

**DELL RAPIDS HIGH SCHOOL  
STUDENT & PARENT  
HANDBOOK  
2013-2014**

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

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## **PREFACE**

### **Non Discrimination**

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

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

Students, their parents, and employees of the Dell Rapids District are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Dell Rapids School District's compliance with Title IX is directed to contact 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**

We encourage parents to be involved with their child's education. This involvement may take many forms. Use the Parent Portal to stay current on assignments and grades. Attend our many student activities (fine arts, athletic and academic). Join us for parent-teacher conferences. Call the school any time you wish to speak with teachers or administration. Open communication between school and home is essential in meeting students' needs.

We look forward to working with you! Please feel free to contact us with questions or concerns.

Dell Rapids School District

### **MISSION**

Innovate. Inspire. Improve.

### **VISION**

Engage. Empower. Excel

### **BELIEFS**

- We believe a safe, supportive, and adaptive environment is essential to learning.
- We believe high expectations result in high performance.
- We believe standards, curriculum, and assessment must be relevant and challenging.
- We believe in preparing students for success in an evolving world.
- We believe in continuous improvement.
- We believe trust and respect is the cornerstone of the Dell Rapids School District.
- We believe students, families, staff, and community share and accept responsibility for the vision and mission of the school district.

## **Discipline & Attendance Policy Definitions & Procedures**

The following are intended to help students and parents understand terms used to describe actions which may be taken by school personnel as a consequence of a student's actions. Serious and frequent violations of rules will result in more serious consequences. Consequences are specified in the school's Progressive Discipline Plan (PDP). 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.

### **Expulsion**

Denial of the opportunity to attend school for more than ten school days. 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 expulsion, and credit will not be allowed to be made up.

### **Long Term Out-of-School Suspension (OSS)**

Denial of the opportunity to attend school for more than ten school days but not exceeding ninety days. 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. A parent conference is required before a student can return to school following a suspension.

### **Short Term Out-of-School Suspension (OSS)**

Denial of the opportunity to attend school for one to ten school days. This action can be imposed by the Superintendent, Principal, or other person designated to be in charge of the school. No credit will be granted during the time of the suspension, and credit will not be allowed to be made up. A parent conference is required before a student can return to school following a suspension.

### **In-School Suspension (ISS)**

Occurs when a student displays inappropriate behavior which is disruptive to the learning environment. This could include the classroom, hallways, lunch room, or other areas on school grounds. Student is expected to complete homework missed during ISS. Student will receive full credit during the suspension. Contact with other students will be limited while the suspension is served and all electronic devices will be removed from student possession unless they are necessary for coursework. In-School Suspension will be assigned by the Principal. Parents will be notified when In-School Suspension is assigned.

### **Permanent Removal from a Class**

Occurs when a student violates safety procedures established for the class, when the student's misbehavior is serious (threatening to others either verbally or physically), or 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 he/she will be assigned to a study hall, or the student's class schedule may be adjusted to assign a partial school day, after which the student will be sent home. No credit will be granted for the class from which the student has been removed. This action may be administered only by the Principal. Parents will be notified when this action is taken.

**Temporary Removal from a Class**

Occurs when a student's behavior is in violation of classroom rules and is disruptive to classroom procedures. This action may be initiated by the teacher by sending a student to the office. Removal from class for a period of time of more than one class period will be administered cooperatively between the teacher and Principal. If a student has been removed from class for more than one class period, a conference between the student, teacher and Principal will be required before a student can return to the class. No credit will be granted during the time the student is removed from the class. Credit may be allowed to be made up at the discretion of the teacher. Parents will be notified if the student is removed for more than one class period and may be asked to attend a conference prior to the student's return to class.

**Early Morning Detention**

Will be held before school from 7:45 AM to 8:30 AM. Teachers and the Principal may assign Early Morning Detention for being late to class or for other violations of classroom or school rules. Failure to serve Early Morning Detention may result in the assignment of In-School Suspension or Out-of-School Suspension.

**Classroom Detention**

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

**Notification of Parents**

Classroom Instructors will notify parents about their child's misconduct or detention assignments when it becomes apparent they may need to become involved in support of the school or when their attendance at conferences is required. While it is best to notify parents in advance, with large numbers of both parents working during the day, telephone notification is difficult, if not impossible. When parents cannot be reached by telephone, a notice may be mailed to the student's home address or email notification may be utilized. 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.

## ATTENDANCE

### Mandatory Attendance

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Education is a state function under the control of the state legislature. It is compulsory that all children from age six up to age eighteen regularly attend school. The basic responsibility for regular school attendance lies with the students and with their parents. It is the duty of the school officials to know the whereabouts of students during the school hours. Dell Rapids School District Board of Education lists "punctual and regular attendance" as a responsibility for all students.

There is much that happens during a class period which cannot be replicated. When students miss classroom instruction and presentations, discussions, time for guided practice, and classroom participation, they have missed learning opportunities. Students miss a vital part of their education when absent.

After an absence, students are responsible to complete all make-up assignments. Two days will be allowed to make up work for every excused absence. Students may not receive full credit for being in class when they have not been in attendance.

Students will not be allowed to participate in or attend co-curricular activities if he/she has not attended all classes after 12:00 noon of the day of the event, unless special permission is obtained in advance from the Principal. Valid reasons for exceptions to this rule will include medical appointments, family emergencies or attendance at other scheduled school events. In the interest of student health and well-being, they will not be allowed to participate in or attend co-curricular functions if they have been too ill to attend school by the 12:00 noon deadline.

### Closed School Day

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Dell Rapids High School conducts a closed school day. Students may not be outside the building at any time during the day unless permitted by the Principal or accompanied by a teacher. **STUDENTS ARE NOT ALLOWED TO BE IN THE PARKING LOT OR AT THEIR CARS DURING THE SCHOOL DAY UNLESS IN POSSESSION OF A CAR PASS FROM THE OFFICE.** High School students who have been granted open lunch or open campus privileges will be exempt from the closed school day policy.

### Tardiness to School

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Students who arrive to their first class or study hall after the scheduled starting time for any reason other than school district provided transportation are recorded **tardy**. All students who are tardy to school must report to the office for a tardypass. Students who are late to school will be assigned consequences in compliance with the Progressive Discipline Plan (PDP). **All reasons for being late to school will be considered as unexcused unless verified by the parent or guardian in advance of arrival. If a student is more than twenty (20) minutes late to school, it will be recorded as either an excused or unexcused absence from that class.** Parents will be notified each time a student is late to school unless they have contacted the school to excuse the tardiness.

The school will accept only the following reasons for excused tardies:

- Illness of the student
- Illness or death in the student's family
- Family emergency
- Medical or dental appointment
- Court summons
- Religious observation/instruction
- Weather related reason
- Late bus
- Participation in school-sponsored activity
- Pass from principal, teacher, counselor, or nurse

## **Tardiness to Class**

Students who are late to class cause a disruption in the educational process; therefore, students should always do their best to be on time. Students who arrive at a class without a valid pass after the tone sounds signaling the beginning of the class period will be recorded as tardy. The teacher will then assign detention before or after school in his/her room, and will notify his/her parents. Students who are chronically late for class may be sent to the office with a Discipline Referral for Morning Detention and/or ISS. **If a student is more than twenty (20) minutes late to class, it will be recorded as either an excused or unexcused absence from that class.**

## **Excused vs. Unexcused Absences**

All absences are recorded as either "**Excused**" or "**Unexcused.**" The Principal has the responsibility of determining whether an absence will be recorded as "**Excused**" or "**Unexcused,**" and will make a decision about how a student absence will be recorded after reviewing information supplied by students and parents/guardians.

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

### **Absences will be classified and recorded according to the following categories:**

<b>Excused Absences</b>	
Participation in school-sponsored activity	Religious observation/instruction
Illness of student with medical note	Weather related absence
Court Summons	Parent/Guardian requested absence
Death in the family	Principal excused absence
Medical/Dental appointment	
<b>Unexcused Absences</b>	
Skiping class	Illness of student without medical note
All other absences	

Please note: Documentation may be required in some situations.

**Any student missing six or more meetings (excused or unexcused) of a specific class period, attendance in a term/quarter will have credit for the class withheld. A student missing six to eight absences may make up class time before or after school. After eight absences, the student will be dropped from the class and no credit will be given unless there are extenuating circumstances presented to the principal.**

### **For Clarification:**

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



## Leaving School

If a student must leave school once the school day has begun, he/she must check out at the main office. **Students who leave school without checking out at the office will have their absence recorded as unexcused and will be subject to the rules and penalties for unexcused absences.** Students who know they must leave school early (i.e. medical appointment) should have their parents either call/email the office or provide a written note explaining and excusing the absence prior to leaving the building. Making arrangements in advance is the student's responsibility and is strongly encouraged.

## Returning to School

A student who has been absent for any reason other than for a school event must report to the office for a make-up slip prior to attending any class or study hall. Teachers will not admit students to class after an absence without this documentation. Students who are late to class because of a failure to obtain a make-up slip prior to school beginning will be given an **unexcused tardy**.

Students who return to school after an absence must have a written note or verbal confirmation from their parent or guardian excusing the absence (making arrangements in advance is strongly encouraged). All absences not verified by student's parent or guardian will be considered **unexcused**. When a student absence is recorded as **"Unexcused,"** he/she will not receive credit for the work. Parents will be notified of all **"Unexcused"** absences, and students will be required to serve Early Morning Detention or ISS as assigned by the Principal.

## Lunch Hour

Students in grades 9 through 11 have a closed lunch. They are not to leave the school building at any time during their lunch hour. If a student must leave, the student must have permission from a parent or the high school principal. Seniors have an open lunch and are allowed to leave the building.

## Coursework

### Classes required at the respective grade levels:

9 <sup>th</sup> Grade (4 credits)	10 <sup>th</sup> Grade (4 credits)
9 <sup>th</sup> and 10 <sup>th</sup> grade students must have a full class schedule per term with no study halls.	
English I (1.0 credit)	English II (Lit & Speech) (1.0 credit)
Math** (1.0 credit)	Math** (1.0 credit)
Physical Science (1.0 credit)	Biology (1.0 credit)
Computer Applications (1.0 credit)	World History (.5 credit)
	Economics (.5 credit)
11 <sup>th</sup> Grade (4 credits)	12 <sup>th</sup> Grade (2 credits)
11 <sup>th</sup> and 12 <sup>th</sup> grade students may have one study hall per term.	
English III (lang. arts & American Lit.) (1.0 credit)	English IV or College Bound English (1.0 credit)
Math** (1.0 credit)	US Government (.5 credit)
American History (1.0 credit)	World Geography (.5 credit)
Chemistry (1.0 credit)	

**\*\* Please see the course description booklet for a complete listing of the math courses available.**

High school students must have earned a minimum of:

- five (5) credits to be considered a sophomore,
- ten (10) credits to be considered a junior,
- and sixteen (16) credits to be classified as a senior.

Students who fail a required class will be given the opportunity to retake the class a second time. If a student fails a required class, credit for the requirement may be earned through Odysseyware Online Credit Recovery, an approved correspondence course, or summer school at the student's expense. Permission to earn credit from courses not offered at DRHS must be obtained in advance from the Principal.

Students who have successfully earned the required credits (24 required and elective credits) will participate in the Graduation Exercises and earn a signed diploma. Students who have earned 23 credits will be invited to participate in the Graduation Exercises but will not receive a signed diploma until the final credit is successfully completed. Students with fewer than 23 credits will neither participate in Graduation Exercises nor receive a signed diploma.

### Graduation Requirements

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- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Math\*\*
- 3 credits of Science including either Chemistry or Physics\*\*
- 1 credit of Computer Science
- 1 credit of Fine Arts
- ½ credit of Physical Education
- ½ credit of Health (Students usually fulfill this requirement in middle school health – it is a transcribed course; however, the grade does not factor into students’ GPA calculation.)
- 1 credit of the following – any combination –
  - Approved Career and Technical Education Course
  - World Language Course
  - Service Learning Course

\*\*With school and parent/guardian approval, a student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

### Grades and Report Cards

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The school will report student progress to parents two times each year in the form of a Report Card. Grades and marks used on report cards are listed below and explained below.

Grade	Percentage	Grade Point		Grade	Percentage	Grade Point
A+	100%	12 GP		D+	75-76%	3 GP
A	95-99%	11 GP		D	71-74%	2 GP
A-	93-94%	10 GP		D-	69-70%	1 GP
B+	91-92%	9 GP		F	0%-68%	0 GP
B	88-90%	8 GP		I	Incomplete	0 GP
B-	86-87%	7 GP		WP	Withdraw Pass	0 GP
C+	84-85%	6 GP		WF	Withdraw Fail	0 GP
C	79-83%	5 GP		WD	Withdraw Discipline	0 GP
C-	77-78%	4 GP		P	Pass	0 GP

An "I" may be recorded for "Incomplete" in the event course requirements are not complete. A grade of zero will be calculated with other grades earned for all incomplete work unless it is completed within ten days after the end of the grading period. The grade earned, with credit for work completed, or with zeros factored in for work not completed, will then be recorded for the grading period.

### Parent Portal

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Parents and students are able to check grades by using the Infinite Campus Parent Portal ([http://dr-k12.org/parents\\_public/parent\\_portal](http://dr-k12.org/parents_public/parent_portal)). User names and passwords can be requested from the high school office.

## **Honor Roll**

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

<b>Gold</b>	4.00 and above	<b>Silver</b>	3.50 – 3.99	<b>Bronze</b>	3.00 – 3.49
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No student will be included on any of the Honor Rolls if he/she has earned a grade lower than a C or if he/she has an Incomplete (I) at the time the Honor Roll is calculated.

## **Adding and Dropping Course Work**

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Students may request permission to add or drop a class without penalty, provided the request is within the first three days of the class. Students will be allowed to drop a course after the first three days through midterm with a grade of WF or WP with the permission of parents, teacher, and an administrator.

After midterm of a term or skinny class, all drops will be an "F", which will appear on their transcript and be included in their grade point average. Students must carry the required number of classes assigned to each grade level. Extenuating circumstances may be considered by the Principal.

## **Withdrawal from School**

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Any student withdrawing from school must present a written note from his/her parents or guardian consenting to the withdrawal. He/she will be given a clearance slip in the office which must be returned once completed. A permission to transfer records sheet must be signed by a parent/guardian or the student if he/she is over 18. Documents will be sent directly from this school to the new school (not handed over to a student or parent).

## **Study Hall**

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Study Hall is provided to give students an opportunity to study and complete assignments. All students are required to bring books and materials to study hall and to comply with all rules established by the study hall teachers. Students in study halls are subject to the same rules which govern behavior in classroom. Students having academic difficulty may be assigned to small group study hall at the Principal's discretion.

## **Homework**

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

## **Guidance**

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The school has a full time guidance counselor who is available to help students with information about courses, scheduling, colleges, military service and other careers. The counselor is also available to assist students with personal problems. Students who would like to arrange for a meeting should do so before school, after school, or during study hall.

## Discipline

Students at Dell Rapids High School are responsible for:

1. doing their best on all assigned school work.
2. bringing appropriate books, equipment and materials to each class period and study hall.
3. doing their own school work, not copying work from others, and not allowing others to copy work from them.
4. attending all classes regularly and on time.
5. respecting the rights of other students to attend school without classroom disruptions.
6. respecting the right of other students to attend school without fear of physical or verbal abuse.
7. following the rules and regulations governing conduct established by law, the Board of Education, the administration, and the teaching staff.

**Students who continually display a lack of responsibility may be denied the opportunity to attend Dell Rapids Public High School.**

The Board of Education may suspend or expel from school any student who is 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.

All school employees have a responsibility to maintain order and to enforce rules. 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 present.

Classroom teachers have a variety of strategies to maintain proper order:

- Verbal reprimand
- Behavior plans to improve student conduct or approach to learning
- Parent notification via phone or email
- Classroom or office detention.
- Parent-Teacher Meeting and/or Conference
- Office referral

**Students who misbehave or do not follow the rules will be subject to the actions outlined in the school's Progressive Discipline Plan (PDP).**

## Progressive Discipline Plan (PDP)

<b>Class One Offenses (per semester)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4 Habitual Disobedience</b>
<b>Unexcused Tardy to School</b>	1-2 unexcused tardies = 1-30 minute detention & parent contact	3 unexcused tardies = 1-50 minute detention & parent contact	4 unexcused tardies = 3-50 minute detentions & parent contact	5 or more unexcused tardies = 3-50 minute detentions and/or ISS & parent conference
<b>Unexcused Tardy to Classes after First Period</b>	1 tardy = 1-15 minute teacher-assigned detention	2 tardies = 1-30 minute teacher-assigned detention	3 tardies = office referral 1-50 minute detention & parent contact	4 or more tardies = office referral 3-50 minute detentions and/or ISS & parent contact
<b>Class Two Offenses (per semester)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4 Habitual Disobedience</b>
<b>Classroom Disruption Inappropriate Behavior Neglecting Obligation Insubordination (in buildings or buses, on school grounds)</b>	teacher-assigned detention for no more than 30 minutes parent contact by teacher	office referral 3-50 minute detentions and/or ISS parent contact by office	ISS (1-3 days) parent conference	ISS/OSS (1-3 days) parent conference
<b>Cell Phone &amp; Other Electronic Devices</b>	Turned into office for pick-up at day-end 1-30 minute detention	Turned into office for pick up by parent/guardian 1-50 minute detention	Turned into office for pick up by parent/guardian 3-50 minute detentions and/or ISS (1 day)	Turned into office for pick up by parent/guardian ISS (1-3 days)
<b>Unexcused Absences (skipping a class or closed lunch period)</b>	3-50 minute detentions and/or ISS (1 day)	ISS (1-3 days) parent conference	ISS/OSS (1-3 days) parent conference	ISS/OSS (5 days) parent conference
<b>Class Three Offenses: (per semester)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4 Habitual Disobedience</b>
<b>Missed Detention</b>	3-50 minute detentions and/or ISS (1 day)	ISS (1-3 days) parent contact	ISS/OSS (3-5 days) parent contact	ISS/OSS (5 days) parent contact
<b>Unexcused Absences (skipping 2 or more periods in a day)</b>	3-50 minute detentions and/or ISS (1-3 days) parent contact	ISS (1-3 days) parent contact	ISS/OSS (3-5 days) parent contact	ISS/OSS (5 days) parent contact
<b>Gross Insubordination, Disrespectful or Obscene Language or Actions, Pornographic Material</b>	3-50 minute detentions and/or ISS (1-3 days) parent contact counselor referral as appropriate	ISS (3-5 days) parent contact counselor referral as appropriate	ISS/OSS (3-5 days) parent contact counselor referral as appropriate	ISS/OSS (5 days) parent contact counselor referral as appropriate
<b>Disrespectful or Obscene Language and/or Gesture Directed at a Person Physical Aggression</b>	ISS/OSS (1-3 days) counselor referral as appropriate	ISS/OSS (3-5 days) counselor referral as appropriate	ISS/OSS (3-5 days) parent contact counselor referral as appropriate	ISS/OSS (10 days) may be reduced to 5 days if student participates in conflict resolution training parent contact

## Illegal Offenses

Class Four Offenses (per year)	Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
<b>Smoking/Tobacco</b>	ISS/OSS (5 days) parent conference police referral when appropriate counselor referral may reduce suspension to 3 days if student participates in non-smoking class	ISS/OSS (10 days) parent conference police referral when appropriate counselor referral may reduce suspension to 5 days if student participates in non-smoking class	Long term suspension or expulsion police referral when appropriate student must attend non-smoking class before returning to school	
<b>Theft</b>  Level of consequences are determined by severity of incident.	Verbal reprimand restitution police referral when appropriate	3-50 minute detentions and/or ISS (1-3 days) restitution parent contact police referral when appropriate	ISS (3-5 days) restitution parent conference police referral when appropriate	ISS/OSS (10 days) restitution parent conference police referral when appropriate
<b>Violence, Fighting, Intimidation, Bullying, Physical Injury, Harassment, Hazing, Sexual Misconduct</b>	ISS/OSS (5 days) parent conference counselor referral may reduce suspension to 3 days if student participates in conflict resolution restitution & police referral when appropriate	ISS/OSS (10 days) parent conference counselor referral may reduce suspension to 5 days if student participates in conflict resolution restitution & police referral when appropriate	Long term suspension or expulsion police referral when appropriate student must attend conflict resolution training before returning to school	
Class Five Offenses (per career)	1st Offense	2nd Offense		
<b>Drugs and/or Alcohol Using or Under the Influence, or Possessing Drug Paraphernalia</b>	ISS/OSS (15 days) parent conference police referral may reduce suspension to 5 days if student participates in drug/alcohol evaluation and counseling	Long term suspension or expulsion police referral Student must attend drug/alcohol evaluation and counseling student returning to school		
<b>Drugs and/or Alcohol Possessing an Amount that Suggests Distribution</b>	Long term suspension or expulsion police referral Student must attend drug/alcohol evaluation and counseling before returning to school	Long term suspension or expulsion & police referral Student must attend drug/alcohol evaluation and counseling before returning to school		
<b>Unauthorized Presence in School Breaking &amp; Entering Facility (criminal trespass and/or burglary)</b>	Police referral; ISS/OSS or expulsion; Loss of privileges to participate in all school activities, including but not limited to athletic and non-athletic activities, prom, graduation, etc. for up to one school year; restitution for damage			
<b>Vandalism &amp; Destruction to School or Grounds (intentional destruction of public property)</b>	Police referral; ISS/OSS or expulsion; Loss of privileges to participate in all school activities, including but not limited to athletic and non-athletic activities, prom, graduation, etc. for up to one school year; restitution for damage.			
<b>Weapon(s), Bomb Threat, Fires, Endangering the Lives of Others</b>	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession.			

## **Fighting**

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Fighting is prohibited on school grounds or at school activities at home or away. Please see the Progressive Discipline Policy (PDP) for consequences of fighting.

## **Unacceptable Language or Gestures**

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Students must not use offensive language or gestures at any time in school, on school grounds, or while participating in or attending school sponsored events. Violation of these rules will result in Detention, In-School Suspension (ISS), and/or Out-of-School Suspension (OSS).

## **Sexual Harassment**

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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.

## **Student Bullying**

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DRHS is committed to maintaining a constructive, safe school climate which is conducive to student learning and fosters an environment in which all students are treated with respect and dignity. Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written, or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile, or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (academic, curricular activities, & social opportunities within the school environment).

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 DRHS students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

DRHS students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion.

## **Tobacco, Alcohol and Drugs**

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

## **Dress Code**

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Students have a right to choose their own style of dress and personal appearance as long as it does not interfere with the educational process of learning environment, endanger students' health and safety, disrupt the school, offend other students or staff, or relate to gangs, drugs, sex, violence or alcohol.

The purpose of the dress code is to:

- further the school's mission by providing a positive learning environment.
- ensure clothing and personal appearance do not distract others from the pursuit of academic goals.
- discourage the endorsement of alcohol, tobacco, drugs, and disruptive behaviors.
- respect the personal beliefs and religious rights and freedoms of all students and staff.

In order to promote a positive and safe learning environment:

- Students may not wear clothing with writing, slogans, pictures, or symbols which depict alcohol, tobacco, or drugs.
- Students may not wear clothing with writing, slogans, pictures, or symbols which depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body.
- Students should not wear coats, unless conditions warrant use.
- Students must wear shoes all times.
- Students may not wear or carry hats or caps during the school day.
- Students may not wear heavy chains which hang down or are used as belts.
- Students may not wear clothing or accessories with spikes.
- Students may not wear sunglasses in the school building.

Violations will be handled in the following ways:

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

## **Cell Phone and Electronic Device Use**

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**Electronic devices, including but not limited to items such as cell phones, iPods, and MP3 players, are not to be used by students during the school day (8:30 am - 3:18 pm or school dismissal) unless they are using them under the direct supervision of a district staff member. Electronic devices (which have the capability to take photographs) shall not be used for such purposes in locker rooms or restrooms at any time.**

Electronic devices can be disruptive to the learning environment and used for cheating. If students are observed using a cell phone or other electronic device without staff member permission during the school day, the item will be confiscated. If the student does not turn the device over, it will be viewed as insubordination. See the Progressive Discipline Policy (PDP) for all consequences of violating the electronic devices policy.

Permission may also be granted by administration or the secretary for use in the office. The district is not be responsible for loss, theft or damage to personal communication devices brought to district property or school sponsored events.



## **School Property**

Students are responsible for the proper care of all books, supplies, equipment, and furniture provided by the school. Please see the Progressive Discipline Policy (PDP) for consequences of damaging school property.

### **Textbooks**

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Students are issued textbooks and are responsible for their proper care and return. Fines are assessed when textbooks are severely damaged or lost:

- Books during first year of use ..... 100% of the purchase price
- Books during second year of use..... 80% of the purchase price
- Books during third year of use..... 60% of the purchase price
- Books during fourth year of use..... 40% of the purchase price
- Books during fifth year of use.....20% of the purchase price

Fines for lesser amounts may be assessed at the discretion of the teacher for minor damage or for books past their fifth year of use.

### **Lockers**

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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. Each locker has a combination lock with a combination known only to the student assigned that locker. Students must not share the locker combination with anyone. Students are to keep materials, books, supplies, and equipment locked in their lockers at all times when they are not in use. The locking mechanism on lockers must not be altered or prevented from working.

Lockers are the property of the school and are loaned to students for their use. Students are responsible for their proper use and care, and they may be assessed a fine for damages. School administrators have the responsibility to search lockers if there is any reason to believe they contain articles which violate the law, school rules, or pose a potential hazard to others.

### **Hallways**

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Students in hallways are subject to the same rules which govern behavior in classroom. Quiet and courteous behavior is expected.

### **Library**

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The school maintains a well-stocked and equipped library for student use. It is a place for study, research, or leisure. Materials may be loaned to students. Students are responsible for the prompt return of all materials checked out so others may benefit from them. Fines may be assessed for materials returned late, and replacement costs may be charged for materials damaged or lost.

Students in the library are subject to the same rules which govern behavior in classroom. Quiet and courteous behavior is expected.

### **Office Telephone**

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Students may use the phone in the office with permission. The office phone should not be used during a class period unless there is an emergency.

## **Food and Drinks**

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Vending machines are provided for student use under the regulations of the district's Wellness Policy. Students bringing their own lunches must eat them in the lunchroom, high school commons, or an area supervised by a staff member.

## **Transportation To and From Events**

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Students traveling to a school-sponsored event in a school vehicle must return in the same vehicle unless permission is requested by parents to the sponsor of the activity or Principal before the vehicle departs. Students are required to travel to and from all events in school vehicles unless special arrangements have been made. Under no circumstances will students be given permission to travel with peers. Students failing to cooperate with rules regarding transportation to and from events may be dropped from the activity.

## **Activity Tickets**

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Activity tickets are available in the Principal's office. Please see the office for prices. Purchase of an activity ticket entitles the student to attend all home games (except for tournaments and double headers). 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.

## **Fire, Tornado, and School Safety Drills**

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Fire, tornado, and school safety drills are important safety precautions. It is essential when the first signal is given, everyone obeys orders promptly and follows all directions. The teacher in each classroom will give specific instructions and students are expected to follow those instructions quickly and efficiently.

In addition to fires and tornados, there may be situations in which the school personnel may have reason to place security measures in place for the health, safety, or well-being of students and/or staff.

- **Stay Put** – there is no threat to the safety of students... students held in classrooms until notified.
- **Secured Perimeter** – threat is outside of our building... students held in the building until notified.
- **Lockdown** – imminent threat to the safety of students... students held in the building until notified.

## **School Health Policies**

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The Dell Rapids School District employs a full-time school nurse. If a student becomes ill or is hurt (outside of minor scrapes and bruises), the school will attempt to contact the parent(s)/guardian(s). If contact is not successfully made, the school will attempt to contact the person identified on the Student Health and Emergency Update form. For more serious injuries, an accident report will be completed.

## **Medication Sent to School**

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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 administered by trained personnel. As described by Board of Education policy, the following procedures must be followed:

Medications required to be taken at school **must be** in a container from the pharmacy labeled with the student's name, name of medication, correct dose, time to be given, and doctor's name (no unlabeled medication will be given). Ask the pharmacist for a second container with the above information provided. 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:

- 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.
- 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.
- “Over the counter drugs” shall not be supervised or kept in the health office unless directed by the physician. In the K-4 building, students are not allowed to have over-the-counter medications on their person or in their control.
- **PRESCRIPTION:** Medications shall be stored in a locked location provided for medication storage.
- Students requiring prescription medications at school shall be identified by the parent to authorized school personnel.
  - 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.
  - 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.
  - The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
  - 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.
  - All medication not picked up by a parent by the last day of school will be destroyed.
- The need for other physician prescribed services shall be reported to the principal and school nurse.
- 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.

## Appendix A Student Related Board Policies

### JFC Student Conduct

The Board of Education recognizes that acceptable behavior is essential to the 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 of Education 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 or EEACC).

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 materials.
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 receive an education free from physical and 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 the teaching staff.

Students who refuse to accept the above responsibilities will be subject to disciplinary action.

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for other students; school employees and guests at the school, and will create a positive school environment in which to learn and work. All students have individual responsibilities and obligations in their conduct towards other people and with respect to property.

Examples of student conduct on school grounds or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Intentionally or recklessly causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally or recklessly causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally or recklessly causing or attempting to cause physical injury to another person except in self-defense, or threatening to do so.
4. Possession of any firearm, knife, explosive, or other dangerous object.
5. Possession, use, transmitting, or being under the influence of any controlled drug or substance without a physician's prescription.
6. Possession of, use or under the influence of alcohol.
7. Possession or use of any tobacco product.
8. Making false fire alarms or bomb threats or similar threats.
9. Communicating a terrorist threat or using a hoax substance or device to cause fear of a terrorist act.
10. Falsely reporting a threat.
11. Cheating with respect to school work or tests.
12. Using lewd, profane or obscene language, or displaying lewd, profane or obscene language or pictures.
13. Sexually harassing any other person.
14. Harassment of any other person (harassment means intentional conduct directed at another person which seriously annoys, alarms, or offends the person and the conduct has no legitimate or valid reason, and includes bullying/hazing).
15. Repeatedly and intentionally defying the valid authority of school employees and personnel, or conduct which disrupts, interrupts and interferes with the educational process or the rights of other students to learn.

Copies of this policy shall be made available to parents and to all students, either through being reprinted in student handbooks or through some other means.

LEGAL REFS.: SDCL 13-32-5; 13-32-6; 13-32-7; 22-14A-22; 22-14A-24; 22-14A-25; 25-5-15

ADOPTED: 05-1985  
AMENDED: 09-2005  
REVIEWED: 06-2012

### **JFC Student Dress Code**

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. These restrictions can be found in the student handbook for each building. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

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, or drug, alcohol or tobacco, are sexually suggestive, or display racial slurs.

ADOPTED: 05-1987  
AMENDED: 06-2003  
REVIEWED: 06-2012

### **JFCH Alcohol Use, Drug and Chemical Abuse by Students**

The Board of Education 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
  - i. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
  - ii. The administration will suspend the student according to the suspension policies of the school district.
  - iii. If appropriate, the administration will notify law enforcement authorities.
- b. Second and subsequent offenses
  - i. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
  - ii. If appropriate, the administration will notify law enforcement authorities.
  - iii. The administration will suspend the student for long term suspension or expulsion according to the policies of the school district.
  - iv. The administration will recommend to the School Board that the student be expelled, unless the following procedure is followed:
    1. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
    2. 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:

1. First Offense and subsequent offenses:
  - a. Supplying or selling chemicals will result in a five (5) day suspension according to the suspension policies of the school district.
  - b. The administration will refer the case to available law enforcement authorities.
  - c. 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 school 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 of 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 REFS.: Public Law 101-226  
 ADOPTED: 11-1991  
 AMENDED: 09-1999  
 REVIEWED: 06-2012

### **JFCJ Dangerous Weapons in the Schools**

The possession/use of weapons or look-alike weapons are regulated by state law and the School Board policies.

SDCL 13-32-7. Possession of firearms on elementary or secondary school premises or vehicle as misdemeanor— Exceptions. Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or

building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

**PROHIBITION:** No person, shall intentionally carry, have in his or her possession, store, keep, leave, place or put into the possession of another person 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(16), 22-1-2(17), 22-1-2(23), and 22-1-2(46);
  - a. SDCL 22-1-2(17) “Firearm silencer,” any instrument, attachment, weapon or appliance for causing the firing of any gun, revolver, pistol, or other firearm to be silent, or intended to lessen or muffle;
  - b. SDCL 22-1-2(23) “Machine gun,” any firearm, whatever its size and usual designation, that automatically discharges two or more cartridges by a single function of the firing device;
  - c. SDCL 22-1-2(46) “Short shotgun,” a shotgun having a barrel less than eighteen inches long or an overall length of less than twenty-six inches;
- 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 up upon oxidation emits heat and light and is commonly used 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 and 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 section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

**PENALTY:** Any violation of SDCL 13-32-7 shall be reported to local law enforcement authorities. (SDCL 13-32-4). 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.

The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. If a student has intentionally brought a firearm onto school premises, the expulsion may not be for less than twelve months. However, the school board may increase or decrease the length of a firearm-related expulsion on a case-by-case basis. (SDCL 13-32-4).

## LOOK-ALIKE WEAPONS

PROHIBITION: No person shall carry, have in his or her possession, store, keep, leave, place or put in the possession of another person 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 school administration 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. The disciplinary action which may be imposed includes, but is not limited to: conference with the student and parent; detention; suspension for up to six 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)

LEGAL REFS.: Improving America's Schools Act of 1994, P.L. 103-392, page 59  
SDCL 13-32-7; 13-32-14.2; & 22-1-2

ADOPTED: 12-1994  
AMENDED: 10-2004  
REVIEWED: 06-2012

## **JHCC Student Communicable Diseases**

The Board of Education recognizes the need and right of all children to receive free and appropriate education. The Board of Education 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 the 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:

- Representation from the State Health Department;
- The student's physician;
- The student's parents or guardian(s);
- The school principal;
- The school nurse;
- The superintendent or designee;
- The student's teacher(s) and other appropriate school personnel.

In making the determination, the team shall consider:

- The behavior, development level, and medical condition of the student;
- The expected type(s) of interaction with others in the school setting;
- The impact on both the infected student and others in that setting;
- The South Dakota Department of Health guidelines and policies, and
- The recommendation of the State Health Department, which may be controlling.

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: 11-1988  
AMENDED: 05-1999  
REVIEWED: 06-2012

### **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 individual's 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/she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his/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/she has been subject to sexual harassment. If the guidance counselor receives a report of sexual harassment he/she may pass the report on to 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/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/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/she may utilize any applicable grievance procedure.

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

ADOPTED: 12-1987  
AMENDED: 11-1996  
REVIEWED: 10-2010  
REVIEWED: 06-2012

### **JFCC Student Conduct on School Buses**

Buses are provided for those students whose distance from school or health makes this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be 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.

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

1. Students must be on time at bus stops. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain away from the roadway while awaiting the arrival of the bus.
2. 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.
3. Students must keep their hands, arms, and heads inside the bus at all times.
4. Students should not cross a highway before the bus arrives.
5. 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.
6. 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 or school officials.
7. The aisles must be kept clear. All articles such as athletic equipment, books and book bags, musical instruments, etc., must be kept out of the aisles.
8. Conversation must be carried on in a normal tone of voice. Shouting, screaming, running, fighting, vulgar language, and pushing are not permitted on the bus. When approaching a railroad crossing, absolute quiet is required.
9. It is against state laws to throw anything from a vehicle upon the streets or highways.
10. Students will not be destructive (removing screws from back of seats or cutting upholstery) as it could affect the safety of the bus. Any damage to the bus will be paid for by the rider or riders inflicting the damage and will be subject to suspension or expulsion from school.
11. 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.
12. Drivers and students will treat each other with mutual respect. If a student becomes a problem the bus driver will assign the students to a seat and inform the student of what is expected of him or her. The driver will also inform the parents of his or her action and why it was necessary to take the action.

If the student continues to violate the bus regulation after he or she has been assigned a seat, the driver will report the violation to the appropriate principal (Public or St. Mary's). The principal will talk to the student and inform the

parents of the rule violation, and will inform the parents that another violation will result in the student losing the bus privileges for the balance of the school year.

Students are expected to obey the rules or they will lose the privilege of riding the bus. Drivers are expected to enforce the rules or they will be replaced.

LEGAL REFS.: SDCL 13-32-5;

ADOPTED: 09-1977

AMENDED: 05-2005

REVIEWED: 06-2012

### **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, school counselor, school official or other school employee who has reasonable cause to suspect that a child under 18 years of age has been neglected or abused (including sexual or emotional abuse) by any person including parent or other person, shall report in writing to the Principal or Superintendent who shall then immediately report orally 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 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.

It is a Class I misdemeanor punishable by up to a \$1,000 fine, or a year in jail, or both, for a teacher, school counselor, school official or other school employee who has reasonable cause to suspect that a child under the age of 18 years has been neglected or abused to knowingly and intentionally fails to report the same as required in this policy and state law.

The report to the principal or superintendent 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 injury resulting in suspected abuse or neglect. It is not the responsibility of the school employees to determine or 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 physical inspection of the child should be conducted in a considerate, professional manner. 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.

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 or her 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 REFS.: 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: 05-1985

AMENDED: 12-2006

REVIEWED: 02-2009

REVIEWED: 06-2012

## **JO Student Records**

Privacy of school records, as protected under law, continues to be an important issue facing education. Public law 93-380, to extend and amend the Elementary and Secondary Education Act of 1965, containing Section 513(a) known as the "Family Educational Rights and Privacy Act of 1974," was signed into law by President Ford on August 21, 1974, and became effective November 20, 1974. Full regulations were published in the Federal Register on June 17, 1976, effective immediately.

This law makes it necessary for schools to develop policies and procedures that insure parents and students the right to inspect and review any and all official records, files and data directly related to their children.

Student records are an essential part of the educational process. To serve this end, information about students as may be required by law, and considered necessary to achieve the educational goals and objectives as stated in the philosophy of the Dell Rapids School District, will be collected and maintained under the supervision of the certified staff. This collection, maintenance, accessibility, dissemination, retention, and confidentiality of such information will be controlled by procedures designed to enhance the primary task of the school while protecting individual student rights and preserving the confidential nature of the various types of records.

A parent of a student or a student may waive any of his/her rights by a written waiver signed by the parent or student, as appropriate. The school may request, but not require, such a waiver and it may be revoked by the student or parent at any time after he/she becomes an eligible student. Any revocation must be in writing.

It is the responsibility of the School Board to annually, through public notice, inform parents of students and eligible student of their right to inspect and review educational records. Requests for review must be directed to the student's building principal.

Parents and students over 18 years of age are entitled:

1. To know the records that are kept;
2. To inspect and review the records or material that pertains to them or their offspring;
3. To receive a copy of the record;
4. To receive a response to a reasonable request for explanation and interpretation;
5. To challenge a record claimed to be inaccurate, false or misleading or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no change is made;
6. To place a statement of rebuttal in the challenged record if not change is made;
7. To file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, if they believe any of these rights are violated.

Students under 18 years of age are entitled to the same privileges as parents and students over 18 years of age. Public notice must also be made by the School Board of intent to disclose to the news media personally identifiable data designed as directory information.

The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's building principal within fifteen (15) days after the notice is given.

The following information will be classified as "directory" information:

1. The student's name.
2. The student's address.
3. The student's phone number.
4. The student's date and place of birth.
5. The student's grade level.
6. The student's electronic mail address.
7. Dates of attendance.
8. Participation in officially recognized activities and sports.
9. Weight & height of members of athletic teams.
10. Degrees, honors, and awards received.
11. The most recent educational agency or institution attended.
12. The student's photograph.

LEGAL REFS.: Public Law 93-380 August 21, 1974; "Family Educational Rights and Privacy Act of 1974  
Regulations: Federal Register June 17, 1976

ADOPTED: 11-1985  
AMENDED: 11-2007  
REVIEWED: 06-2012

### **JOA Student Directory Information**

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

- The student's name
- The student's address
- The student's phone number
- The student's date and place of birth
- The student's grade level
- The student's electronic mail address
- Dates of Attendance
- Participation in officially recognized activities and sports
- Weight & height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- The student's photograph

The above information will be provided only to individuals or groups for legitimate educational purposes.

The 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.

LEGAL REFS.: Public Law 93-380 August 21, 1974; "Family Educational Rights and Privacy Act of 1974  
Regulations: Federal Register June 17, 1976

ADOPTED: 11-1985  
AMENDED: 11-2007  
REVIEWED: 06-2012

### **KL Public Complaints and/or Concerns**

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. Persons wishing to submit official concerns or complaints relating to the School District, its policies, personnel or instructional materials should begin at the level closest to the source of the concern or complaint. If a concern or complaint is not resolved initially, it may be referred to the next level in accordance with District policy. Appeals to the Superintendent must be presented in writing. Matters referred to the Superintendent should be specific in terms of the action desired. After receiving an appeal, the Superintendent will investigate the matter and respond in writing to the complainant within fourteen (14) calendar days.

If the Superintendent is unable to satisfy the complainant, the case may be appealed to the School Board. Any appeal of the Superintendent's ruling must be presented in writing to the Superintendent within seven (7) calendar days of his/her decision. Matters referred to the Board should be specific in terms of the action desired. The Superintendent will present the appeal to the Board in accordance with District policy. The Board will consider the appeal at the next regular Board meeting, provided the written appeal is received by 5:00 pm three working days prior to the meeting. The Board will dispose of the matter according to its best judgment.

The Board considers it the obligation of employees of the schools to give serious consideration to the concerns and complaints of parents or the public. Exceptions to this policy will be made when the concerns or complaints concern Board actions or Board operations only.

LEGAL REFS.: SDCL 13-46-1

ADOPTED: 06-1988

AMENDED: 11-2007

REVIEWED: 09-2010

REVIEWED: 06-2012

### **KLC Public Complaints about the Curriculum or Instructional Materials**

One of the most important goals of education is to help young people understand the diversity of viewpoints, religions, and cultures in the world and learn to make informed choices. An individual's freedom to read and explore diverse ideas and viewpoints is guaranteed in the First Amendment to the Constitution of the United States. As expressed in the American Library Association's Freedom to Read statement, "We believe that free communication is essential to the preservation of a free society and a creative culture."

Despite careful review and selection of instructional materials, parents/guardians and/or students may occasionally have objections to materials that are used in the classroom or that are available through the school library or the school computer network.

When a student or parent/guardian feels significant sensitivity, embarrassment, or moral conflict with the ideas, language, and/or graphics presented in required instructional materials, he or she should express these concerns to the teacher and then the principal. The teacher shall work with the parent/guardian and student as specified in Regulation KLC-R under the heading "Procedure for Requesting Alternatives to Required Instructional Materials."

If the parent/guardian or student feels that the required material is not appropriate for any student's use, the parent/guardian or student should follow the procedures specified in Regulation KLC-R under the heading "Procedure for Reconsideration of Curriculum Adopted Instructional Materials."

The building principal shall review with the complainant the procedures for filing the complaint and shall provide the parent/guardian or student with the appropriate form to file a complaint.

A review of the material shall begin within ten (10) school days of the written complaint reaching the Superintendent, and all steps of the process shall be followed as spelled out in Regulation

KLC-R. LEGAL REFS.:  
SDCL 13-32-6

## Appendix B

### Grievances for Discrimination Dell Rapids School District 49-3 Student Grievance Procedure and 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 Signature

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.