO-FREE SCHOOLS (Policy AEA)**

The District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors.

For the purposes of this policy:

1. "Tobacco" For the purposes of this policy: "Tobacco" or "Tobacco product" means any substance or item, in any form, containing tobacco including vapor product. The term, vapor product, means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size that can be used to produce vapor from nicotine in a solution or other form. The term, vapor product, includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. The term, vapor product, does not include any product approved by the United States Food and Drug Administration for sale as tobacco cessation products and marketed and sold solely for that purpose.
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

Students or district employees found in violation of this policy will be subject to appropriate consequences, which may involve a range of enforcement options including disciplinary action and educational alternatives to disciplinary action. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property.

The superintendent shall provide reasonable public notification of the district's policy, including, but not limited to, inclusion in student and staff handbooks. The superintendent may develop administrative regulations as necessary to implement this policy.

Legal References: SDCL 13-8-39 (Management of schools by board)  
SDCL 22-36-2 (Smoking in public place or place of employment prohibited)

Adopted: Nov. 12, 2012; Revised: April 13, 2015

### **UNACCOUNTED STUDENTS**

These procedures apply to situations in which a student's whereabouts are unknown, or if a student is skipping, but may also apply if the principal or superintendent determine that the absence is unexcused. When a student's whereabouts are unknown, safety is the first concern, so the school will aggressively seek out the student.

- Immediately upon finding that a student is unaccounted for, the principal, superintendent, or school secretary will attempt to contact the parents by phone.
- When the middle/high school student is located or returns to school, he or she will be disciplined as per the discipline grid.

### **VEHICLE USE BY STUDENTS**

Motor vehicles shall not be used during school hours unless special permission is given by the principal. Students are not to sit in any car during the noon hour or during the school day. Cars may not be driven to athletic contests at home or away from home during hours of school attendance. These regulations apply for all special activities, and also effect students riding in cars with other than members of our student body.

### **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register in the office.

Parents are welcome to attend their child's classroom or volunteer in the school. Parents should contact the teacher and give 24 hour notice.

Due to the sometimes disruptive nature of preschool children, we ask that they stay home during your visit.

**WEDNESDAY NIGHT SCHOOL POLICY**

Effective 02/08/93, students will finish school activities and be out of the building by 6:00 p.m. on Wednesday nights.

***All required signatures are now found on  
the district Enrollment Form***