



**DELL RAPIDS MIDDLE SCHOOL**

**STUDENT & PARENT**

**HANDBOOK**

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

July 2012

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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 extracurricular 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 Ms. Summer Schultz at 428-5473. Ms. Schultz has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

## **FOREWORD**

This handbook is addressed to the student body of our school. You should read the handbook each year and become familiar with its contents. It contains many rules and regulations which govern your life here at school. We urge you to take your copy of the handbook home and discuss it with your parents. All students who attend our school are required to follow the rules outlined here, in addition to the rules set by individual classroom teachers for their own rooms.

# 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.**

# MIDDLE 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 and modified regularly. 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 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 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. Students will earn no credit during the time of the suspension. Students will be allowed to make up a portion of credit upon their return in early morning or Saturday Detention. Students will need to make arrangements with their instructors. A parent conference is required before a student can return to school following an out-of-school 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. 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 and sent to the office. Removal from class for a period of time of more than one class period will be administered by the principal.

**In School Suspension** - Occurs when a student displays inappropriate behavior that is disruptive to the learning environment. This could include the classroom, hallways, lunchroom, 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. At the end of each nine weeks, the student's final grade percentage may be lowered two percentage points for each instance of suspension from classes. This deduction in final grade percentage is determined by the Middle School Progressive Discipline Plan. 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 8:00 AM to 11:00 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. If Saturday detention is assigned due to unacceptable classroom behavior or unfinished assignments, the student's homeroom teacher will contact the parent to clarify behavioral or academic expectations. Saturday Detention must be served as assigned. Alternative



arrangements will not be considered unless your parents notify the school in advance (before 8:00 AM) that you are ill or that there is a family emergency. 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 offered. Refusal to serve either of the Saturday Detentions will result in a three-day in-school suspension, after which the student will still have to fulfill the Saturday Detention assignments or be recommended for out-of-school suspension, 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 7:45 AM to 8:25 AM. Early Morning Detention will be assigned when a student is tardy 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. Failure to serve Early Morning Detention will result in the assignment of an additional Early Morning Detention. Failure to serve subsequent Early Morning Detentions will result in the assignment of Saturday Detention or in-school suspension and a parent contact.

**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 a student will be assigned a full hour of Early Morning Detention. Failure to serve Early Morning Detention will result in the assignment of In-School Suspension and/or a Saturday School assignment. 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**

Parents will be notified 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. 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.

## **STUDENT RESPONSIBILITIES**

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

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

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

## **WHAT HAPPENS IF STUDENTS DON'T LIVE UP TO THEIR 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 STUDENTS MISBEHAVE OR DON'T FOLLOW THE RULES?**

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

All school employees have a 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 students in developing plans to improve their conduct or approach to learning. Teachers will notify parents to ask for their help if students are not cooperating. In the event immediate help from parents is needed, teachers will make telephone calls to student homes to explain problems and expectations. Another tool teachers will use to help students with their behavior is detention in the 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 students are assigned classroom detention by their teacher, students must attend as directed, or students will be assigned one hour of Early Morning Detention followed by the possibility of Saturday School and/or In-School Suspension.

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

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

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

In the event students are not responding appropriately to the procedures outlined above, teachers may send students to the principal's office. Being sent to the principal's office for misconduct or violations of school rules is a step which may lead to permanent removal from a class, in-school or out-of-school suspension for a period of time, a recommendation for permanent removal from school, assignment of Early Morning Detention, or assignment of Saturday Detention. Parents or guardians will be notified when students are assigned Saturday School or suspension. 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. More specific consequences related to choices are included in the PDP.

## **UNACCEPTABLE LANGUAGE OR GESTURES**

Students may not use offensive language or gestures at any time they 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 Suspension.

## **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.

## **DRESS CODE**

The clothing worn to school must be clean, neat, and conservative. Any articles of clothing which are a distraction must be avoided. Grooming and clothing that prevents individuals from producing quality work because of blocked vision or restricted movement must be avoided. Hats, caps, or head coverings are not to be worn in the building. All students must wear shoes while in school or while representing the school. Any articles of clothing, or lack of clothing, which is distracting to others is prohibited. Outdoor coats may not be worn in the classrooms during the school day. Book bags/backpacks are not allowed in classrooms. Students should leave them in their lockers.

Students attending Dell Rapids Middle School or representing the school 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. Upon entering the building, head coverings should be removed. Midriffs, cleavage, and undergarments should not be seen; tank shirts with extended arm holes, spaghetti straps, and halter tops should not be worn or should be appropriately covered with additional attire. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments and shorts are not to be shorter than fingertip length. Students are not to wear chains that could be used as a weapon to school or school events. This list is not all inclusive.

Specifically, our Board of Education prohibits wearing clothing which advertises alcoholic beverages, any tobacco products or other illegal substances. Clothing which portrays images or messages with sexual connotations or which is imprinted with inappropriate language or images is also prohibited. Violation of any of these rules will result in the arrangement of Early Morning Detention, Saturday Detention, or Suspension from school.

## **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 illegal 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 or both.

## **A CLOSED SCHOOL DAY**

A closed school day at Dell Rapids Middle School means that you must not be outside of the building at any time during the day unless permitted by the principal or unless you are accompanied by a teacher.

## **PROCEDURE FOR LEAVING SCHOOL**

If a student needs to leave school once the school day has begun, she/he must check out at the Middle School office. Students will only be released to their parent or guardian or to an adult that has been previously identified by a parent or guardian through a written or electronic note. 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 a student knows that she/he will need to leave school early for such things as medical appointments, she/he needs written permission or a phone contact from parents to the office to verify the reason and time of the student departure. Excuses for leaving school, unless the student checked out at the office, will not be accepted the next day. Students are to obtain their Permit to Leave Building pass before 8:25AM. Making arrangements in advance is the student's responsibility and strongly encouraged.

If a student is released to a parent/guardian/adult designee and the student remains on school property, the parent/guardian/designee must directly supervise the student while still on school grounds.

## **ABSENTEE PROCEDURE**

After a student has been absent for any reason other than for participating in a school event, she/he must report to the office for a Make-Up Slip prior to attending any class. Students in grades 5-8 are to use their assignment books for this purpose. Teachers will not admit you to class after an absence unless you have this documentation. Students should report to the office prior to 8:25 AM for their Make-Up Slip after an absence. If a student is late to class because she/he did not take care of this responsibility in time to arrive before the tone, he/she will be recorded as "unexcused tardy."

Students who return to school after an absence must have a written note from their parent or guardian unless the office received a telephone call explaining the absence prior to the 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 "unexcused".

## **TARDY TO SCHOOL**

Students who arrive to their first period class after the scheduled starting time for any reason other than the failure of school district provided transportation are recorded as Tardy. All students who are tardy to school must report to the office for a Tardy Pass. A tardy to school will require an Early Morning detention the next school day. Failure to serve detention as directed will result in the assignment of a second detention period. A second failure to serve detention as assigned will result in a suspension or a Saturday School detention, after which the detention time assigned will need to be served before re-admittance. All reasons for being late to school will be considered "unexcused" unless verified as "excused" by the school and is also verified by a parent or guardian on the day the tardy occurs.

Students who arrive to school after 8:55 will be considered absent from their first period class and will be subject to consequences relating to absentees.

## **TARDY TO CLASS AFTER FIRST PERIOD**

Students who are late to their classes cause a disruption in the educational process. If a student arrives late to class without a valid pass, the teacher will record the student as tardy and may inquire as to the reason. If tardiness continues, teachers will assign detention before or after school in their room, and may notify parents of the problem. If the problem continues, teacher may send students to the office with a Notice of Misconduct or assign Early Morning Detention. Each teacher will inform students of the rules she/he has established regarding being tardy to class.

## **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 18th birthday. Our Board of Education lists "punctual and regular attendance" as a responsibility for all students attending our schools.

Students will not be allowed to participate in or attend co-curricular activities if they have not been present at school prior to 12:00 noon of the day of the event or the half day directly preceding the event, unless special permission has been 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 student 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 or the half day directly preceding the event. Some written assignments can be completed for make-up after an absence, but there is much that happens during a class period which cannot be replicated. When a student misses classroom instruction and presentations, classroom discussions, audio-video presentations, time for guided practice, and classroom participation, they miss learning opportunities which can't be made-up. Students miss a vital part of their education when they are absent from school.

After an absence students have the responsibility to complete all make-up assignments within the time frames established by their teachers, or students will not receive credit for work missed. This time period is typically two days for each day missed. Students may not receive full credit when they have not been in attendance.

## **"EXCUSED" AND "UNEXCUSED" ABSENCE**

All absences and tardies, 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 an absence will be recorded after reviewing information supplied a parent or guardian.

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

When a student's absence is recorded as "Excused", he/she will be allowed to do whatever make-up work is available will receive full credit for the quality of the work done, provided it is completed within the time frames established by the teachers. Students may miss work that cannot be made up and, therefore, will not receive credit for that portion of the work missed. For "Excused" absences, every effort will be made to provide the opportunity to earn as much credit as possible.

If an absence is recorded as "Unexcused," a student will not receive credit for the work even if the teacher requires that the work be completed. If no grades were taken in the classes missed, teachers will record a grade of ZERO in the grade book for all periods missed. Parents will be notified of all "Unexcused" absences, and students 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 or could qualify a student for retention at the same grade level. 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 parents or guardian will be considered "Unexcused." Skipping school for any part of the school day or any absence that has not been verified as excusable by parents or guardian prior to the 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 six (6) or more meetings (excused or unexcused) of a specific class period attendance in a quarter will have credit for the class withheld. A student missing six (6) to eight (8) absences may make up class time in Saturday Detention to gain class credit. After nine (9) absences, no credit will be given.

For Clarification:

1. School-sponsored activities do not count towards total number of absences.
2. Absences due to prolonged illness, hospitalization, counseling, or series of medical treatments with medical note will be counted as one absence.
3. Absences due to bereavement or serious illness in the immediate family will be counted as one absence.
4. All other absences, excused or unexcused, will count as one-for one days missed.
5. A student may be excused for an exceptional reason with approval of principal.

Parents will be notified about the possible loss of credit after the fourth absence of each quarter.

## **REQUIRED CLASSES**

Fifth and sixth graders are required to take language arts, reading, social studies, math and science. These students also take art, music, physical education, health, and computer science. Band is an elective course for grades 5 and 6.

Seventh and eighth grade students are required to take language arts, reading, social studies, mathematics, science, art, computer science, health, and physical education. During the enrichment period and depending on a student's choice in band and/or choir, seventh and eighth grade students also take some of the following classes: band, choir, music appreciation, and family and consumer science, art, health, computer science, and physical education.

Drivers Education is offered during the summer. It is not required, and a fee is charged for the coursework and driving.

## **ELIGIBILITY**

Participation in the various extracurricular programs is predicated upon successful work in the academic classroom. Every Thursday (or second to last day of each school week), the teaching staff creates a list of students who are failing or have incomplete work in their course. Students failing or who have three (3) or more incomplete assignments are placed on the "Ineligible List" for the following week (Monday-Saturday), making the student ineligible to participate in or ride the bus to any athletic or extracurricular competition. However, the student is allowed to participate in practice during that time. Any student who is failing three (3) or more classes or who has six (6) or more incomplete assignments will not be allowed to attend practice. Any student who has an "I" at the end of a grading period will not be allowed to

participate in practice, ride the bus to, or participate in any extracurricular competition until the incomplete/s is resolved and a final grade is submitted by their teacher/s. A student can also be placed on the "Ineligible List" if an incomplete assignment/s is not completed within a reasonable period of time as determined by the principal.

#### TO CLARIFY:

Student can practice – Cannot compete: one failing grade, three (3) or more incomplete assignments.

Student cannot practice – Cannot compete: three or more failing grades, six (6) or more incomplete assignments, an "I" at the end of a grading period.

Extracurricular activities include, but are not limited to: football, cross country, boys/girls track, boys/girls basketball, girls' volleyball, jazz band, quiz bowl, wrestling, golf, FFA, FCCLA, one act play, three act play, oral interpretation, clubs, cheerleading, and student council.

## **PROMOTION/RETENTION POLICY FOR GRADES 5-8**

In order to be promoted to the next grade level:

- (a) Seventh and eighth graders must pass 15 of their 20 quarterly core areas and at least 75% of their quarterly exploratory and enrichment courses;
- (b) Fifth and sixth graders must pass 15 of their 20 quarterly core areas and at least 75% of the exploratory/enrichment quarterly courses.

All students will be promoted to the next grade level if s/he passes 75% of his/her core areas. Should a student pass less than 75% of the enrichment and/or exploratory courses, s/he could be recommended for retention.

Should a student not pass the required number of quarterly core areas and exploratory quarterly courses, s/he would become a candidate for academic retention. These candidates would be responsible for passing the basic requirements, as determined by the District, of the necessary number of failed subject area(s) needed for promotion. The subject(s) shall be taught by a certified educator holding the proper endorsement issued by the Department of Education. The student's parent shall be responsible for arranging the instruction and the cost of instruction. The teacher must certify in writing to the principal by August 1st that the student has passed the basic requirements for passing the subject area. Candidates for retention who do not satisfy these requirements by August 1st will be retained in the same grade as the previous school year during the ensuing school year.

## **GUIDANCE**

The school has a full time guidance counselor. This individual is available to help students with information about courses, scheduling, careers, and life skills. Additionally, the Middle School counselor is available to assist you with personal, school and academic issues. When students would like to visit with the counselor, they are to make arrangements with the counselor for an appointment time. The most appropriate times for conferences, other than emergencies, are before and after school.

## **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 middle school level should expect to have 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.

## GRADES & REPORT CARDS

The school will make a report to parents about progress a minimum of four times each year in the form of a Report Card. In addition, midterms are sent out during each quarter. The grades and marks used on report cards are listed below and the percent listed will be used as a guideline for assigning grades. This grading scale has been amended for the 05-06 school year with recommendations and support from the Middle School teaching staff.

A+ = 100%	A = 95 - 99%	A- = 93 - 94%
B+ = 91 - 92%	B = 88 - 90%	B- = 86 - 87%
C+ = 84 - 85%	C = 80 - 83%	C- = 78 - 79%
D+ = 76 - 77%	D = 72 - 75%	D- = 70 - 71%

F = 69% & below

I = Incomplete

WP = Withdrew Passing

WF = Withdrew Failing

WD = Withdrew Discipline

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. 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.

## 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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Sixth, seventh, and eighth grade students are eligible to achieve honor roll status. 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 s/he has not completed all requirements for the grading period ("I" at the time the Honor Roll is calculated).

## TRANSPORTATION TO & FROM EVENTS

When students travel to a school sponsored event in a school vehicle, they must return in that vehicle unless permission to the contrary is requested by parents in person, in writing, or by telephone to the Principal before the vehicle departs. Students are required to travel to and from all events in which they are a participant in school vehicles unless special arrangements described above have been made.



Under no circumstances will students be given permission to travel with peers. If students fail to cooperate with the rules regarding transportation to and from events, they 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 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 period of time, 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 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. New books typically cost approximately \$70.00.

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.

## **COMMONS**

The Middle School doors open at 8:00 each morning.

Upon entering the building in the morning, all students are to take their book bags, coats, and gym bags to their lockers, returning immediately to the Commons area. Students may also take their band instruments to the band room. Students are welcome to study, visit respectfully, and eat breakfast in the Commons. Students may work in classrooms only if approved by a teacher. In order to be in any other part of the Middle School before 8:25 AM, a student must have a valid pass from a staff person. **Middle School students are not to be in the High School without a valid reason AND a pass from a staff person during the school day OR before or after school.**

## **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 others. 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 and/or at school activities at home or away. Students involved in fighting will be suspended in accordance with the Progressive Discipline Plan (PDP).

## **FOOD AND DRINKS**

Food and drinks will be allowed only in the lunchroom. Students carrying their own lunches must eat them in the lunchroom unless they are in an area supervised and permitted by a teacher. Students are not to have soda or candy in school unless permission has been granted by a teacher or the office. Open cans or bottles are not allowed in the hallways, gym, or library and are permitted in classrooms only with teacher's permission. Sunflower seeds are not permitted in any of the school buildings or in school vehicles at any time.

## **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 any time. Quiet, respectful and 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 the school when they are in the library.

The library is open to students before school on a limited basis. The librarian will make a limited number of passes available to students in the commons area. These passes are for access to the library for a limited time only, which is typically fifteen minutes.

## **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 REGISTRATION

School registration takes place during August. Materials needed for registration and specific registration dates will be mailed to families in the school district during the month of August. Registration dates will also be published in the local newspaper. Parents have an opportunity to fill out the necessary forms at home before coming to school registration. These forms include State Immunization forms, updated health and family information forms, accident insurance applications, and free/reduced lunch application forms. The school does not have insurance that pays for medical care resulting from accidents at school. As a convenience, families wanting this kind of medical coverage may apply for accident insurance at registration at family expense. Lunch tickets will be available for purchase at this time.

## 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 5-8 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.

**Recess Required** - We believe that if a student is healthy enough to be in school, he/she should be able to go outside for a short recess. Children benefit from the fresh air they get while outside. We realize there are special situations where students should remain indoors for a short period of time after an illness. If this is necessary, please send a written excuse to the teacher with the reason specified for keeping the child indoors. If your family doctor feels your child should stay indoors for an extended period of time longer than two days, please have the physician write us a note stating his/her medical opinion regarding outdoor activities for your child.

## **SCHOOL VISITATION & COMMUNICATION**

Parents are invited to visit the school while classes are in session. Please check in at the office upon your entrance to the building. We also encourage parents to visit with teachers about any concerns regarding their child. Teachers are available during planning periods as well as before and after school. Messages can be left via telephone, emails may be sent, or visits can be scheduled through the Middle School secretary.

Teachers send out a minimum of eight grade reports throughout the school year. These reports come at each quarter and at each midterm of each quarter. Please watch for these. If you do not receive this information, please contact the Middle School office. Each Middle School staff person is in contact with a minimum of 75 students each day. Exploratory and enrichment staff may see 150 students daily. We would love to communicate individually on a regular basis, but truly need parent assistance in this area. Monitoring the Parent Portal through DDN and reading the Wise Owl as well as any other school literature may assist in communication. If parents have ideas in order to improve communication, please contact the Middle School office.

## **FIELD TRIPS**

Occasionally, classrooms will take short trips away from the building. Parents will be informed about these trips in advance. Students will be supervised during the field trip just as during the course of the school day.

## **PHONE CALLS, CELLULAR PHONE AND ELECTRONIC DEVICE USE**

The school will gladly cooperate with parents or guardians to relay messages to students during school hours. However, **calls for students during school hours are disturbing to the school routine and should be limited. Arrangements for after-school activities should be completed before the school day, rather than from the school office during and after school. Students will be discouraged from using the school phone for personal matters during the day.**

**Electronic devices including but not limited to items such as cellular phones, cameras, MP3 players, IPODS, and pagers, are prohibited upon arriving at to school until the end of the school day (8:00-3:18).**

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 after visiting their lockers each morning. It is recommended that students leave these items at home or locked in their lockers. If students are observed or discovered in possession of a device while during the school day 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 in locker rooms or restrooms at any time.

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 in the office.

Consequences for cellular phone and electronic device incident (per school year):

- 1<sup>st</sup> offense – item is confiscated and returned to student at end of school day.
- 2<sup>nd</sup> offense – item is confiscated and returned to parent/guardian only.
- 3<sup>rd</sup> offense – item is confiscated and returned to parent/guardian only. The incident will be viewed as insubordination and referred to the Progressive Discipline Plan.

**APPENDIX A**

**STUDENT RELATED  
SCHOOL BOARD POLICIES**

# APPENDIX A: STUDENT RELATED BOARD POLICIES

## 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

## **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.

## **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 be corrected.
- 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 affect 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

## **JFCD BULLYING**

The Dell Rapids School District is committed to maintaining a constructive, safe, and bullying-free school and work climate that is conducive to all students' and employees' educational and work opportunities and which fosters an environment in which all students and employees are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying by Dell Rapids School District students of other persons, including other students of Dell Rapids School District, students of other schools who are at a Dell Rapids School District activity, school employees, and guests and visitors of the Dell Rapids School District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

This policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property. The prohibition against bullying shall also apply to Dell Rapids School District students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with the work of the school, causes material and substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

Dell Rapids School District students and employees who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion or loss of employment.

LEGAL REF.: SDCL 22-19A-1, SDCL 22-19A-4  
SDCL 49-31-31

Adopted: December 14, 2009

## **JFCD-R BULLYING REGULATIONS**

Definitions:

Bullying: "Bullying" is defined as any physical, verbal, written or electronic conduct directed toward a student that is sufficiently severe and offensive to a reasonable person that it:

\*\*has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, and/or

\*\*has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment).

The definition of bullying specifically includes stalking, harassment and threatening/harassing contacts by telephone or other communication devices as set forth in SDCL 22-19A-1, SDCL 22-19A-4 and SDCL 49-31-31:

SDCL 22-19A-1. Stalking; No person may:

Willfully, maliciously, and repeatedly follow or harass another person;

Make a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or

Willfully, maliciously, and repeatedly harass another person by means of an verbal, electronic, digital media, mechanical, telegraphic, or written communication.

SDCL 22-19A-4. Harasses defined. Harasses means a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

SDCL 49-31-31. Threatening or harassing contacts by telephone or other electronic communication device. No person may use or knowingly permit a telephone or other electronic communication device under his or her control for any of the following purposes:

To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act;

To contact another person with intent to threaten to inflict physical harm or injury to any person or property;

To contact another person with intent to extort money or other things of value;

To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Examples of bullying prohibited by this policy include, but are not limited to intentional or reckless verbal, nonverbal, physical, written or electronic conduct that

- is threatening in nature (implied or explicit)

- is demeaning in nature

- causes fear, suffering, discomfort or injury to a student;

Electronic: "Electronic" is defined as any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means, and includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, land-line telephones, electronic text messaging or similar technologies. Bullying through electronic means is often called "cyberbullying."

Third Parties: "Third parties" is defined as persons, including but not limited to, school volunteers, school guests and visitors, students from other schools when at a Dell Rapids School District activity, and contractors (including contractor's employees).

Reporting Procedure:

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or being subject to bullying should immediately report it to a school administrator. The report initially may be made verbally or in writing. If the person making the complaint wishes the District to take disciplinary action against another person, the individual making the complaint will be required to either submit a signed written complaint or sign an information reporting statement written by the person to whom the report was given and verifying the contents of the reporting statement. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have bullied the complaining party or another person, the date(s) and the specific conduct giving rise to the bullying complaint. The District shall investigate all written reported instances involving bullying.

#### Prohibition against Retaliation:

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

#### Procedure for Addressing Complaints:

Should there be a written complaint of bullying which alleges a Dell Rapids School District student has been subjected to bullying or has been bullied by a third person and the person alleged to have committed the bullying act(s) is subject to this policy, an investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities of the victim (and if so, in what manner), identifying prior possible verification and from other persons. If the alleged conduct may constitute a violation of SDCL 22-19A-1 (Stalking), SDCL 22-19A-4 (Harassment) or SDCL 49-31-31 (threatening or harassing contacts by telephone or other electronic communication device) the District shall notify local law enforcement or state's attorney.

The person alleged to have bullied another person will be notified in writing that a complaint has been filed to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Pending the outcome of the investigation, the Superintendent may take such action consistent with law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved.

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

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have abused the other person has the right to know the identity of the person(s) making the complaint in order that he/she may have the opportunity to defend himself/herself against the complaint.

The student alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.

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

If the administration refers the matter to the Board of Education, the student alleged to have bullied another person will be granted a hearing to be held before the Board of Education consistent with due process procedures.

If there is reasonable suspicion to believe that a third person bullied a Dell Rapids School District student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

#### Board Hearing:

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

At the hearing, the Administration shall present evidence relative to the allegation of bullying and the student accused of violating this policy will have an opportunity to present evidence in his/her defense. The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

**Disciplinary Action:**

If following the Board hearing the Board determines there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following:

If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extra-curricular activities, co-curricular activities, or attendance at school activities.

If the person found violating this policy is a third person that person may be prohibited from being on school property or at school activities for such time as may be determined by the Board.

LEGAL REF.: SDCL 22-19A-1, SDCL 22-19A-4  
SDCL 49-31-31

Adopted: December 14, 2009

## **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

## **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

**A P P E N D I X B**

**S T U D E N T C O D E S O F C O N D U C T**

## **APPENDIX B: STUDENT CODES OF CONDUCT**

### **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, Jeff Dvorak. 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 & CONSEQUENCES:

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 20<sup>th</sup> 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 16<sup>th</sup> day of the current semester.



- g. Have been absent for 10 consecutive school days – except illness/emergency.
- h. Transferred without open enrolled 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.
- l. Have completed as an 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 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.
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 for violations 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 C**

**GRIEVANCES FOR DISCRIMINATION**

# APPENDIX C: 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):

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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.

**APPENDIX D**

**BUILDING STUDENT DISCIPLINE PLAN**

# APPENDIX D: BUILDING STUDENT DISCIPLINE PLAN

## CLASSES OF OFFENSES WITH TABLE OF LEVELS

### Class One & Two

<i>Anytime a student is assigned detention, Sat. School detention, or ISS, and does not work productively, completing work as assigned, and/or behaves inappropriately at any time during that stay, he/she will start over in that assignment.</i>					
<b>Class One</b>	<b>Class One Offenses (per semester)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Habitual Disobedience (Level 4)</b>
Class 1A	Tardy to School	Student(s) reports to office (1-2 unexcused tardies= 30 minutes of office detention)	Student(s) reports to office (3 unexcused tardies= 45 minutes of office detention)	Student(s) reports to office (4 unexcused tardies= Saturday detention and/or ISS + parent contact)	Student(s) reports to office (5 or more unexcused tardies= Saturday detention and/or ISS + letter & parent conference)
Class 1B	Tardy to Class (periods 2-8)	10 Minute Classroom Detention	20 Minute Classroom Detention	Office Referral: Early Morning Office Detention(s)	Office Referral: Detention/I.S.S./ Saturday/O.S.S. Assigned by Administration
<b>Class Two</b>	<b>Class Two Offenses (per semester)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Habitual Disobedience (Level 4)</b>
Class 2A	Disruptions: School Building, School Grounds, Buses (ex: Library, Commons, Classroom, Hallway, Parking Lot, Bathroom), inappropriate dress	Teacher-assigned detention, parent contact by teacher. (No more than 30 minutes. Students may request next day. Students are responsible for transportation. )	Office referral: Saturday detention and/or ISS, parent contact by office.	ISS (1-3 days), parent conference	OSS ( 1-3 days), parent conference
Class 2A	Cellular phone and other electronic device infraction	Item returned to student at the end of school day	Item return to parent/guardian only, parent conference	ISS (1-3 days), item returned to parent/guardian only, parent conference	ISS/OSS (1-3 days), item returned to parent/guardian only, parent conference
Class 2A	Missed Classroom Detention	Office referral: 60 minutes of early morning detention.	ISS (3-5 days), parent conference	OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 2B	Unexcused absences (skipping one class /closed lunch period)	Saturday Detention and/or ISS (1/2 credit for completed classwork)	ISS (1-3 days), parent contact	OSS (1-3 days), parent conference	OSS (10 days)

### Class Three

<b>Class Three</b>	<b>Class Three Offenses (per semester)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Habitual Disobedience (Level 4)</b>
Class 3A [2% deduction in quarter grade per incident upon second suspension]	Unexcused absences (skipping <u>2 or more periods in a day</u> )	Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3A [2% deduction in quarter grade per incident upon second suspension]	Insubordination: Failing to respond to a reasonable request.	5 early morning detentions, and/or Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3A [2% deduction in quarter grade per incident upon second suspension]	Disrespectful/obscene Language, harassment, physical aggression, pornographic materials. Indecent exposure of self/others.	Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3A [2% deduction in quarter grade per incident upon second suspension]	Missed Office Detention	Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3B [2% deduction in quarter grade per incident upon second suspension]	Disrespectful/obscene language and/or gesture(s) <u>directed at a person</u>	OSS (1-3 days)	OSS (1-3 days) Counselor referral when appropriate.	OSS (5 days) Counselor referral when appropriate.	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.

**Class Four**

<b>Class Four</b>	<b>Class Four Offenses (per year)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Habitual Disobedience (Level 4)</b>
Class 4A	Smoking/Tobacco	OSS (5 days), parent conference, counselor referral, police referral when appropriate, reduce suspension to 3 days if student participates in conflict resolution or non-smoking class for tobacco violation. Restitution and police referral when appropriate.	OSS (10 days), parent conference, police referral when appropriate, reduce suspension to 5 days if student and parent participate in conflict resolution training, Restitution and police referral when appropriate.	Long term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school.	
Class 4B	Cheating	0 on assignment, daily work or test, verbal reprimand, teacher record	0 on assignment, daily work or test, Saturday detention and/or ISS (1-3 days)	0 on assignment, daily work or test, ISS (3-5 days), parent conference	
Class 4B	Theft (Level of consequence is determined by severity of crime)	Verbal reprimand, depending on severity, police referral when appropriate, restitution, teacher record	ISS (1-3 days) and/or Saturday detention, police referral, restitution, parent contact	ISS (3-5 days), restitution, police referral, parent conference	OSS (10 days), restitution, police referral, Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.

<b>Class Four</b>	<b>Class Four Offenses (per year)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Habitual Disobedience (Level 4)</b>
Class 4C	Sexual harassment: Sexual harassment is a form of misconduct which interferes with the integrity of the learning and working environment. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the learning and work effectiveness of its victims and their co-workers	OSS (5 days), parents conference, counselor referral, reduce suspension to 3 days if student participates in the conflict resolution process. Police referral when appropriate	OSS (10 days), parent conference, reduce suspension to 5 days if students and parent participate in conflict resolution training. Police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school	
Class 4C	Bullying/Intimidation Bullying occurs when a person willfully and repeatedly exercises power over another with hostile or malicious intent, insulting, teasing, abusing verbally and physically, threatening, humiliating, harassing, and mobbing. "Psychological" bullying includes gossiping, spreading rumors, and shunning or exclusion.	ISS (1-3 days), parent conference, counselor referral, reduce suspension by 1/3 of total days assigned if student participates in conflict resolution.	OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in the conflict resolution process. Police referral when appropriate.	OSS (10 days), parent conference, reduce suspension to 5 days if student and parent participate in conflict resolution training. Police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school.
Class 4C	Fighting, physical injury, violence, destruction of property, vandalism, defacing school property, secret societies/club	OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in the conflict resolution process. Restitution and police referral when appropriate.	OSS (10 days), parent conference, reduce suspension to 5 days if student and parent participate in conflict resolution training. Restitution and police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school.	

**Class Five & Six**

<b>Class Five</b>	<b>Class Five Offenses</b>	<b>1st Offense</b>	<b>2nd Offense</b>		
Class 5A	Drugs, Alcohol-using or under the influence, or possessing drug paraphernalia	OSS (15 days), parent conference, police referral. Reduce suspension to 5 days if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be enforced.	Long-term suspension or expulsion and police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		
Class 5B	Drugs, Alcohol-possessing an amount that suggests distribution	Long-term suspension or expulsion, police referral. Students and parent must attend drug/alcohol evaluation and counseling before student returns to school. Student activity rules will be enforced.	Long-term suspension or expulsion and police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		

**Class Six**

<b>Class Six</b>	<b>Class Six Offenses (per year)</b>	<b>1st Offense</b>			
Class 6A	Weapon(s), bomb threat, fires, endangering the lives of others	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession.			