

**DELL RAPIDS MIDDLE SCHOOL**

**STUDENT & PARENT**

**HANDBOOK**

**2019-2020**

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 extracurricular activities.

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

## **FOREWORD**

This handbook is addressed to the student body and parents of Dell Rapids Middle School. Please read and discuss its contents within your family to become more familiar with the rules and regulations which govern student life here at DRMS. All students who attend our school are required to follow the rules outlined here, in addition to the rules set by individual classroom teachers for their own rooms. If you have a question that is not answered within these pages, please feel free to contact the principal or your teacher. We recognize that educating children requires a team effort and we look forward to joining you in this vital pursuit.

# Dell Rapids School District

## Quarrier Pride

# We Empower Each Other to Excel

# MIDDLE SCHOOL BUILDING POLICIES & RULES

## DISCIPLINE & ATTENDANCE POLICY DEFINITIONS & PROCEDURES

The following definitions and outline of procedures are intended to help you understand terms used to describe actions which may be taken by school personnel as a consequence of your actions. It should be understood that serious and frequent violations of rules will result in more serious consequences. 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.

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

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

**Early Morning Detention** will be held before school from 7:45 AM to 8:25 AM. Early Morning Detention will be assigned when a student is tardy to school and is considered "Unexcused". Teachers may assign Early Morning Detention for being late to class or for other violations of classroom rules after the student has served classroom detention for the same infraction. Failure to serve Early Morning Detention will result in the assignment of an additional Early Morning Detention. Failure to serve subsequent Early Morning Detentions will result in the assignment of Saturday Detention or in-school suspension and a parent contact.

**Saturday Detention** will be held on Saturday mornings from 8:00 AM to 11:00 AM and must be served in its entirety. Saturday Detention may be assigned only by the principal or person designated to be in charge of the school during his/her absence. If Saturday detention is assigned due to unacceptable classroom behavior or unfinished assignments, the student's homeroom teacher will contact the parent to clarify behavioral or academic expectations. Saturday Detention must be served as assigned. Alternative arrangements will not be considered unless your parents notify the school in advance (before 8:00 AM) that you are ill or that there is a family emergency. If a student does not serve the Saturday Detention as assigned, a second Saturday Detention will be assigned and must be served on two consecutive Saturdays offered. Refusal to serve either of the Saturday Detentions will result in a three-day in-school suspension, after which the student will still have to fulfill the Saturday Detention assignments or be recommended for out-of-school suspension, long term suspension, or expulsion. Saturday Detention may be assigned by the principal at his/her discretion for flagrant or frequent violations of school rules and procedures. Parents will be notified by the office that Saturday Detention has been assigned, in advance, if possible.

**Temporary Removal From Class** - Occurs when a student's behavior is in violation of classroom rules and is disruptive to the classroom procedures. This action may be initiated by the teacher when she/he sends the student to the office. A discipline notice will be filled out by the teacher and sent to the office. Removal from class for a period of time of more than one class period will be administered by the principal.

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

**Short Term Suspension** - Denial of the opportunity to attend school for a period of time from one through ten school days. This action can be imposed by the superintendent, principal, or other person designated to oversee the school. Students will earn full credit during the time of the suspension. A parent conference is required before a student can return to school following an out-of-school suspension.

**In-School Suspension** - Occurs when a student displays inappropriate behavior that is disruptive to the learning environment. This could include the classroom, hallways, lunchroom, or other areas on school grounds. A student will be expected to complete homework during the suspension that was missed because she/he was removed from class. 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 to a student.

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

## **STUDENT RESPONSIBILITIES**

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

1. Students are responsible for doing all assigned schoolwork and for doing their very best.
2. Students are responsible for having appropriate books, equipment and materials with them for each class period.
3. Students are responsible for doing their own schoolwork, for not copying work from others, and for not allowing others to copy work from them.
4. Students are responsible for their attendance at school and must attend school and all classes regularly and on time.
5. Students are responsible for their own behavior and for respecting the rights of other students to attend school here without classroom disruptions.
6. Students are responsible for respecting the right of other students to attend school without fear of physical or verbal abuse.
7. Students are responsible for following the rules and regulations governing conduct established by law, the Board of Education, the administration, and the teaching staff.

## **WHAT HAPPENS IF STUDENTS DON'T LIVE UP TO THEIR RESPONSIBILITIES?**

As a student progresses from fifth to eighth grade, the degree of academic and social independence increases. Students who refuse to accept their responsibilities will undergo restrictions on their independence. If behaviors continue to occur, the degree of restriction increases. In the most severe cases, students who refuse to accept their responsibilities will be subject to action which may lead to the denial of the opportunity to attend the Dell Rapids Public Schools.

## **WHAT HAPPENS IF STUDENTS MISBEHAVE OR DON'T FOLLOW THE RULES?**

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

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

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

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

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

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

In the event students are not responding appropriately to the procedures outlined above, teachers may send students to the principal's office. Being sent to the principal's office for misconduct or violations of school rules is a step which may lead to early morning detention, extended removal from a class, assignment of Saturday Detention, in-school or out-of-school suspension for a period of time, or a recommendation for permanent removal from school. Parents or guardians will be notified when students miss a detention or are assigned Saturday School or suspension. Students who misbehave or do not follow the rules will be subject to the actions outlined in the school's Progressive Discipline Plan. This

guideline was developed by staff, students, and parents as a way to target inappropriate choices by students and deter their occurrence. More specific consequences related to choices are included in the PDP.

## **UNACCEPTABLE LANGUAGE OR GESTURES**

Students may not use offensive language or gestures at any time they are in school or on school grounds, or while participating in or attending school sponsored events. Violation of these rules will result in the arrangement of Early Morning Detention, Saturday Detention, or Suspension.

## **SEXUAL HARASSMENT**

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

## **DRESS CODE**

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

Students attending Dell Rapids Middle School or representing the school at a school sponsored function will not be allowed to wear:

- Any clothing conveying any message of profanity, drug/alcohol/nicotine/tobacco advertisement or use, a sexually suggestive nature, or racial slurs.
- Any head coverings while indoors (Hats, caps, hoodies, etc.)
- Clothing that shows midriffs, cleavage, and undergarments.
- Shirts with extended arm holes, spaghetti straps, strapless tops unless appropriately covered with additional attire.
- Shorts and/or skirts that are shorter than mid-thigh in length. Slits or openings in all garment should not be above mid-thigh.
- Accessories that could be used as a weapon.
- This list is not all inclusive.

Violation of any of these rules will result in the student being asked to cover or remove offending item. A student may be given an alternate item of clothing to wear for the day. Multiple violations will be handled as insubordination.

## **TOBACCO, ALCOHOL, & DRUGS**

The use or possession of tobacco, alcohol, or drugs in the school building, on the school grounds, in school vehicles, or at school events at home or away is strictly forbidden. Students in school or at school functions, home or away, who are to any degree under the illegal influence of alcohol or drugs are prohibited. Students who are in violation of the rules governing tobacco, alcohol, or drugs will be suspended from school and may lose their privilege to attend or participate in school functions.

## **A CLOSED SCHOOL DAY**

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

## **PROCEDURE FOR LEAVING SCHOOL**

If a student needs to leave school once the school day has begun, she/he must check out at the Middle School office. Students will only be released to their parent or guardian or to an adult that has been previously identified by a parent or guardian through a written or electronic note. Students who leave school without checking out at the office will have their absence recorded as unexcused and will be subject to the rules and penalties for unexcused absences.

If a student knows that she/he will need to leave school early for such things as medical appointments, she/he needs written permission or a phone contact from parents to the office to verify the reason and time of the student departure. Excuses for leaving school, unless the student checked out at the office, will not be accepted the next day. Planning in advance is the student's responsibility and strongly encouraged.

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

## **ABSENTEE PROCEDURE**

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

## **TARDY TO SCHOOL**

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

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

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

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

## **ATTENDANCE AND BEING ON TIME**

The State of South Dakota has laws requiring mandatory attendance for all young people who have not yet reached their 18th birthday. Our Board of Education lists "punctual and regular attendance" as a responsibility for all students attending our schools.

Students will not be allowed to participate in or attend co-curricular activities if they have not been present at school prior to 12:00 noon of the day of the event or the half day directly preceding the event, unless special permission has been obtained in advance from the Principal. Valid reasons for exceptions to this rule will include medical appointments, family emergencies, or attendance at other scheduled school events. In the interest of student health and well-being, you will not be allowed to participate in or attend co-curricular functions if you have been too ill to attend school by the 12:00 noon deadline or the half day directly preceding the event. Some written assignments can be completed for make-up after an absence, but there is much that happens during a class period which cannot be replicated. When a student misses classroom instruction and presentations, classroom discussions, audio-video presentations, time for guided practice, and classroom participation, they miss learning opportunities which can't be made-up. Students miss a vital part of their education when they are absent from school.

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

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

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

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

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

Parents will be notified of all "Unexcused" absences, and students will be required to serve ISS or Saturday Detention time as assigned by the Principal. Irregular school attendance may lead to a denial of

the opportunity to attend school or could qualify a student for retention at the same grade level. All absences for reasons other than those provided for in the laws of the State of South Dakota or those that have not been cleared in advance by the Principal after discussions with parents or guardian will be considered "Unexcused." Skipping school for any part of the school day or any absence that has not been verified as excusable by parents or guardian prior to the return to class will be recorded as "Unexcused." All days missed due to suspensions for disciplinary reasons will also be recorded as "Unexcused."

Any student missing six (6) or more meetings (excused or unexcused) of a specific class period attendance in a quarter will have credit for the class withheld. A student missing six (6) to eight (8) absences may make up class time in Saturday Detention to gain class credit. After nine (9) absences, no credit will be given.

For

Clarification:

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

PLEASE NOTE – DOCUMENTATION WILL BE REQUIRED IN SOME SITUATIONS.

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

## **REQUIRED AND ELECTIVE CLASSES**

Fifth and sixth graders are required to take English Language Arts, Social Studies, Math and Science. These students also take Art, Library/Keyboarding, Music, Physical Education, and Health.

Seventh and eighth grade students are required to take English Language Arts, Social Studies, Math and Science. These students also take Art, Career Exploration, Physical Education, and Health. During the enrichment period and depending on a student's choice in Band and/or Choir, seventh and eighth grade students also take some of the following classes: Band, Choir, Music, STEM, Spanish, Art, Health, and Physical Education.

Band (G5,6,7,8) and Chorus (G7,8) are elective classes. Elective classes will require graded performances and concerts that may occur outside the school day. Missing Elective performances may affect the grade received in these classes.

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

## **SCHEDULING**

Schedule changes are made during the year only at the request of staff. Students in vocal music (grades 7 and 8) or band (grades 5,6,7 and 8) can only drop these courses during the first four days of each semester after previous approval from the teacher, principal, and parent.

## **ELIGIBILITY**

Participation in the various extracurricular programs is predicated upon successful work in the academic classroom. Every Thursday (or second to last day of each school week), the teaching staff creates a list of students who are failing or have incomplete work in their course. The list will be created after the second week of each academic quarter. Students failing or who have three (3) or more incomplete assignments are placed on the "Ineligible List" for the following week (Monday- Saturday), making the student ineligible to participate in, or ride the bus to, any athletic or extracurricular competition. However, the student can participate in practice during that time.

Any student who is failing three (3) or more classes or who has six (6) or more incomplete assignments will not be allowed to attend practice. Any student who has an "I" at the end of a grading period will not be allowed to participate in practice, ride the bus to, or participate in any extracurricular competition until the incomplete/s is resolved and a final grade is submitted by their teacher/s. A student can also be placed on the "Ineligible List" if an incomplete assignment/s is not completed within a reasonable period of time as determined by the principal.

TO

CLARIFY:

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

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

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

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

In order to be promoted to the next grade level, middle school students must pass fifteen of their twenty quarterly CORE classes and at least 75% of their quarterly exploratory and enrichment classes.

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

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

## **GUIDANCE**

The middle school has a professional guidance counselor in the building. This individual is available to help students with information about courses, scheduling, careers, and life skills. Additionally, the counselor is available to assist students with personal, school and academic issues. When students would like to visit with the counselor, they are to make arrangements with the counselor for an appointment time. Students may also contact their homeroom teacher or the office to schedule an appointment with the counselor.

## HOMEWORK

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

Students at the middle school level should expect to have homework assigned to them each day. Many students report they need to schedule one to two hours daily to complete their homework assignments.

Homework assignments are due as assigned by the teacher. Homework turned in late may not be accepted, and students may receive no credit, or a reduced amount of credit for work handed in late. Participation in or attendance at school sponsored functions is not a valid reason for not completing homework assignments. Students are responsible for completing homework with assistance from teachers and parents. Teachers will communicate with parents when a pattern of incomplete work is established by a student.

## GRADES & REPORT CARDS

The school will make a report to parents about progress a minimum of four times each year in the form of a Report Card. In addition, midterms are sent out during each quarter. The grades and marks used on report cards are listed below and the percent listed will be used as a guideline for assigning grades.

A+ = 100%	A = 95 - 99%	A- = 93 - 94%
B+ = 91 - 92%	B = 88 - 90%	B- = 86 - 87%
C+ = 84 - 85%	C = 80 - 83%	C- = 78 - 79%
D+ = 76 - 77%	D = 72 - 75%	D- = 70 - 71%
F = 69% & below    I = Incomplete		

WP = Withdrew Passing      WF = Withdrew Failing    WD = Withdrew Discipline

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

## HONOR ROLL

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

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

## **TRANSPORTATION TO & FROM EVENTS**

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

Under no circumstances will students be given permission to travel with peers. If students fail to adhere with rules regarding transportation to and from events, they will be dropped from the activity.

## **FIRE & TORNADO DRILLS**

Fire and tornado drills are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows all directions given by teachers, associates or other adults.

## **CARE OF SCHOOL PROPERTY**

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

## **CHROMEBOOKS**

All students will be issued a Chromebook for use in school. Students are responsible for the proper care of the device issued to them and must follow the guidelines established for proper use established through the Technology Acceptable Use Policy. Acknowledgement of Acceptable Use Policy requires both student and parent signatures which must be completed before the issuance of a Chromebook.

## **TEXTBOOKS**

All students are issued textbooks for their use in the classes in which they are enrolled and are responsible for their return and proper care. Fines are assessed when textbooks are lost or are damaged on the following basis: New books during the first year of use - 100% of the purchase price; books in their second year of use - 80% of the purchase price; books in their third year of use - 60% of the purchase price; books in their fourth year of use - 40% of the purchase price; books in their fifth year of use - 20% of the purchase price. New books typically cost approximately \$70.00.

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

## **COMMONS**

The Middle School doors open at 7:45 each morning. Upon entering the building in the morning, all students are to take their book bags, coats, and gym bags to their lockers, returning immediately to the Commons area. Students may also take their band instruments to the band room. Students are welcome to study, visit respectfully, and eat breakfast in the Commons. Students may work in classrooms only if a teacher or associate is present in the room. To be in any other part of the Middle School before 8:25 AM, a student must have a valid pass from a staff person.

**Middle School students are not to be in the High School without a valid reason AND a pass from a staff person during the school day OR before or after school.**

## **LOCKERS**

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

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

## **FIGHTING**

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

## **FOOD AND DRINKS**

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

## **HALLWAYS**

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

## **LIBRARY**

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

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

## **ACTIVITY TICKETS**

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

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

## **SCHOOL REGISTRATION**

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

## **HEALTH POLICIES**

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

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

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

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

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

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

The following rules shall apply:

1. The district shall not provide medical diagnosis and treatment of illness by any school personnel including the school nurse. Medical diagnosis and treatment are not the responsibilities of the district and shall not be practiced by any school personnel.
2. School personnel shall not provide aspirin or any other medication to students. The only exception to this rule shall be school personnel specifically designated by the school nurse and confirmed by the building principal.
3. "Over the counter drugs" shall not be supervised or kept in the health office unless directed by the physician. In the 5-8 building, students can have over-the-counter medications in the amount of one day's dosage on their person or in their control.
4. PRESCRIPTION: Medications shall be stored in a locked location provided for medication storage.
5. Students requiring prescription medications at school shall be identified by the parent to authorized school personnel.
  - a. A completed "Request and Authorization for Medication" form shall be submitted to the school office. This form must be completed for each medication to be given at school. This form must be updated annually or with any change in medication dose or time to be given.
  - b. Medication shall be brought to school by the parent in a bottle, labeled by the pharmacy, including the student's name, medication name, physician and dosage of the drug to be taken.
  - c. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
  - d. In specific situations, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student.
  - e. All medication not picked up by a parent by the last day of school will be destroyed.
6. The need for other physician prescribed services shall be reported to the principal and school nurse.
7. Recording forms for physician prescribed services will be retained at school in a Health Services working file for a year and then destroyed. The Health Record for physician prescribed services other than oral, topical and inhalation medications will reflect that services were provided by a summary in the space provided for additional information. Records for services reimbursed by Medicaid will be retained for six years.

**Recess Required** - We believe that if a student is healthy enough to be in school, he/she should be able to go outside for a short recess. The length of daily recess is typically 15 minutes and gets adjusted when deemed appropriate. Children benefit from the fresh air they get while outside. We realize there are special situations where students should remain indoors for a short period of time after an illness. If this is necessary, please send a written excuse to the teacher with the reason specified for keeping the child indoors. If your family doctor feels your child should stay indoors for an extended period of time longer than two days, please have the physician write us a note stating his/her medical opinion regarding outdoor activities for your child.

## **SCHOOL VISITATION & COMMUNICATION**

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

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

## **FIELD TRIPS**

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

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

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

Electronic devices including but not limited to items such as cellular phones, cameras, smart watches, and iPods are prohibited upon arriving at to school until the end of the school day (7:45-3:18).

Such electronic devices can be disruptive to the learning environment, used for cheating, and are inappropriate for the classroom setting. Students are not to carry such devices on their person after visiting their lockers each morning. It is recommended that students leave these items at home or locked in their lockers. If students are observed or discovered in possession of a device while during the school day the item will be confiscated. If the student does not turn the device over, it will be viewed as insubordination.

Cellular phones which have the capability to take “photographs” or “moving pictures” shall not be used for such purposes in locker rooms or restrooms at any time.

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

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

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

1<sup>st</sup> offense – item is confiscated, sent to the office, student may retrieve at end of school day.

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

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

## **ICU**

As previously noted in this document, students are expected to complete assigned work to the best of their ability and within the timelines established by individual teachers. The purpose of education is to insure that students comprehend content and learning processes to ultimately become college and career ready at the end of their educational experience in the Dell Rapids School District. If an assignment is not completed at a passing level the assignment will be marked as “Missing” in the teacher’s gradebook. Parents will be sent an email at the end of each day identifying the assignment/s that either need to be redone or were not handed in. Parents should contact the teacher directly with questions about the assignment/s identified as “Missing” and arrange for the work to be completed in a timely fashion.

Students may have time during their day manipulated to accomplish this task, as well as possibly working before school, after school, or during Saturday school.

# APPENDIX A: STUDENT RELATED BOARD POLICIES

## ACAA SEXUAL HARASSMENT

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

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

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

## **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

## 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

## JFCD BULLYING

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

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

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

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

LEGAL REFS.: SDCL 22-19A-1; 22-19S-4; 49-31-31  
ADOPTED: 12-2009  
REVIEWED: 06-2012

## JFCD-R BULLYING REGULATIONS

### Definitions:

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

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

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

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

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

1. Willfully, maliciously, and repeatedly follow or harass another person;
2. Make a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or
3. Willfully, maliciously, and repeatedly harass another person by means of an verbal, electronic, digital media, mechanical, telegraphic, or written communication.

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

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

4. To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act;
1. To contact another person with intent to threaten to inflict physical harm or injury to any person or property;
2. To contact another person with intent to extort money or other things of value;
3. To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

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

- is threatening in nature (implied or explicit)
- is demeaning in nature
- causes fear, suffering, discomfort or injury to a student;

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

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

**Reporting Procedure:**

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

**Prohibition against Retaliation:**

The District strictly prohibits retaliation against any person because he or she had made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to

have bullied another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a complaint should immediately contact a school administrator.

**Procedure for Addressing Complaints:**

1. Should there be a written complaint of bullying which alleges a Dell Rapids School District student has been subjected to bullying or has been bullied by a third person and the person alleged to have committed the bullying act(s) is subject to this policy, an investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities of the victim (and if so, in what manner), identifying prior possible verification and from other persons. If the alleged conduct may constitute a violation of SDCL 22-19A-1 (Stalking), SDCL 22-19A-4 (Harassment) or SDCL 49-31-31 (threatening or harassing contacts by telephone or other electronic communication device) the District shall notify local law enforcement or state's attorney.
2. The person alleged to have bullied another person will be notified in writing that a complaint has been filed to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.
3. Pending the outcome of the investigation, the Superintendent may take such action consistent with law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved.
4. Upon reasonable suspicion by the person responsible for the investigation that the allegation of bullying may be true, the student or their person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).
5. The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have abused the other person has the right to know the identity of the person(s) making the complaint in order that he/she may have the opportunity to defend himself/herself against the complaint.
6. The student alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.
7. At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline upon the student and not refer the matter to the Board, the student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
8. If the administration refers the matter to the Board of Education, the student alleged to have bullied another person will be granted a hearing to be held before the Board of Education consistent with due process procedures.
9. If there is reasonable suspicion to believe that a third person bullied a Dell Rapids School District student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

**Board Hearing:**

1. Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.
2. At the hearing, the Administration shall present evidence relative to the allegation of bullying and the student accused of violating this policy will have an opportunity to present evidence in his/her defense.
3. The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

**Disciplinary Action:**

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

1. If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extra-curricular activities, co-curricular activities, or attendance at school activities.
2. If the person found violating this policy is a third person that person may be prohibited from being on school property or at school activities for such time as may be determined by the Board.

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

Adopted: December 14, 2009

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

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

- A. First Offense and subsequent offenses:
  - 1. Supplying or selling chemicals will result in a five (5) day suspension according to the suspension policies of the school district.
  - 2. The administration will refer the case to available law enforcement authorities.
  - 3. The administration will recommend to the School Board that the student be expelled. Expulsion may be recommended by the Superintendent.
- 5. PROVISION OF DRUG AND ALCOHOL TREATMENT INFORMATION: The superintendent of 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

## **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'

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 CONCERNS/COMPLAINTS ABOUT 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

ADOPTED: 08-2007  
REVIEWED: 11-2009  
REVIEWED: 06-2012

## **JHCDB EPINEPHRINE AUTO-INJECTORS**

The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis.

All epinephrine auto-injectors must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in administration of epinephrine auto-injector or administration of medication. Epinephrine auto-injectors to be stored and/or administered must be in a pharmacy labeled container. The label must specify the name of physician/licensed health care provider, the date of the prescription and the directions for use.

No school employee, other than the school nurse, shall be required to be trained by a licensed health care professional for the purpose of being trained in the administration of epinephrine auto-injectors, or shall be required to administer epinephrine auto-injectors, without the employee's prior written consent. Any school nurse, or other school personnel who have received appropriate training, may:

1. Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school;
2. Administer an epinephrine auto-injector to any student during school hours if the school nurse or designated school personnel believe that the student is experiencing anaphylaxis in accordance with a standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.
3. Prior to administering an epinephrine auto-injector made available by the school, each designated school personnel shall be trained by a licensed health care professional:
  - a. To recognize the symptoms of a severe allergy or anaphylactic reaction;
  - b. To know the procedure for the administration of an epinephrine auto-injector;
  - c. To know the procedure for storage of an epinephrine auto-injector; and
  - d. To know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

Pursuant to state law, no administrator, school nurse, or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be

held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary negligence, however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

The District, through the student handbooks and such other means as identified by the Superintendent, shall notify the parents or guardians of each student about the policy.

Legal References:

SDCL 13-33A (School health services)

ARSD 20:48:04.01:09 (Training required for delegated prescription medication administration)

Adopted: August 11, 2014

# APPENDIX B: GRIEVANCES FOR DISCRIMINATION

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

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

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

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

### GRIEVANCE PROCEDURE

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

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

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

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

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

## DISCRIMINATION GRIEVANCE FORM

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

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

### Complaint

Date: \_\_\_\_\_

(Check one blank)

Level 1  (Counselor)

Level 2  (Principal)

Level 3  (Superintendent)

I, \_\_\_\_\_, hereby file a grievance complaint

to \_\_\_\_\_.

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

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

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

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

\_\_\_\_\_  
Grievant's Signature (s)

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

# APPENDIX C: BUILDING STUDENT DISCIPLINE PLAN

## CLASSES OF OFFENSES WITH TABLE OF LEVELS

### Class One & Two

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

### Class Three

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

## Class Four

<b>Class Four</b>	<b>Class Four Offenses (per year)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Habitual Disobedience (Level 4)</b>
Class 4A	Smoking / Tobacco / Nicotine Delivery Devices.	ISS/OSS (5 days), parent conference, counselor referral, police referral when appropriate, reduce suspension to 3 days if student completes addiction assessment and comply with educational programming recommended from assessment. Restitution and police referral when appropriate.	ISS/OSS (10 days), parent conference, police referral when appropriate, reduce suspension to 5 days if student and parent completes addiction assessment and comply with educational programming recommended from assessment. Restitution and police referral when appropriate.	Long term suspension or expulsion, police referral when appropriate. Student and parent must complete addiction assessment and comply with educational programming recommended from assessment. Restitution and police referral when appropriate.	
Class 4B	Cheating	0 on assignment, daily work or test, verbal reprimand, teacher record	0 on assignment, daily work or test, Saturday detention and/or ISS (1-3 days)	0 on assignment, daily work or test, ISS (3-5 days), parent conference	
Class 4B	Theft (Level of consequence is determined by severity of crime)	Verbal reprimand, depending on severity, police referral when appropriate, restitution, teacher record	ISS (1-3 days) and/or Saturday detention, police referral, restitution, parent contact	ISS (3-5 days), restitution, police referral, parent conference	OSS (10 days), restitution, police referral, Suspension may be reduced to 5 days if student complete 10 (ten) hours of approved community service.

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

**Class Five & Six**

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

**Class Six**

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