



DELL RAPIDS HIGH SCHOOL

STUDENT & PARENT

HANDBOOK

Approved by the Dell Rapids School District 49-3
Board of Education

August, 2008

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PREFACE

NON DISCRIMINATION

The Board reaffirms the principle that every child -- regardless of race, creed, color, sex, cultural or economic background, or handicap -- should be given maximum educational opportunity for educational development.

Further, no student will, on the basis of sex, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extra curricular activities.

Students, their parents, and employees of the Dell Rapids District are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Dell Rapids School District's compliance with Title IX is directed to contact Mr. Tom Ludens at 428-5473. Mr. Ludens has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

FOREWORD

We encourage parents to be involved with their child's school education and to make a commitment to visit your child's classroom at least once during a regular school day. Open communication between school and home is essential in meeting the needs of the students. We look forward to working with you!

Understand that elementary teachers spend more concentrated time with your children than their own parents have an opportunity to spend. They are anxious to partner with you in your child's academic and social development. Be sure to attend parent/teacher conferences.

Please feel free to call us with any ideas, questions, or concerns. The office number is 428-5473 option #1

DELL RAPIDS PUBLIC SCHOOL PLAN

During the 1992-93 school year the community, school staff, and students developed a plan to guide the Dell Rapids School District in its decision-making and operation. A team of teachers led a process with the rest of staff, students participated in their classrooms, and the community participated through the Community Council. In the spring, these groups met to develop consensus on the Dell Rapids Strategic School Plan and formalize the Plan into this document. This plan has been revamped during the 2003-04 school by the NCA Mission/Vision committee and will continue to be reviewed yearly. The mission statement is a broad statement of the unique purpose for which the district exists and the specific function it performs. The vision statement is the guiding principles that establish the framework within which the district will accomplish its mission. Finally, our beliefs are statements of the district's fundamental convictions, values, and character.

MISSION

We promote spirited thinking, responsible citizenship, and lifelong learning.

VISION

We will sustain an environment where education is valued, excellence is expected, and improvement is continuous.

BELIEFS

We believe that all students must be challenged.

- With higher order thinking skills of analyzing, synthesizing and evaluating information.
- With emphasis on basic skills, creativity, cooperative learning, service learning and hands on experiences.
- Standards and curriculum must be relevant, challenging and embraced.

We believe that high expectations result in high performance.

- Expect the best; work for the best will result in higher performance levels.
- Students, faculty and staff must set the bar high in order to enhance achievement and improve performance.
- Students need a variety of role models to influence lifelong learning.
- Successful teaching takes place when students are learning.

We believe that continuous improvement yields excellence.

- The students, staff, school and community must continuously make improvements.
- Performance assessments that demonstrate continuous academic growth mean excellence.

We believe that a safe, secure, supportive and adaptive environment is essential to learning.

- The school system is a community learning center made up of buildings and equipment that is safe, secure and adaptable to future educational needs.
- Learning improves when the environment is stimulating, safe and secure, and based on mutual respect for one another.

We believe that the spirit of community is central to the Dell Rapids School District culture.

- The school, community and families must work cooperatively to meet the educational and co-curricular needs of the students.
- The students, school, community and families share the responsibility to educate each student.

We believe that trust and respect form the cornerstone of the Dell Rapids School District culture.

- Students learn best in an atmosphere of trust, respect, honesty and integrity.
- School improvement can only flourish in an atmosphere of mutual trust and respect with open communication.

We believe that public education is vital to a democratic society.

- Public education produces responsible citizens who respect the rights of self and others who contribute to the betterment of society.
- Our democratic society could not survive without an educated citizenry.
- Students shall be educated in a well-rounded manner emphasizing the physical, emotional, social and intellectual aspects of development.

- Students must be taught to respect people of diverse cultures and to recognize the contributions of all heritages.

We believe that students, staff and community will learn from and accept responsibility for their own actions and behaviors.

HIGH SCHOOL BUILDING POLICIES & RULES

DISCIPLINE & ATTENDANCE POLICY DEFINITIONS & PROCEDURES

The following definitions and outline of procedures are intended to help you understand terms used to describe actions which may be taken by school personnel as a consequence of your actions. It should be understood that serious and frequent violations of rules will result in more serious consequences. Consequences are specified on a grid in the school's Progressive Discipline Plan, a program instituted in the 1998-99 school year. At times, some disciplinary actions may be used in conjunction with others. The due process rights of the individual will be honored in administering disciplinary and attendance procedures.

Long Term Out-of-School Suspension or Expulsion - Denial of the opportunity to attend school for a period of time of more than ten school days, but not exceeding ninety days during which the suspension or expulsion is imposed. This action can be administered only by the Superintendent with an appeal process to the Board of Education. No credit will be granted during the time of the suspension, and credit will not be allowed to be made up.

Short Term Out-of-School Suspension - Denial of the opportunity to attend school for a period of time from one through ten school days. This action can be imposed by the Superintendent, Principal, or other person designated to be in charge of the school. The student will receive full credit during the suspension. At the end of each term, the student's final grade percentage will be lowered one percentage point for each instance of suspension from classes. This will be administered starting with the second instance of suspension during the first/second term and third/fourth term. A parent conference is required before a student can return to school following a suspension.

Permanent Removal From a Class - Occurs when a student's behavior is a violation of safety procedures established for the class, or when the student's misbehavior is serious, threatening to others either verbally or physically, frequent (three or more times in a semester) or when a student does not put forth reasonable efforts to complete course requirements. When a student is permanently removed from a class she/he will be assigned to a study hall, or the student's class schedule may be adjusted to assign a partial school day, after which the student will be sent home. No credit will be granted for the class from which the student has been removed. This action may be administered only by the Principal. Parents will be notified when this action is taken.

Temporary Removal From Class - Occurs when a student's behavior is in violation of classroom rules and is disruptive to the classroom procedures. This action may be initiated by the teacher when she/he sends the student to the office. A Discipline Notice will be filled out by the teacher. Removal from class for a period of time of more than one class period will be administered cooperatively between the teacher and Principal. Before a student can return to the class a conference between the student, teacher and Principal will be required when a student has been removed from class for more than one class period. No credit will be granted during the time the student is removed from the class. Credit may be allowed to be made up at the discretion of the teacher. Parents will be notified and may be asked to attend a conference prior to the student's return to the class.

In School Suspension - Occurs when a student displays inappropriate behavior that is disruptive to the learning environment. This could include the classroom, hallways, lunch room, or other areas on school grounds. A student will be expected to complete homework during the suspension that was missed because she/he was removed from class. The student will receive full credit during the suspension. At the end of each nine weeks, the student's final grade percentage will be lowered two percentage points for each instance of suspension from classes. Contact with other students will be limited while the

suspension is served. In School Suspension will be assigned by the Principal. Parents will be notified when In School Suspension is assigned to a student.

Saturday Detention - Will be held on Saturday mornings from 8:30 AM to 11:30 AM and must be served in its entirety. Saturday Detention may be assigned only by the Principal or person designated to be in charge of the school during his/her absence. Saturday Detention must be served as assigned. Alternative arrangements will not be considered unless your parents notify the school in advance. If a student does not serve the Saturday Detention as assigned, a second Saturday Detention will be assigned and must be served on two consecutive Saturdays. Refusal to serve the second Saturday Detention will result in a three-day suspension from school, after which the student will still have to fulfill the Saturday Detention assignments or be recommended for long term suspension or expulsion. Saturday Detention may be assigned by the Principal at his/her discretion for flagrant or frequent violations of school rules and procedures. Parents will be notified by the office that Saturday Detention has been assigned, in advance, if possible.

Early Morning Detention - Will be held before school from 8:00 AM to 8:50 AM. Early Morning Detention will be assigned when a student is late to school and is considered "Unexcused". Teachers may assign Early Morning Detention for being late to class or for other violations of classroom rules after you have served classroom detention for the same infraction. Parents will be notified by the teacher if they assign Early Morning Detention. Failure to serve Early Morning Detention will result in the assignment of Saturday Detention or suspension from school.

Classroom Detention - Classroom Detention is assigned by teachers and may be held before or after school for a period of time not to exceed 30 minutes per detention period. Teachers may also require a student to eat lunch in a noon detention. Classroom Detention must be served as assigned, or you will be assigned three days of Early Morning Detention. Students are responsible for making whatever transportation arrangements are necessary and may delay the Classroom Detention assignment to the next day as long as arrangements are made with the teacher in advance.

Notification Of Parents

Classroom Instructors will notify parents about their child's misconduct or detention assignments when it becomes apparent they may need to become involved in support of the school or when their attendance at conferences is required. While it is best to notify parents in advance, with large numbers of both parents working and working outside our community during the day, telephone notification is difficult, if not impossible. When parents cannot be reached by telephone, a notice will be mailed to the student's home address. Students, too, have a responsibility to inform their parents of disciplinary action taken as a result of their violations of rules and procedures or instances of misconduct.

YOUR RESPONSIBILITIES

Each student is responsible for the following areas if she/he is to receive an education in the Dell Rapids Public Schools:

1. You are responsible for doing all assigned school work and for doing your very best.
2. You are responsible for having appropriate books, equipment and materials with you for each class period and study hall.
3. You are responsible for doing your own school work, for not copying work from others, or for not allowing others to copy work from you.
4. You are responsible for your attendance at school and must attend school and all classes regularly and on time.
5. You are responsible for your own behavior and for respecting the rights of other students to attend school here without classroom disruptions.

6. You are responsible for respecting the right of other students to attend school without fear of physical or verbal abuse.
7. You are responsible for following the rules and regulations governing conduct established by law, the Board of Education, the administration, and the teaching staff.

STUDENTS THAT CONTINUALLY DISPLAY A LACK OF RESPONSIBILITIES MAY BE DENIED THE OPPORTUNITY TO ATTEND DELL RAPIDS PUBLIC HIGH SCHOOL.

WHAT HAPPENS IF I DON'T LIVE UP TO MY RESPONSIBILITIES?

Students who refuse to accept their responsibilities will be subject to action which may lead to the denial of the opportunity to attend the Dell Rapids Public Schools.

The Board of Education may suspend or expel from school any students who are insubordinate or habitually disobedient, and the person in charge of the school may temporarily suspend any such students for a period of time not to exceed ten school days for each violation of school rules.

WHAT HAPPENS IF I MISBEHAVE OR DON'T FOLLOW THE RULES?

All students are responsible for their behavior at school and at school sponsored events both at home or at other schools. Following rules established by the Board of Education, the teachers, or administration is not optional.

All school employees have a big responsibility to maintain order and to enforce rules. This is necessary so that learning can take place, which is why we are all here. In addition to their classrooms, school employees have a responsibility to enforce school rules in all other areas of the school and at school events when they are present.

Classroom teachers have a wide variety of strategies they will use to maintain proper order in their rooms. First, and probably the most used, is the verbal reprimand. Teachers will also assist you in developing plans to improve your conduct or approach to learning. Teachers will notify your parents through the mail to ask for their help if you are not cooperating. In the event immediate help from your parents is needed, teachers will make telephone calls to your home to explain problems and expectations. Another tool teachers will use to help you with your behavior is detention in their classroom. Classroom detention may be assigned either before or after school. Students who need transportation to or from school to serve detention are responsible for making sure the proper arrangements have been made with their parents. When you are assigned classroom detention by your teacher, you must attend as directed, or you will be assigned three days of Early Morning Detention.

Your teacher may require you to come to his/her room for a conference to discuss problems you are experiencing or causing for others. Students must attend conferences assigned by their teachers. At times, your teacher may contact your parents and request they attend a conference at school with you to resolve problems.

Your teacher may schedule a conference with the principal during which time you, your teacher, and the principal will discuss the problems being experienced and set up conditions for your continued attendance in class.

Your teacher may have other strategies set up which are appropriate for each individual classroom situation.

In the event you are not responding appropriately to the procedures outlined above, your teacher may send you to the Principal's office with a Discipline Notice. Being sent to the Principal's office for misconduct or violations of school rules is a step which may lead to your permanent removal from a class,

suspension from school for a period of time not to exceed five days, a recommendation for permanent removal from school, assignment of Early Morning Detention, or assignment of Saturday Detention. Your parents or guardian will be notified each time you are sent to the principal. Students who misbehave or do not follow the rules will be subject to the actions outlined in the school's Progressive Discipline Plan. This guideline was developed by staff, students, and parents as a way to target inappropriate choices by students and deter their occurrence. Specific consequences related to choices are included in the PDP.

UNACCEPTABLE LANGUAGE OR GESTURES

You must not use offensive language or gestures at any time you are in school or on school grounds, or while participating in or attending school sponsored events. Violation of these rules will result in the arrangement of Early Morning Detention, Saturday Detention, or of suspension from school.

SEXUAL HARASSMENT

It is the policy of the Dell Rapids School District that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible expulsion or termination for violation of this policy.

WHAT SHOULD I WEAR TO SCHOOL?

Your standard of dress should conform to the standards generally accepted by the community. You have a right to choose your own style of dress and personal appearance, as long as it does not interfere with the educational process of learning environment, endanger students' health and safety, disrupt the school, offend other student/staff, or related to gangs, drugs, sex, violence or alcohol.

You are encouraged to "dress for success" as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment.

The purpose of our dress code is:

1. To ensure the safety, health, and well being of all students and staff.
2. To further the school's mission by providing a positive learning environment.
3. To ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
4. To discourage the endorsement of alcohol, tobacco, drugs, and disruptive behaviors.
5. To respect the personal beliefs and religious rights and freedoms of all students and staff.

In order to promote a positive and safe learning environment, all students need to follow these guidelines:

1. Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs.
2. Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
3. Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. (Examples would include but are not limited to: spaghetti strap tops; tube tops; halter tops; midriff tops; backless tops; "muscle" tops; and skirts and shorts must reach mid-thigh length.)
4. Students must not wear coats, unless conditions warrant use.
5. Students must not wear pajama pants or slippers. Shoes are to be worn at all times.
6. Students may not wear pants in a sagging manner (below the hips).

7. Students may not wear or carry hats, caps, head wraps, scarves, bandanas, or other head apparel during the school day.
8. Students may not wear heavy chains that hang down or are used as belts.
9. Students may not wear clothing or accessories with spikes.
10. Students may not wear sunglasses during the day.

Violations of the dress code shall be handled in accordance with the District's Progressive Discipline Plan:

1. Students will be asked to put away or remove the offending item. It may be necessary to call a parent/guardian to provide alternate clothing items.
2. You may be given an alternate item of clothing to wear for the day.
3. Multiple violations shall be handled as insubordination.

WHAT ARE THE RULES ABOUT TOBACCO, ALCOHOL & DRUGS?

The use or possession of tobacco, alcohol or drugs in the school building, on the school grounds, in school vehicles, or at school events at home or away is strictly forbidden. The appearance of students in school or at school functions, at home or away, who are to any degree under the influence of alcohol or drugs is strictly forbidden. Students who are in violation of the rules governing tobacco, alcohol, or drugs will be suspended from school or will lose their privilege to attend or participate in any or all school functions, including commencement, or both. Additional rules governing the use of alcohol, tobacco, or drugs are contained in the Code of Conduct for Students in Athletic and Non-Athletic Co-Curricular Activities.

WHAT IS A CLOSED SCHOOL DAY?

We have a closed school day here at Dell Rapids High School which means that you must not be outside the building at any time during the day unless permitted by the Principal or unless you are accompanied by a teacher. An exception to this is during your assigned lunch period when you may go outside on the sidewalk at the main north and south entrances, or the west entrances. **YOU ARE NOT ALLOWED TO BE IN THE PARKING LOT OR AT YOUR CAR BETWEEN THE STARTING AND ENDING TIMES FOR SCHOOL UNLESS YOU HAVE RECEIVED A CAR PASS FROM THE OFFICE.** High School students who have been granted open lunch or open campus privileges would be an exception from the closed school day policy.

WHAT IF I NEED TO LEAVE SCHOOL?

If you need to leave school once the school day has begun, you must check out at the main office. Students who leave school without checking out at the office will have their absence recorded as unexcused and will be subject to the rules and penalties for unexcused absences.

If you know that you will need to leave school early for such things as medical appointments, make sure you have written permission from your parents with you, or that your parents have called the office to verify the reason you need to leave prior to the time of your departure. Excuses for leaving school unless you have checked out at the office will not be accepted the next day. You should obtain your Permit To Leave Building Pass before 8:55. Making arrangements in advance is the student's responsibility and strongly encouraged.

WHAT DO I DO AFTER I HAVE BEEN ABSENT?

After you have been absent for any reason other than for participating in a school event, you must report to the office for a Make-Up Slip prior to attending any class or study hall. Teachers will not admit you to class after an absence unless you have this documentation. Students should report to the office prior to 8:55 AM for their Make-Up Slip after an absence. (If you are late to class because you did not take care of this responsibility in time to arrive before the tone, you will be recorded as "unexcused tardy.")

Students who return to school after an absence must have a written note from their parents or guardian unless the office received a telephone call explaining the absence prior to your return. All absences that have not been verified in writing or on the telephone by your parent or guardian prior to your return will be considered as "unexcused."

WHAT IF I AM LATE TO SCHOOL?

Students who arrive to their first class or study hall after the scheduled starting time for any reason other than the failure of school district provided transportation to get them to school on time are recorded Tardy. All students who are tardy to school must report to the office for a Tardy Pass. Students who are late to school will be required to serve detention at 8:00 AM the next school day. Failure to serve detention as directed will result in the assignment of a second 8:00 AM detention period. All reasons for being late to school will be considered as "unexcused" unless verified by your parent or guardian in advance of your arrival. Your parents will be notified each time you are late to school if they have not contacted us.

WHAT IF I AM LATE TO CLASS OTHER THAN FIRST PERIOD?

Students who are late to their classes cause a disruption in the educational process, and therefore you should always do your very best to be on time. If you arrive at a class without a valid pass after the tone sounds signaling the beginning of the class period, your teacher will record you as tardy and question you as to why you are late. If you are late to class frequently, your teacher will assign detention before or after school in his/her room, and will notify your parents of the problem. If you continue to be late for class, your teacher may send you to the office with a Notice of Misconduct or assign Early Morning Detention. Each teacher will inform you of the rules she/he has established regarding being tardy to class.

WHY ALL THE FUSS ABOUT ATTENDANCE AND BEING ON TIME?

The State of South Dakota has laws requiring mandatory attendance for all young people who have not yet reached their 16th birthday. Our Board of Education lists "punctual and regular attendance" as a responsibility for all students attending our schools.

You will not be allowed to participate in or attend co-curricular activities if you have not attended all your classes after 12:00 noon of the day of the event, unless special permission is obtained in advance from the Principal. Valid reasons for exceptions to this rule will include medical appointments, family emergencies or attendance at other scheduled school events. In the interest of your health and well-being, you will not be allowed to participate in or attend co-curricular functions if you have been too ill to attend school by the 12:00 noon deadline. While it is true that some written assignments can be completed for make-up after an absence, there is much that happens during a class period which cannot be replicated. When you miss classroom instruction and presentations, classroom discussions, audio-video presentations, time for guided practice, and classroom participation, you have missed learning opportunities which can't be made-up.

Both you and your parents should understand that you miss a vital part of your education when you are absent from school.

After an absence you have the responsibility to complete all make-up assignments. Two days will be allowed to make up work for every school day missed that is excused or you will not receive credit for work missed. You also need to understand that you may not receive full credit for being in class when you have not been in attendance.

WHAT'S THE DIFFERENCE BETWEEN AN "EXCUSED" AND AN "UNEXCUSED" ABSENCE?

All absences except those for participating in school sponsored events are recorded as either "excused" or "unexcused." The Principal has the responsibility to determine whether an absence will be recorded as "excused" or "unexcused," and will make a decision about how your absence will be recorded after reviewing information supplied by you and your parents or guardian.

The Principal has the responsibility to follow the laws of the State of South Dakota, which list only three reasons for which a student may be excused for not attending school. The three reasons are your personal illness, an emergency in your family such as a death or serious illness of a family member, or for your participation in school-sponsored activities which require you to miss classes. The school will try to work with you and your parents for other reasons you may need to be absent as long as the reason for an absence is discussed with the Principal in advance.

When your absence is recorded as "Excused" you will be allowed to do whatever make-up work is available, and you will receive full credit for the quality of the work you do, provided it is completed within the time frames established by your teachers. Remember, you may miss work that can not be made up and, therefore, you will not receive credit for that portion of the work missed. For "Excused" absences, every effort will be made to provide you with the opportunity to earn as much credit as possible.

If you have an absence that is recorded as "Unexcused," you will not receive credit for the work even if your teacher requires that you complete it. If no grades were taken in the classes you missed, your teachers will record a grade of ZERO in the grade book for all periods missed. Your parents will be notified of all "Unexcused" absences, and you will be required to serve ISS or Saturday Detention time as assigned by the Principal. Irregular school attendance may lead to a denial of the opportunity to attend school. All absences for reasons other than those provided for in the laws of the State of South Dakota or those that have not been cleared in advance by the Principal after discussions with your parents or guardian will be considered as "Unexcused." Skipping school for any part of the school day or any absence that has not been verified as excusable by your parents or guardian prior to your return to class will be recorded as "Unexcused." All days missed due to suspensions for disciplinary reasons will also be recorded as "Unexcused." Any student missing **6** or more meetings of a specific class period attendance in a **term (quarter)** for any reason will have his/her attendance record examined to determine if credit should be granted.

WHAT CLASSES & HOW MANY AM I REQUIRED TO TAKE?

All students must earn and complete 24 credits to earn their high school diploma. Following is a list of classes required at the respective grade levels:

Units in 9 th Grade	Units in 10 th Grade	Units in 11 th Grade	Units in 12 th Grade
1.0 English I 1.0 Math 1.0 Physical Science 1.0 Computer Science	1.0 English II 1.0 Biology 1.0 Math 0.5 World History 0.5 Economics	1.0 English III 1.0 American History	1.0 English IV or College Bound English 0.5 American Government 0.5 World Geography

9th and 10th grade students must have a full class schedule per term with no study halls. 11th and 12th grade students may have only one study hall per term. Students who schedule a work release program must be enrolled in two credits per term. Also, eligibility for athletics & other co-curricular activities requires passing two credits during a semester. Students having academic difficulty could be assigned to the tutor or study hall at the principal's discretion. Starting with the class of 2011, a student will be required to take a math class in their freshmen, sophomore, and junior school year. Deviation from this would be at the principal's discretion.

GRADUATION REQUIREMENTS EFFECTIVE FALL 2006

HIGH SCHOOL GRADUATION REQUIREMENTS					
Standard Graduation (Basic HS Program)		Advanced Graduation (Recommended HS Program)		Distinguished Graduation (Required credits (*) for SD) (Opportunities Scholarship)	
4.0 units	English/Reading & Communication Arts	4.0 units		4.0 units	*
3.0 units	Social Studies (1.0) U.S. History; (0.5) U.S. Government; (0.5) Geography; (0.5) World History; (0.5) Economics	3.0 units		3.0 units	*
3.0 units	Mathematics Must include: Algebra 1	3.0 units	Also include: Algebra II Geometry	4.0 units	* Also include: Addnl credit high level math course
2.0 units	Science (must be 2 credits of lab science) Must include: Physical Science Biology	3.0 units	Also include: Chemistry or Physics	4.0 units	* Also include: Addnl credit lab science
1.0 units	Fine Arts			1.0 unit	*
0.5 unit	Physical Education or Health			0.5 unit	
1.0 unit	Computer Studies			1.0 unit	
2.0 units	Required Offerings (must select 2 units with any combination of the following) a. World Language courses b. Approved Career & Technical Education courses c. Mathematics courses (in addition to meeting the mathematics requirement above) d. Science courses (in addition to meeting the science requirement above)			2.0 units	* a. World Language (*2 years same language)
7.5 units	Electives	6.5 units	Electives	4.5 units	Electives
24 units	TOTAL CREDITS	24 units	TOTAL CREDITS	24 units	TOTAL CREDITS

WHAT HAPPENS IF I DON'T PASS MY CLASSES?

High school students can not receive a diploma unless they have successfully completed all required classes plus enough elective courses to earn the required number of credits for graduation. If a high school student fails a required class, she/he will be given the opportunity to retake the class a second time only. If a student fails a required class for the second time, credit for the requirement will have to be earned through Strive High, an approved correspondence course or summer school at the student's expense. Permission to earn credit from courses not offered at Dell Rapids High School must be obtained in advance from the Principal.

Students who have not earned enough appropriate credits for granting a diploma will not be allowed to participate in Commencement exercises unless all conditions set forth by the Principal have been met successfully.

High school students must have earned a minimum of five credits to be considered a sophomore, ten credits to be considered a junior, and fifteen credits to be classified as a senior. Students will not be allowed to schedule more than six classes per semester to make up credits not earned due to failing grades unless special arrangements have been made with the Principal.

GUIDANCE

The school has a full time guidance counselor. He is available to help you with information about courses, scheduling, colleges, military service and other careers. He is also available to assist you with personal problems. If you need to see him, get a pass and arrange for a conference. The appropriate times for conferences, other than emergencies, are before or after school and during study hall.

HOMEWORK

Homework is an important part of student life. It is very difficult to pass classes unless homework assignments are completed when due.

Students at the high school level should expect to have some homework assigned to them each day. Many students report they need to schedule one to two hours daily to complete their homework assignments. Homework assignments are due as assigned by the teacher. Homework turned in late may not be accepted, and students may receive no credit, or a reduced amount of credit for work handed in late. Participation in or attendance at school sponsored functions is not a valid reason for not completing homework assignments. Students are responsible for completing homework with assistance from teachers and parents. Teachers will communicate with parents when a pattern of incomplete work is established by a student.

INFORMATION ABOUT YOUR GRADES & REPORT CARDS

The school will make a report to your parents about your progress four times each year in the form of a Report Card. The grades and marks used on your report card are listed below and the percent listed will be used as a guideline for assigning grades.

A+ = 100-98% = 12 GP	C+ = 85-86% = 6 GP	F = 69%-00% = 0 GP
A = 96-97% = 11 GP	C = 83-84% = 5 GP	I = Incomplete
A- = 94-95% = 10 GP	C- = 80-82% = 4 GP	WP = Withdrew Passing
B+ = 92-93% = 9 GP	D+ = 78-79% = 3 GP	WF = Withdrew Failing
B = 90-91% = 8 GP	D = 74-77% = 2 GP	WD = Withdrew Discipline
B- = 87-89% = 7 GP	D- = 70-73% = 1 GP	P = Passing

In addition to the letter grades described, an "I" will be recorded for "Incomplete" in the event you have not completed course requirements due to unusual circumstances. A grade of ZERO will be calculated with other grades earned for all incomplete work unless it is completed within the time frames established by your teacher, usually within a very few days after the end of the grading period. The grade earned, with credit for work completed, or with ZERO'S factored in for work not completed, will then be recorded for the grading period.

When students drop a class after ten days of the semester, a WP will be recorded if you were passing the class at the time you withdrew, A WF will be recorded if you were failing at the time you withdrew. A WD will be recorded in the event you were permanently removed from the class for disciplinary reasons. No credit is earned for grades of "F," "I," "WP," "WF" or "WD." Students must provide parent consent to drop a course after 10 days.

HONOR ROLL

The Honor Roll is computed and published at the end of each grading period. Students are placed on one of three Honor Rolls:

Gold - 4.00 and above	Silver – 3.50 – 3.99	Bronze - 3.00 – 3.49
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No student will be included on any of the Honor Rolls if s/he has earned a grade lower than a C regardless of their grade average, or if he/she has not completed all requirements for the grading period ("I" at the time the Honor Roll is calculated).

WITHDRAWALS

Are you moving or quitting school? Students withdrawing from school must first present a written note from their parents or guardian consenting to the withdrawal. They will be given a clearance slip in the office which must be checked in. The signed slip is then returned to the office. Students must clear through the office of the Principal. A permission to transfer records sheet must be signed by the student (if over 18) or parent. Documents will be sent directly from this school to the new school, not handed over to a student or parent.

TRANSPORTATION TO & FROM EVENTS

When you travel to a school sponsored event in a school vehicle, you must return in that vehicle unless permission to the contrary is requested by your parents in person or by telephone to the sponsor of the activity or Principal before the vehicle departs. You are required to travel to and from all events in which you are a participant in school vehicles unless special arrangements described above have been made. Under no circumstances will you be given permission to travel with peers. If you fail to cooperate with the rules regarding transportation to and from events, you will be dropped from the activity.

FIRE & TORNADO DRILLS

Fire and tornado drills are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows all directions. The teacher in each classroom will give you instructions.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment, and furniture provided by the school. Students who do damage to supplies, equipment, furniture, or the buildings will be suspended from school for five days, and/or be required to pay for all damages done, and/or be referred to the appropriate law enforcement agency for prosecution.

TEXTBOOKS

All students are issued textbooks for their use in the classes in which they are enrolled and are responsible for their return and proper care. Fines are assessed when textbooks are lost or are severely damaged on the following basis: New books during the first year of use - 100% of the purchase price; books in their second year of use - 80% of the purchase price; books in their third year of use - 60% of the purchase price; books in their fourth year of use - 40% of the purchase price; books in their fifth year of use - 20% of the purchase price.

Other fines for lesser amounts may be assessed at the discretion of the teacher for minor damages or for books returned in an unsightly condition, or for books past their fifth year of use.

Textbooks left outside a student's own locker will be collected periodically and turned in at the office. A fifty cent fine per book will need to be paid before the book is returned to the student. Replacement textbooks will not be issued until the financial obligation for the first book issued is satisfied in full.

LOCKERS

Each student is assigned a locker at the beginning of the school year and may not change his/her locker assignment without permission from the Principal. Your locker has a combination lock with a combination known only to you and your locker partner if you are assigned one. You must not share your locker combination with anyone other than your locker partner. You will not be assigned a new locker because someone else knows your combination. You are to keep materials, books, supplies, and equipment locked in your locker at all times when they are not in use. The locking mechanism on your locker must not be altered or prevented from working in any way.

Lockers are the property of the school and are loaned to you for your use. You are responsible for their proper use and care, and you may be assessed a fine for damages. The administration of the school has the responsibility to search lockers if there is reason to believe they contain articles which violate the law, school rules, or pose a potential hazard to others, or contain stolen property.

FIGHTING

Fighting is prohibited on school grounds or at school activities at home or away. Students involved in fighting will be suspended in accordance with the Progressive Discipline Plan.

FOOD AND DRINKS

The Student Council, Elite Club, and Junior Class provide vending machines in the building for student use, under the regulations of the school district's Wellness Policy. Proceeds from these machines go directly to student funds. There are designated times that students can vend products from those machines. All other food and drink should be kept out of the building.

Students bringing their own lunches must eat them in the lunchroom, high school commons, or an area supervised by a staff member.

Remember the high school building is the home of over 300 students for over eight hours a day. Treat it as your home, or even more carefully. The school property belongs to all of us. Let's take pride in our school, so visitors as well as students and staff may be proud of its appearance.

HALLWAYS

Students are subject to the same rules which govern behavior in classroom while they are in the hallways at school. Running is not permitted at anytime. Quiet, courteous behavior is expected.

LIBRARY

The school maintains a well stocked and equipped library for student use. It is a place to use for study, research, or for leisure reading to catch up on current magazines. Materials may be loaned to the student by checking them out of the library. Students are responsible for the prompt return of all materials checked out so that others may share them. Fines may be assessed for materials returned late, and replacement costs may be charged for materials damaged or not returned.

Students are subject to the same rules and procedures which govern conduct in any other part of this school when they are in the library.

ACTIVITY TICKETS

Activity tickets are available to each student in the Principal's office. The charge for an activity ticket for students in grades K - 8 is \$15.00, and the fee for students in grades 9 - 12 is \$20.00. Purchase of an activity ticket entitles the student to attend all home events (except for tournaments and double headers) without an additional charge.

Students must have their activity ticket with them when they attend events, or they will be charged the established entrance fee. Replacements for lost activity tickets may be purchased in the office for \$1.00 during the regular school day only.

SCHOOL HEALTH POLICIES

The Dell Rapids School District employs a full-time school nurse. If your child becomes ill or is hurt (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the Student Health and Emergency Update completed during registration week. For more serious injuries, an accident report will be completed by the school following the injury.

Medication Sent to School - It is our hope that medication can and will be administered at home. Only professionally prescribed medicine by a doctor and filled by a pharmacy will be administered by the school. In the event that there is a need for the student to take medicine during the school day, the medicine must be brought to the office and will be administered by trained personnel. As described by Board of Education policy, the following procedures must be followed:

All medications, required to be taken at school, **must be** in a container from the pharmacy labeled with the student's name, name of the medication, correct dose, time to be given, and doctor's name (no unlabeled medication will be given). Ask your pharmacist for a second container with the above information on the label for school use. Every medication must have a Medical Authorization Form with the student's name, medication name, dose, time to be given, and a parent's signature. No telephone permission will be allowed.

Only the School Nurse and those who have taken the medication administration course will be allowed to measure medications. If a liquid medication must be taken at school, it must be sent to school on a daily basis with only the amount to be given that day. The container will be returned to the student to be refilled for the next day. A small bottle with the correct label should be obtained from your pharmacist.

All scheduled II controlled substances, such as Ritalin and Dexedrine, must be brought to the school by the parents. Transportation of these medications by the student will not be allowed. Parents must bring in enough medication for one calendar month at the beginning of the month and the empty bottle will be sent home with the student at the end of the month for a refill.

Any health related service provided at the school, particularly physician prescribed services, may or may not be appropriate for the district to provide. Requests to determine if specific services are appropriate for the district to provide are made to the school nurse. Requests made to the nurse are subject to referral, review, and determination by the administration. Such services as medication and tube feedings fall under such review and determination.

The following rules shall apply:

1. The district shall not provide medical diagnosis and treatment of illness by any school personnel including the school nurse. Medical diagnosis and treatment are not the responsibilities of the district and shall not be practiced by any school personnel.
2. School personnel shall not provide aspirin or any other medication to students. The only exception to this rule shall be school personnel specifically designated by the school nurse and confirmed by the building principal.
3. "Over the counter drugs" shall not be supervised or kept in the health office unless directed by the physician. In the K-4 building, students are not allowed to have over-the-counter medications on their person or in their control.
4. PRESCRIPTION: Medications shall be stored in a locked location provided for medication storage.
5. Students requiring prescription medications at school shall be identified by the parent to authorized school personnel.
 - a. A completed "Request and Authorization for Medication" form shall be submitted to the school office. This form must be completed for each medication to be given at school. This form must be updated annually or with any change in medication dose or time to be given.
 - b. Medication shall be brought to school by the parent in a bottle, labeled by the pharmacy, including the student's name, medication name, physician and dosage of the drug to be taken.
 - c. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
 - d. In specific situations, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student.
 - c. All medication not picked up by a parent by the last day of school will be destroyed.
6. The need for other physician prescribed services shall be reported to the principal and school nurse.
7. Recording forms for physician prescribed services will be retained at school in a Health Services working file for a year and then destroyed. The Health Record for physician prescribed services other than oral, topical and inhalation medications will reflect that services were provided by a summary in the space provided for additional information. Records for services reimbursed by Medicaid will be retained for six years.

STUDY HALL

The Study Hall is for one purpose: To give you an opportunity to pursue your studies. All students are required to bring books and materials to study hall, and to comply with all rules established by the study hall teachers or be subject to the same penalties established for misconduct in the regular classrooms.

OFFICE TELEPHONE AND CELLULAR PHONE AND ELECTRONIC DEVICE USE

Change section to read:

Students may use the phone in the office on the counter with permission. The phone should not be used during a class period, unless there is an emergency. Other office phones should be used only in case of emergency.

Electronic devices including but not limited to items such as cellular phones and pagers, are prohibited while classes are in session. Such electronic devices can be disruptive to the learning environment, used for cheating, and are inappropriate for the classroom setting. Students are not to carry such devices on their person during the time classes are in session. It is recommended that students leave these items at home or locked in their lockers or vehicles. If students are observed or discovered using a device while class is in session the item will be confiscated. If the student does not turn the device over, it will be viewed as insubordination.

Cellular phones which have the capability to take “photographs” or “moving pictures” shall not be used for such purposes while on district property or at school sponsored events unless permission has been obtained by a staff member.

The district shall not be responsible for loss, theft or damage to personal communication devices brought to district property or school sponsored events.

If there is an emergency and use of the electronic device is needed by the student, permission may be granted from a staff member or the office.

It is at the discretion of each teacher whether or not to allow music listening devices (such as MP3 players, iPods, CD players, etc.) in their classroom.

1st offense – item is confiscated and returned to student at end of school day.

2nd offense – item is confiscated and returned to parent/guardian only.

3rd offense – item is confiscated and returned to parent/guardian. The incident will be viewed as insubordination and referred to the Progressive Discipline Plan.

LUNCH HOUR

Students in grades 9, 10 and 11 have a closed lunch policy. Seniors have an open lunch hour. Closed lunch means students are not to leave the school building at any time during their lunch hour. If a student needs to leave, the student will get permission from a parent or the high school principal to leave during the lunch hour.

PUBLIC DISPLAY OF AFFECTION AT SCHOOL

Students must use moderation concerning their affectionate expressions towards others while in school. Excessive public display of affection is out of place at school. It is unnecessary and is offensive to most other students. Holding hands in the halls is not considered objectionable, but kissing, embracing, and inappropriate touching would be considered to be in poor taste. There are more mature and respectable ways to express one’s fondness for another of the opposite sex. Students should exercise self-discipline and show respect for one another.

CODE OF CONDUCT FOR STUDENTS IN ATHLETIC AND NON-ATHLETIC CO-CURRICULAR ACTIVITIES

DELL RAPIDS PUBLIC SCHOOL DISTRICT CODE OF CONDUCT

Success in any activity is developed through HARD WORK, GOOD ATTITUDES, GOOD TRAINING, and lots of HEART AND DESIRE. Many of our past successes and future successes will be dependent on good training. As a student/participant of Dell Rapids School District, you will be expected to make some sacrifices. DRSD does not wish to make robots out of individuals. DRSD does not want you to lose personal identity. DRSD is not interested in having students become so involved in activities that there can be nothing else in life.

The athletic department is interested in young men and women being given the opportunity to select activities to which they can dedicate themselves to a “cause” along with participation in other phases of well-balanced life-style. Accepted standards of personal appearance and behavior patterns may vary greatly between participants and your own peers. To successfully fulfill the requirements and meet the standards of both groups is often very difficult. Give serious thought to which group you wish to gain status, and direct your efforts to that end. It can be very difficult to “sit on both chairs at once”, especially when the “chairs” are so far apart.

Once you have elected to represent Dell Rapids School District, through athletic or other activities and are identified and/or recognized as such, you will be expected to abide by these rules and regulations **AT ALL TIMES**. Students who choose to represent the Dell Rapids School District in its extracurricular activities have availed themselves of special opportunities. They are expected to conduct themselves in an appropriate manner both within the school setting and at other times.

SCHOOL SPIRIT

School Spirit may be divided into five categories:

Courtesy: To award fellow students, teachers, opponents, and the officials who administer athletic events.

Pride: In everything our school endeavors to accomplish and has accomplished.

Sportsmanship: The ability to win and lose gracefully.

Loyalty: To all functions of the school. A loyal student supports our school and does the utmost to keep scholastic and activity standards at the highest possible level.

Involvement: As a possible participant in various school activities.

CODE OF CONDUCT AT ATHLETIC EVENTS

Sportsmanship is that quality of honor that desires to be courteous, fair and respectful, and is interpreted in the conduct of players, coaches, and school authorities.

WE DO BELIEVE:

In treating officials and opponents with respect.

In controlling our temper to the best of our ability and being a good sport whether in victory or defeat.

In joining in our school song and cheers.

In respecting the property of others and schools.

That our conduct reflects credit to our school.

WE DO NOT BELIEVE:

- In interfering with our opponent's cheers.
- In the use of profane language.
- In booing or razzing of our opponents.
- In throwing objects, scuffling, or rowdy conduct.

Any student/athlete whose conduct during the school year is such to make him/her unworthy to represent the school may be ruled ineligible to represent the school in extracurricular activities. The determination of ineligibility and the period of time will be determined by the administrators and/or coach/sponsors.

**DELL RAPIDS SCHOOL DISTRICT
QUARRIERS**

PARENT/COACH COMMUNICATION

Parent/Coach Relationship:

Both parenting and coaching are extremely difficult vocations. By establishing understanding of each position, we are better able to accept the actions of others and provide greater benefits to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

What type of communication should you expect from your child's coach?

- Philosophy of the coach (program's goals and objectives).
- Expectations the coach has for your child as well as all players on the squad.
- Location and times of all practices and contests.
- Team requirements: ex: fees, special equipment, conditioning, team roles, etc.
- Procedure should your child be injured during participation.
- Discipline that results in the denial of your child's participation.
- Philosophy of participation. At high school level, the coach will play his/her best athletes.
- Policies regarding transportation, practice, vacations, lettering, etc.
- Player of the Week Guidelines.

What kind of communication do coaches expect from parents?

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Dell Rapids Public, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

What are some appropriate concerns that may be discussed with the coach?

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

What are some issues which are not appropriate to discuss with coaches?

There are situations which may warrant a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

Call to set up an appointment.

The high school phone number is 428-5473, ext. 3. Do not call the coach's home.

If the coach cannot be reached, call the Athletic Director, Bruce Olson. He will set up the meeting for you.

Please do ***not*** attempt to confront a coach before or after a contest or practice. These can be emotional times for both parent and the coach. Meetings of this nature ***do not*** promote ***resolution***.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

Call and set up an appointment with the Athletic Director to discuss the situation.

At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handout makes both your child's and your experience with the Dell Rapids School District Athletic Program less stressful and more enjoyable.

Please remember that the fields or gymnasiums are your child's classrooms. Many valuable lessons are learned within these athletic arenas. Our program is an educational one in which students will grow from both positive and adverse situations.

DELL RAPIDS SCHOOL DISTRICT ACTIVITY CODE OF CONDUCT FOR STUDENTS IN ATHLETIC ACTIVITIES

POLICY STATEMENT

Student participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who choose to participate in co-curricular and extra-curricular activities are expected to positively represent their school by demonstrating appropriate behavior year round.

These activity rules will be enforced year round, which includes the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates this regulation shall be ineligible to participate according to the activity rules listed below.

Any middle school or high school student wishing to participate in school co-curricular and/or extra-curricular activities shall not possess, sell, dispense, or use tobacco; a controlled or mood-altering substance, such as steroids, marijuana, inhalants, alcohol and other drugs; or commit any crime against a person or against property. An effort should be made to assist students who seek help for a chemical dependency problem. Students with no identified violations will not be penalized if they voluntarily enter a treatment program and abstain. If, while in this program, they violate the rules, they will be penalized the same as any other student.

DEFINITIONS

1. School Athletic Activities: School athletic activities are all school sanctioned student athletic activities, including but not limited to football, cross country, golf, basketball, wrestling, volleyball, track & field, and cheerleading.
2. School Athletic Activity Event: A public presentation, performance, competition, or trip associated with participation in a school athletic activity.
3. “Year round” shall mean, 24-hours a day, 365 days a year.

SCHOOL DISTRICT RULES & CONCEQUENCES:

1. Students must meet the eligibility requirements set by the South Dakota High School Activities Association. Students are **NOT ELIGIBLE IF**:
 - a. They have reached their 20th birthday
 - b. Have attended more than 4 first and 4 second semesters in grades 9-12.
 - c. Have not passed 20 hours per week of high school work in the previous semester.
 - d. Have not enrolled in or attended a minimum of 20 hours of class per week.
 - e. Have graduated from a 4 year high school or an equivalent institution.
 - f. Have not enrolled by the 16th day of the current semester.
 - g. Have been absent for 10 consecutive school days – except illness/emergency.
 - h. Transferred without open enrollment completed or a parental resident change.
 - i. Do not have all a physical, history, or permission slip on file.
 - j. Have ever participated in an athletic contest under an assumed name.
 - k. Have ever violated their amateur status.

1. Have completed as a individual or member of another team during their regular high school season.
2. The consequences listed below for violating this policy are minimums only. The Activities Director may prohibit participation from athletic activities for a greater period of time and/or impose penalties in addition to suspension from the activity, and the superintendent or school board may prohibit participation from athletic activities for a greater period of time and/or impose penalties in addition to suspension from the activity.
3. Students serving in-school or out-of-school suspension are not eligible to participate in athletic activities or activity events on days they are suspended.
4. If the violation occurs at school, at a school event, on school property, or while under the supervision of the activity advisor, the district rules of student conduct and discipline shall also be applied. If the student is also in co-curricular or extra-curricular activities, the District's Co-Curricular and Extra-Curricular Activity Code of Conduct shall be applied separately and in addition to this policy.
5. The following steps must be taken prior to suspending a student from an athletic activity or activity event:
 - a. The Activities Director must inform the student of the rule, regulation, or policy that has been allegedly violated and how the rule, regulation or policy was allegedly violated.
 - b. The student will be given an opportunity to answer the charges and present evidence on his or her behalf.
 - c. The Activities Director shall render a decision as soon as possible after reviewing the case and inform the student and student's parent of the decision.
 - d. Upon suspending a student the advisor or principal shall provide oral or written notice of the suspension to the student's parent(s) or guardian(s).
6. In the event the student or parents believe that the student has been suspended from an athletic activity or event without just cause, the student or parent may appeal the decision within five school days to the Superintendent or Superintendent's designee. The Superintendent or designee has five school days to respond to the appeal. The student will remain ineligible during the appeal process. Should the parent or student disagree with the Superintendent's or Superintendent's designee's decision the parent or student may appeal the decision within five school days to the Board of Education. The School Board shall schedule an executive session at the next regularly scheduled school board meeting, at which time the student, parent, and such other persons as may be deemed necessary must be present, and the Board shall address the appeal.
7. Student conduct rules and training rules for students will begin on the first day of class (or athletic activity, if the activity starts before the first day of class) of student's seventh grade or the first day of enrollment to the district after that time.
8. Conduct violations accumulate over a students 7-12 grade middle school and high school career.
9. Suspension begins with the date the student is informed by the Activities Director of the suspension.
10. "Evidence" of a violation may be the result of:
 - a. information received from law enforcement or court services personnel provides reasonable cause to believe that an infraction has occurred;

- b. a student found guilty, pled guilty, or enters a no contest plea in either Juvenile court or adult criminal court;
 - c. a self-reported violation by either the parent or student; or
 - d. an observed violation reported by a staff member.
 - e. an observed violation reported by a person not a school district employee, provided the information has been verified to the satisfaction of the Activities Director.
11. Consequences for violations:
- a. First Violation: For the first violation, the athlete will be suspended for ten percent of the regular scheduled season of athletic events during the athletic season in which they are a participant or the upcoming athletic activity season in which they would be a participant. The number of suspended games may carry over into the next season that the athlete is a participant.
 - b. Second Violation: For the second violation, the athlete will be suspended for forty percent of the regular scheduled season of athletic events during the athletic season in which they are a participant or the upcoming athletic activity season in which they would be a participant. The number of suspended games may carry over into the next season that the athlete is a participant.
 - c. Third Violation: For the third and every subsequent violation, the student shall not participate in any school athletic activity for twelve calendar months. The student will not be eligible for athletic activity awards during the twelve-month period.
12. In order to satisfy the consequences of an athletic activity violation, a student must participate in the activity after the suspension is completed, until the end of that activity season. The student may not join an activity after the season has started in order to satisfy the suspension for an activity violation.
13. Students in violation of athletic activity rules during their season of participation will not be eligible for any district post-season or year-end awards.
14. Students who have had only **one** violation and then remain violation-free for twelve consecutive months from the date of the last violation, start over with a clean record. This opportunity applies only once during a student's 7-12 grade school career.

STATE LAW VIOLATION & CONSEQUENCES pursuant to SDCL 13-32-9:

In addition to school district consequences, state law (SDCL 13-32-9) can also result in the student not being able to participate in any activity sanctioned by the South Dakota High School Activities Association (SDHSAA). SDCL 13-32-9 requires:

First Violation: SDCL 13-32-9 states that any person adjudicated, convicted, the subject of an informal adjustment or court approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the DOE for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a high level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Subsequent Violation: SDCL 13-32-9 states that upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

[The school will not reduce twelve-month suspensions from activities of students who have a second or third adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15.]

DELL RAPIDS SCHOOL DISTRICT
CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITY
CODE OF CONDUCT
FOR STUDENTS IN NON-ATHLETIC ACTIVITIES

POLICY STATEMENT

Student participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who choose to participate in co-curricular and extra-curricular activities are expected to positively represent their school by demonstrating appropriate behavior year round.

These activity rules will be enforced year round, which includes the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates this regulation shall be ineligible to participate according to the activity rules listed below.

Any middle school or high school student wishing to participate in school co-curricular and/or extra-curricular activities shall not possess, sell, dispense, or use tobacco; a controlled or mood-altering substance, such as steroids, marijuana, inhalants, alcohol and other drugs; or commit any crime against a person or against property. An effort should be made to assist students who seek help for a chemical dependency problem. Students with no identified violations will not be penalized if they voluntarily enter a treatment program and abstain. If, while in this program, they violate the rules, they will be penalized the same as any other student.

DEFINITIONS

1. Co-curricular Activities: Co-curricular activities are activities directly related to a class and for which a student receives a grade or points which result in a grade. Co-curricular activities in band and vocal activities.
2. Extracurricular Activities: Extra-curricular activities are school-related activities, other than athletics, which are not directly related to a class and do not result in a grade or points which result in a class grade. Extra-curricular activities include, but are not limited to one act play, three act play, improv, oral interpretation, royalty candidates, clubs, dances, student council, National Honor Society, journalism, vocal, FFA, FCCLA
3. School Co-curricular or Extra-curricular Activity Event: A public presentation, performance,

competition, or trip associated with participation in a school athletic activity.

4. "Year round" shall mean, 24-hours a day, 365 days a year.

SCHOOL DISTRICT VIOLATION & CONSEQUENCES:

A. First Violation: After confirmation of the first violation, the student will be suspended for the next one (1) activity event, performance, or competition following the violation.

B. Second Violation: After confirmation of the second violation, the student will be suspended for the next two (2) activity events, performances, or competition following the violation.

C. Third Violation and subsequent violations: After confirmation of the third and *all subsequent violations*, the student will be suspended for the next three (3) activity events, performances, or competitions following the most recent violation.

STATE LAW VIOLATION & CONSEQUENCES pursuant to SDCL 13-32-9:

In addition to school district consequences, state law (SDCL 13-32-9) can also result in the student not being able to participate in any activity sanctioned by the South Dakota High School Activities Association (SDHSAA). SDCL 13-32-9 requires:

First Violation: SDCL 13-32-9 states that any person adjudicated, convicted, the subject of an informal adjustment or court approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the DOE for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a high level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Subsequent Violation: SDCL 13-32-9 states that upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

Miscellaneous Co-Curricular and Extra-Curricular Activity Rules

1. The consequences listed above are minimums only. The Activities Director may prohibit participation from extra-curricular activities for a greater period of time and/or impose penalties in addition to suspension from the activity, and the superintendent or school board may prohibit participation from co-curricular activities for a greater period of time and/or impose penalties in addition to suspension from the activity.
2. Students serving in-school or out-of-school suspension are not eligible to participate in co-curricular or extra-curricular activities or activity events on days they are suspended.
3. If the violation occurs at school, at a school event, on school property, or while under the

supervision of the activity advisor, the district rules of student conduct and discipline shall also be applied.

4. The following steps must be taken prior to suspending a student from an activity or activity event:
 - A. The Activities Director must inform the student of the rule, regulation, or policy that has been allegedly violated and how the rule, regulation or policy was allegedly violated.
 - B. The student will be given an opportunity to answer the charges and present evidence on his or her behalf.
 - C. The Activities Director shall render a decision as soon as possible after reviewing the case and inform the student and student's parent of the decision.
 - D. If suspension from a co-curricular activity is for more than ten school days or if expulsion from a co-curricular activity is recommended by the Activities Director, the rules related to long-term suspension and expulsion (ARSD 24:07:03 and ARSD 24:07:04) shall apply.
5. Upon suspending a student the advisor or principal shall provide oral or written notice of the suspension to the student's parent(s) or guardian(s).
6. In the event the student or parents believe that a student has been suspended from an extra-curricular activity without just cause, the student or parent may appeal the decision within five school days to the Superintendent or Superintendent's designee. The Superintendent or designee has five school days to respond to the appeal. The student will remain ineligible during the appeal process. Should the parent or student disagree with the Superintendent's decision the parent or student may appeal the decision to the Board of Education and the School Board shall schedule an executive session at the next regularly scheduled school board meeting, at which time the student, parent, and such other persons as may be deemed necessary must be present, at which time the Board shall address the appeal.
7. Conduct rules for students will begin on the first day of class (or school activity, if the activity starts before the first day of class) of student's seventh grade or the first day of enrollment to the district after that time.
8. Conduct violations accumulate over a student's 7-12 grade, middle school and high school career.
9. Suspension begins with the date the student is informed by the Activities Director of the suspension. A student is not subject to SDCL 13-32-9 consequences and upon the date the school is notified by the Unified Judicial System pursuant to SDCL 13-32-9 law violations.
10. "Evidence" of a violation may be the result from:
 - A. Information received from law enforcement or court services personnel provides reasonable cause to believe that an infraction has occurred;
 - B. A student found guilty, pled guilty, or enters a no contest plea in either Juvenile court or adult criminal court;
 - C. A self-reported violation by either the parent or student;
 - D. An observed violation reported by a school district employee;
 - E. An observed violation reported by a person not a school district employee, provided the information has been verified to the satisfaction of the Activities Director.

APPENDIX A

**STUDENT RELATED
SCHOOL BOARD POLICIES**

APPENDIX A: STUDENT RELATED BOARD POLICIES

JFC STUDENT CONDUCT

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and to provide an effective school program. Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus (see policy JFCC).

Each student is responsible for the following areas if he/she is to receive an education in the Dell Rapids School District:

1. Do the required school work and put forth a reasonable effort in assigned work.
2. Bring appropriate equipment and material.
3. Be responsible for his/her own school work.
4. Attend school and classes punctually and regularly.
5. Respect the rights of fellow students to be free from physical and/or verbal abuse and intimidation.
6. Respect the rights of fellow students to receive an education free from disruption in an orderly learning environment.
7. Abide by the rules and regulations governing conduct established by law the Board of Education, the administration, and teaching staff.

Students who refuse to accept these responsibilities will be subject to action which may lead to temporary denial of the opportunity for education in the Dell Rapids School District, through suspension or expulsion.

ADOPTED: MAY 11, 1987

JFC STUDENT DRESS CODE

Students attending any of the schools in the Dell Rapids School District 49-3 or representing the school district at a school sponsored function will not be allowed to wear any articles of clothing which convey any message of profanity, of drug, alcohol or tobacco, are sexually suggestive, or display racial slurs.

JFCH/JFCI ALCOHOL USE BY STUDENTS / DRUG ABUSE BY STUDENTS / CHEMICAL ABUSE

The Dell Rapids Public School District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the districts' schools. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psycho-active and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at

other activities and in vehicles parked on school property. This policy is not intended to address the use and possession of tobacco products.

1. **STUDENT DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM:** An age appropriate, developmentally based drug and alcohol education prevention program will be incorporated into the curriculum for all students. This drug and alcohol education prevention program shall address the legal, social and health consequences of drug and alcohol use. Through the drug and alcohol education and prevention program techniques for resisting peer pressure to use illicit drugs or alcohol will be provided.
2. **POSITION STATEMENT:** The Dell Rapids School District believes that the use, sale, and possession of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. This statement will be part of the Student Handbook.
3. **STANDARDS OF CONDUCT:** A student shall not possess, use, transfer, conceal, sell, attempt to deliver, deliver, nor be under the influence of alcohol or a controlled/illegal substance while at school or while participating in or attending a school activity. Nor shall a student possess drug paraphernalia while at school or while participating in or attending a school activity. Students who use medication as prescribed by a licensed physician are not in violation of this policy.

4. **DISCIPLINARY SANCTIONS:**

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

A. First Offense

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration will suspend the student according to the suspension policies of the school district.
3. If appropriate, the administration will notify law enforcement authorities.

B. Second and subsequent offenses

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. If appropriate, the administration will notify law enforcement authorities.
3. The administration will suspend the student for long term suspension or expulsion according to the policies of the school district.
4. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and the family.

The following procedures will be used in dealing with students supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.

A. First Offense and subsequent offenses:

1. Supplying or selling chemicals will result in a five (5) day suspension according to the suspension policies of the school district.
2. The administration will refer the case to available law enforcement authorities.
3. The administration will recommend to the School Board that the student be expelled. Expulsion may be recommended by the Superintendent.

5. **PROVISION OF DRUG AND ALCOHOL TREATMENT INFORMATION:** The superintendent of schools will provide to any person, upon request, information identifying programs regarding drug and alcohol

counseling and rehabilitation. Such information is available to students through the superintendent's office or the guidance counselor's office.

6. **PROVISION OF WRITTEN POLICY:** Parents and students will be provided a copy of the standards of conduct and the statement of disciplinary sanctions as part of the Dell Rapids School District's drug prevention program. Student and parent members of the school community are expected to be aware of and understand these policies and comply with them.
7. **COMPLIANCE MANDATORY:** Compliance with the Standards of Conduct in this policy is mandatory of all students.
8. **BIENNIAL REVIEW:** A biennial review by the District of this drug prevention program to (1) determine its effectiveness and to implement changes to the program if they are needed and (2) ensure that the Disciplinary Sanctions in this policy are consistently enforced. This will occur as part of the Board of Education review and approval of student handbooks.

Legal Reference: Public Law 101-226
ADOPTED: November 26, 1991

JFCJ DANGEROUS WEAPONS IN THE SCHOOLS

The possession/use of weapons or look-alike weapons will be regulated by the School Board policies.

POSSESSION OR USE OF A WEAPON

PROHIBITION: No student ((or person)) shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, ((in any vehicle on any school premises,)) in any school vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions.

For purposes of this policy, the term "weapon" shall include:

- A. Any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2(17), (23), and (46);
- B. Any "dangerous weapon" or "deadly weapon," including any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;
- C. Any "destructive device" including any bomb, grenade, explosive missile or similar device or any launching device therefore or any breakable container which contains flammable liquid with a flash-point of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks, rifles used for sporting purposes and other devices which would otherwise be excluded under the definition found in SDCL 22-1-2(13);
- D. Any "explosive" including any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
- E. Any "firearm" including any weapon from which a projective or projectiles may be discharged by gunpowder. As used in this provision, the word "gunpowder" includes any propellant that upon oxidation emits heat and light and is commonly use in firearms cartridges;
- F. Any "stun gun" including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;

- G. Any "ballistic knife: including any knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button;
- H. Any "knife," "club," "numchuk," "SLING-SHOT DEVICE" or similar item which is designed to, intended to or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury BY THE DESIGNER OR USER OF THE ITEM.

This policy does not apply to starting guns while in the use athletic events and supervised schools or sessions for training in the use of firearms.

PENALTY: ((Violation of this policy will result in suspension or expulsion according to the suspension and expulsion policies of the school district.)) Referral to the Board of Education for appropriate disciplinary action up to and including expulsion. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion.

LOOK-ALIKE WEAPONS

PROHIBITION: No student shall carry, have in his or her possession, store, keep, leave, place or put in the possession of another student any look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

1ST OFFENSE PENALTY: The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, the student's intent and the nature of the look-alike weapon and proximate resemblance to the real weapon. Then disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten days: and referral to the Board of Education: and referral to the Board of Education for disciplinary action including long-term suspension and expulsion.

2ND & ALL SUBSEQUENT OFFENSES PENALTY: ((After the first offense, violations will result in suspension or expulsion according to the suspension and expulsion policies of the school district.)) Referral to the Board of Education for disciplinary action.

ADOPTED: DECEMBER 13, 1993

JHCC STUDENT COMMUNICABLE DISEASES

The Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for students and school employees.

The determination of whether an infected student be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of building principal.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision making. The team may be composed of:

1. representation from the State Health Department
2. the student's physician
3. the student's parents or guardian(s)
4. the school principal

5. the school health services supervisor
6. the superintendent or designee
7. the student's teacher(s) and other appropriate school personnel

In making the determination, the team shall consider:

1. the behavior, developmental level, and medical condition of the student;
2. the expected type(s) of interaction with others in the school setting;
3. the impact on both the infected student and others in that setting;
4. the South Dakota Department of Health guidelines and policies, and
5. the recommendation of the County Health Officer, which may be controlling.

Factors or conditions that may be reason for exclusion from school attendance include but are not limited to the following:

1. physical aggression with a documented history of biting or harming others
2. child is not toilet trained, the child drools
3. presence of open draining sores in which the drainage cannot be contained appropriately.

If the district has reasonable cause to believe that a student is an infected individual, an appropriate medical evaluation of the student may be required.

If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an appropriate education program.

Public information will not be revealed about students who may be infected. If the student is permitted to remain in the school setting, appropriate information will be provided to school employees who have regular contact with the student.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

ADOPTED: JANUARY 25, 1988

ACAA SEXUAL HARASSMENT

It is the policy of the Dell Rapids School district that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible expulsion or termination for violation of this policy.

DEFINITION OF SEXUAL HARASSMENT: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or as a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or conditions relating to employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individuals' work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

RESPONSIBILITY: School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all

allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be displayed throughout district facilities and will be available at all administrative offices.

COMPLAINT PROCEDURE: Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the alleged violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

If the guidance counselor receives a report of sexual harassment he/she may pass the report onto the building administrator. If the building administrator is involved in the activity, the alleged violation should be reported to the building administrator's immediate supervisor.

After receiving a complaint of sexual harassment, the grievance officer will attempt to resolve the problem in an informal manner through the following process (For purposes of clarity, the grievance officer shall be the supervisor or administrator receiving the complaint.):

1. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
2. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
3. The grievance officer may hold as many meetings with the parties as is necessary to gather facts.
4. On the basis of the grievance officer's perception of the situation, he or she may:
 - a. Attempt to resolve the matter informally through conciliation.
 - b. Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board for termination or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

LEGAL REFERENCE: SD Executive Order 81-08 Federal Title IX (1972 Education Amendments)

ADOPTED: DECEMBER 21, 1987

JFCC STUDENT CONDUCT ON SCHOOL BUSES

The School Board believes that riding school transportation is a privilege and that the privilege can be limited, suspended, or taken away from any rider who (1) does not follow the bus rules, (2) is in violation of the student conduct policy, (3) is insubordinate, or (4) endangers safety on school transportation. This policy, its rules and procedures apply equally to riders from all schools (i.e., Public School and St. Mary's)

The driver is in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. To insure safety and respect for authority during transport, bus drivers have authority to suspend students for up to five days from bus transportation.

The bus driver will contact the parent or guardian by phone or in person prior to riding privileges being denied. The bus driver will inform the parent or guardian with the reason the suspension is necessary and the day/s the suspension is in effect. If a student's bus privileges were suspended on the way to school, the student will be allowed to ride home on the bus unless the bus driver feels special circumstances warrant having transportation home being arranged through the student's building principal.

BUS TRANSPORTATION DISCIPLINE PROCESS

The following discipline process will be used by bus drivers to keep parents and guardians informed and involved as student conduct problems develop.

1. First offense: Bus driver will call parents
2. Second offense: Bus driver will call parents, complete Pupil Transportation Incident Report and give copies to (1) Parents or guardian and (2) Student's building principal.
3. Third offense: Bus driver will call parents, complete Pupil Transportation Incident Report indicating suspension of 1 to 5 days, and give copies to (1) Parents or guardian (2) Student's building principal

A second suspension of bus privileges requires a conference with the building principal before riding privileges are reinstated. The parent must contact the building principal.

The discipline process is for student conduct problems that develop slowly. The bus driver has the option of treating more serious offenses, extreme behaviors, or quickly escalating student encounters with either Second or Third Offense consequences immediately.

SCHOOL BUS REGULATIONS

- A. Students must be on time at bus stops. If your bus had to wait as much as one minute extra at each bus stop, it would be between twenty to twenty-five minutes late. Students should remain well back from the roadway while awaiting the arrival of the bus. Bus riders should not move to board a bus until it is completely stopped and the door is open.
- B. The bus drivers shall not start the bus until all students are seated. While the bus is in motion all students must remain seated. When students are leaving the bus they must wait until the bus comes to a complete stop before leaving their seats. This rule is critical to student safety and must be enforced.
- C. Students must keep arms and hands inside the bus at all times.
- D. Students should not cross a highway before the bus arrives.
- E. When leaving the bus if it is necessary to cross the road do not cross before the driver signals you to do so. Students should cross at least 10 feet in front of the bus and cross only after looking both ways to be sure no cars are approaching from either direction.
- F. Bus drivers will not discharge students at any place other than the regular bus stop at home or at school without proper authorization from the parents of school official.
- G. The aisles must be kept clear. Never place anything in the aisles that would impede traffic through it.
- H. Conversation must be carried on in a normal tone of voice. There should be no shouting. When approaching a railroad crossing, absolute quiet is required.
- I. Boisterous or profane language is forbidden. Vulgar language or acts should not be tolerated by students, parents, The bus driver, teachers, or any staff on buses. These incidents should be reported immediately for investigation and verification so that the violator can
- J. It is against state laws to throw anything from a vehicle upon the streets or highways.
- K. Students will not be destructive (Removing screws from back of seats or cutting upholstery) as it could effect the safety of the bus.
- L. The driver of the bus is in charge and must be obeyed.
 - a. In the event of road emergency, children are to follow the directions of the driver.
 - b. The bus driver is authorized to assign seats.

M. Drivers and students will treat each other with mutual respect. If a student becomes a problem the bus driver will assign the student to a seat and inform the student of what is expected of him or her. The driver will also inform the parents of his action and why it was necessary to take the action.

ADOPTED: SEPTEMBER 19, 1977

AMENDED: AUGUST 12, 1996

JHG REPORTING CHILD ABUSE

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the State Statutes, it is the policy of the Dell Rapids School District 49-3 that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report in writing to the Principal or Superintendent who shall then immediately report to the States Attorney, or to the Department of Social Services, or to the County Sheriff, or to the City Police. The Principal or Superintendent who shall inform the school employee initiating the action within 24 hours and in writing that the report has been made. The employee shall make the report directly to the proper authorities if the Principal or Superintendent fails to do so.

The report shall contain the following information: name, address and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of the injuries or condition.

School employees, including administrators shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. A school employee's responsibility is limited to reporting his or her suspicion of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law is punishable by \$1,000 fine, one year in jail or both. Failure to make a report where abuse or neglect is suspected is subject to the same punishment.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded.

Copies of this policy shall be distributed by the Superintendent or his designee to all school employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect unless it is determined that the employee was acting in bad faith in making the report.

LEGAL REFERENCES: SDCL 26-8-6

26-10-10
26-10-11
26-10-12
26-10-12.2
26-10-12.3

26-10-14

ADOPTED: MAY 22, 1985
EFFECTIVE: JULY 1, 1985

JO STUDENT RECORDS

This is to notify all parents and students over 18 years of age that they are entitled to:

1. The right to inspect and review all of his or her records and to receive explanations and interpretations of the records;
2. The right to request an amendment in his or her educational records believed to be in error; the right to receive copies of all education records (a charge for copying may be made);
3. The right to request an impartial hearing if the educational agency refuses to amend an education record;
4. These records are on file in the office of the principal.

STUDENTS RECORDS POLICY: The Board of Education has adopted an educational records policy and, in implementing the release of information, that policy shall be considered.

JOA STUDENT DIRECTORY INFORMATION

Dell Rapids School District designates the following personally identifiable information regarding its students as Directory information:

- A. Name
- B. Address and phone number
- C. Date of Birth
- D. School attending
- E. Dates of Attendance
- F. Parents or guardian of student
- G. Participation in school-recognized activities
- H. Weight, height, age, and grade of members of athletic team
- I. Awards received
- J. Individual and group photographs pertaining to school activities
- K. Similar information which denotes accomplishment or achievement
- L. Disciplinary action administered by the central office.

THE ABOVE INFORMATION WILL BE PROVIDED ONLY TO INDIVIDUALS OR GROUPS FOR LEGITIMATE EDUCATIONAL PURPOSES.

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION: A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the Directory Information by notifying the Principal of the student's school in writing which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time.

ADOPTED: NOVEMBER 18, 1985

KL PUBLIC COMPLAINTS AND/OR CONCERNS

The Board of Education recognizes that situations may arise in the operation of the schools which are of concern to parents or the public. Such concerns are welcomed by the Board whenever they are motivated by a sincere desire to improve the quality of the educational program or to equip the school system to carry out its mission more effectively. The Board of Education feels such concerns are best dealt with through communication with appropriate staff members and officers such as the faculty, the principals, the superintendent, and the Board.

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

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the chairperson of the Board in letter form will be brought to the attention of the entire Board.

The Board considers it the obligation of employees of the schools to give serious consideration to the questions and comments of parents or the public.

ADOPTED: JUNE 14, 1988

KLB PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

1. Before filing a written challenge, the concerned party/parties should attempt to resolve the differences as follows:
 - a. If the materials are being used in classroom instruction, the party/parties should arrange a meeting with the classroom teacher to discuss the problem.
 - b. If the materials are in general circulation, the party/parties should arrange a meeting with the librarian.
2. If the party/parties wishes to pursue the matter further, he/she may obtain a form called "Request for Evaluation of Instructional Materials" from the Principal, Superintendent or any member of the Instructional Materials Review Board. This is to be filled out and returned.
3. After the form has been returned the Instructional Materials Review Board will meet.
4. The Principal will act as chairperson of the Instructional Materials Review Board and will appoint a membership which will have an odd number composed of: principal, librarian, 2 teachers, parents, and students.
5. The Instructional Materials Review Board will review the challenge and the material in question, as well as listening to the statements of those bringing the challenge and/or teacher if necessary. A written decision will be made within 7 days of the meeting of the Instructional Materials Review Board. The decision of the Instructional Materials Review Board will be submitted to the concerned party/parties to the appropriate principal, to the superintendent, and to the Board of Education.
6. If the concerned party/parties still remains in disagreement, the case may be appealed to the superintendent within 7 days.
7. Review/hearing will be held within 7 days, with a written decision to be made by the superintendent within 7 days.
8. If the concerned party/parties still disagrees, the superintendent is to be notified within 7 days. At that time, the case will be placed on the agenda of the next regular meeting of the Board of Education for its

review. The Board will make a final written decision no later than the second regularly scheduled Board meeting after the appeal is heard.

ADOPTED: APRIL 11, 1983

APPENDIX B

GRIEVANCES FOR DISCRIMINATION

APPENDIX B: GRIEVANCES FOR DISCRIMINATION

DELL RAPIDS SCHOOL DISTRICT 49-3 STUDENT GRIEVANCE PROCEDURE & POLICY FOR DISCRIMINATION

A grievance procedure is a means of inviting communication on matters of concern to the school and its students, short of their having to engage in disruptive behavior. The grievance procedure is not meant to lessen in any way the legal authority of the school officials to administer rules and regulations which govern student behavior.

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair in that it hinders or obstructs students in pursuit of an education, (2) that a school rule or practice discriminates between students within the same grade, class, or activity, (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are to be processed through three steps in the following order: A, to the counselor, B, to the building principal, C, to the Superintendent. On all three levels an informal conference is to be held within five school days of the date of filing of the complaint so that no student complaint shall consume more than twenty-one school days in all. The burden of proof is on the student to show that a rule is unfair, discriminatory, or that an unfair procedure has occurred.

GRIEVANCE PROCEDURE

A grievance should be presented in writing within five school days of the occurrence of the alleged unfair practice to:

Level 1: School Counselor: The school counselor will schedule with the grievant an informal discussion of said grievance within five school days of the date of filing. It is expected that many grievances may be resolved at this level.

Level 2: Building Principal: If a student is not satisfied with the resolution made at level one, the student may appeal in writing to the building principal for an informal conference and discussion of said grievance. Said appeal must occur within three school days of the resolution made at level one.

Level 3: Superintendent: If a student is not satisfied with the resolution made at level two, the student may appeal in writing to the superintendent for an informal conference and discussion of said grievance. The decision at this level is considered final. The final resolution of the grievance at this level is to be in writing.

The student may be represented at each conference by an adult, but the student must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place waives the grievant's right to the conference at each level and succeeding levels, unless extenuating circumstances make it impossible for the student to appear. Unexcused absences are not considered an extenuating circumstance.

DISCRIMINATION GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair in that it hinders or obstructs students in pursuit of an education.
- B. That a rule in practice discriminates between students within the same grade, class, or activity.
- C. That school personnel used an unfair procedure in assessing a form of punishment.

Complaint

Date: _____

(Check one blank)

Level 1 (Counselor)

Level 2 (Principal)

Level 3 (Superintendent)

I, _____, hereby file a grievance complaint

to _____.

My grievance is based on A B C above. (more than one blank may be checked)

Date grievance occurred _____. (must be filed within five school days of occurrence)

Specifically, my grievance is that (additional pages may be used to specify grievance):

I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this petition.

Grievant's Signature (s)

The grievant may be represented at the conference by any adult, but the grievant must be present to elaborate on his grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear.