



De Smet School District 38-2

Home of the Bulldogs & Knights

Student & Parent Handbook

De Smet High School and Middle School

Daniel Bettin MS/HS Principal
Dr. Abi Van Regenmorter Superintendent

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Student Forward

The purpose of this handbook is to compile and set forth the important information, rules, and regulations of De Smet High School.

The opportunity for all to receive an education is an integral factor in the building of a solid citizenry, successful family life, and a unified and free America. We at De Smet Schools have set as our goal an education for the students which will prepare them for intelligent living, job fulfillment, and opportunities for post-secondary education. In fulfilling this goal, we wish to give each student their inherent right to freedom; but remember “freedom” is to be understood as freedom under law. This means freedom with responsibility. Freedom without responsibility is anarchy and chaos. Cooperation among all students and faculty members and the sacrificing of one’s personal likes and dislikes are the key blocks in building a successful school.

With these thoughts in mind, the faculty, students, and administration hope to establish a “fair” policy for the school and its students.

MS/HS Faculty & Staff Roster

Name	Position	Email (first.last@k12.sd.us)
Daniel Bettin	Principal/AD	daniel.bettin
Melody Perry	Administrative Assistant	melody.perry
Cassi Johnson	Business Manager	cassie.johnson
Mark Birkel	PE/Science/Weight Training	mark.birkel
Tacy Boldt	ICU/MS Social Studies/Science/Reading	tacy.boldt
Erica Coughlin	Paraprofessional	erica.coughlin
Ralene Coughlin	Food Service	ralene.coughlin
Linda Foley	Paraprofessional	linda.foley
Connie Geyer	Algebra I/Physics/Calculus	connie.geyer
Robin Gigov	6-12 Special Education	robin.gigov
Jason Hauck	Custodian	jason.hauck
Cory Haugen	Social Science/Fitness	cory.haugen
Tricia Holland	MS Math/6th Social Studies	tricia.holland
Kyler Julius	K-12 School Counselor	kyler.julius
Regan May	MS Science /ELA/Reading	regan.garry
Nita Muser	Food Service Director	nita.muser
Lindsay Nolte	MS & HS ELA/Yearbook	lindsay.nolte
Mesa Nolte	MS/HS Paraprofessional/ICU	mesa.nolte
Shannon Plamlund	FACS/FCCLA/Bus. Ed/Comp Science	shannon.pamlund
Teresa Palmlund	Food Service	teresa.pamlund
Brendon Pitts	Bus Ed/Computer/Weight Training	brendon.pitts
Kathy Sanderson	HS ELA	kathy.sanderson
Sheila Schmidt	HS Science	sheila.schmidt
AnneMarie Smith	K-12 Choir	annemarie.smith
Jennifer Stofferahn	K-12 Art	jennifer.stofferahn
Shane Stofferahn	Technology Coordinator	shane.stofferahn

* Denotes sections only applicable to High School students

Cheryl Tangen	Librarian	cheryl.tangen
Andy Todd	Paraprofessional/Transportation	andy.todd
Dave VanderWal	FFA/Agricultural Education	dave.vanderwal
Brandon Vockrodt	MS & HS Math	brandon.vockrodt
Kayla Vockrodt	5-12 Instrumental Music	kayla.vockrodt
Cheryl Wilkinson	Paraprofessional	cheryl.wilkinson

Mission Statement

The Mission of the De Smet School District is to Educate **ALL** students to their individual potential.

Vision Statement

Reach **Every** Student, **Every** Day.

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Scheduling

First Bell 8:10	Breakfast 7:45 - 8:10		Regular Schedule							
Period 1	Period 2	Period 3	Period 4	HS Lunch	MS Lunch	Period 5	Period 6	Bulldog Time	Period 7	Period 8
8:15-9:01	9:04-9:48	9:51-10:31	10:34-11:18	11:18-11:52	11:28-11:52	11:55-12:39	12:42-1:26	1:29-1:55	1:58-2:42	2:45-3:29
ICU 11:18-11:38										
First Bell 8:10	Breakfast 7:45 - 8:10		1:30pm Early Release							
Period 1	Period 2	Period 3	Period 4	Period 5	HS Lunch	MS Lunch	Period 6	Bulldog Time	Period 7	Period 8
8:15-8:49	8:52-9:24	9:27-9:59	10:02-10:34	10:37-11:09	11:09-11:43	11:19-11:43	11:46-12:18	NONE	12:21-12:53	12:56-1:28
ICU 11:09-11:29										
First Bell 9:55	NO BREAKFAST		10:00 Late Start							
Period 1	Period 2	HS Lunch	MS Lunch	Period 3	Period 4	Period 5	Period 6	Bulldog Time	Period 7	Period 8
10:00-10:36	10:39-11:13	11:13-11:47	11:23-11:47	11:50-12:24	12:27-1:01	1:04-1:38	1:41-2:15	NONE	2:18-2:52	2:55-3:29
ICU 11:13-11:33										

Bells

First bell will ring at 8:10 to allow students five (5) minutes of passing time to get to their first-period class. Bells will also ring to signify the beginning and end of each class, Bulldog Time, and lunch periods. When the need arises for the off-schedule release of students, an announcement will be made over the intercom to instruct the situation.

School Closure/Late Start/Early Release Announcements

De Smet school will notify families of weather-related closures by putting announcements out over KELO-TV Channel 11, KDLT-TV Channel 5, and School Reach. In general, three types of school closures may take place. **Early Release, Late (10 AM) Start, or School Closing.**

If a storm comes up after children are in school, buses may or may not return children home depending upon weather conditions. Announcements will be made on previously listed television stations and school reach. Parents and students are asked to make emergency arrangements for students to stay in town in case of bad weather.

School Hours

The De Smet MS/HS building is open on **school days from 8 AM to 4 PM**. Students arriving prior to 8 AM may not have access to the building.

School hours for De Smet Middle School and High School shall be from 8:15 am to 3:32 pm. Noon break and observing or participating in school events will also be considered school time.

- No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.
- No student may be permitted to leave school prior to the dismissal hour at the request or in the company of anyone other than a school employee, or parent of the student unless permission of the parent has first been secured. If a police or court official requests the dismissal of a student during school hours, he/she must have a warrant or written request by the parents.
- Students may not perform errands off-campus or act as messengers between buildings during school hours without the approval of the principal. Any errands for the parents/guardians must be accompanied by parental consent in the form of a note or phone call.
- Students must leave school premises at the close of the school day unless they are under the direction and supervision of a member of the faculty. Under no circumstances will any faculty member leave a group of students unsupervised. If a faculty member finds it necessary to leave, he/she will dismiss the students from the building first. This is to be enforced by the principal.

* Denotes sections only applicable to High School students

Bulldog Time (Flex)

This time is set aside in the afternoon between 6th and 7th periods. This time will be used to educate students in social-emotional learning, behavior expectations, and also time for teacher/student interactions. This time will also be used for clubs and organizations to meet. ONE student group (advisor) can sign up to use this time for a meeting on Mondays, Wednesdays, or Fridays. Student groups may also schedule lunch meetings.

Lunch

- HS Lunch: 11:22-11:55
- MS Lunch: 11:25-11:55 (Classes will rotate every 2 minutes for lunch. Classes will rotate by quarter)
- Students have Open Campus at lunchtime, except for students that have ICU work.
- Any student returning from Open Campus prior to the passing time at the end of lunch may sit by your locker.

Flexible Learning Days

If school is canceled and an E-Learning Day is called, teachers will post work by 10:00 AM for the students they would have seen that day. Teachers will utilize the platform they use most often in their classes, such as Google Classroom, Schoology, Seesaw, Dojo, etc. It is recommended that students check their school email throughout the day. Students should contact teachers by email if they cannot find their work for the day.

In preparation for Flexible Learning Days, teachers have been asked to:

- Anticipate time requirements recognizing students learn at different paces, especially in an independent context.
- Provide a timely plan, posting work for the day by 10:00 AM.
- Be present on Google Classroom and email during E-Learning Day
- Plan for self-directed, independent learning with specific consideration to the age and individual learning needs.
- Customize learning opportunities especially in troubleshooting student challenges.
- Communicate and collaborate with colleagues to ensure common grade-level expectations, communications, and protocols.

Students **MUST** complete the posted daily assignment for each class. If a student does not complete the assignment for a class, they will be counted absent for that class on the E-Learning Day. This will count toward the student's allowable days per semester.

Students will have two (2) days from the day of the E-Learning Day to submit/turn-in their assignments. Once the two day time frame has passed, the attendance of the student is recorded and will not be changed.

Detention

Detention is earned by those who choose to violate school rules or policy, misbehaves, or is unexcused from school. Detention will be held **Tuesdays and Thursdays** from 3:32 p.m. until 4:30 p.m. **NO STUDENT WILL BE ADMITTED INTO DETENTION AFTER 3:35 p.m.** This will count as a missed detention. Students and parents will receive notification and a brief description of the incident.

Students will be issued notification of their detention during school hours. Students that are absent from school the day of their detention will be responsible for making up their detention on the next scheduled detention night after they return to school. Parents/Students are responsible for their own transportation after serving their assigned detention.

Students who earn an excessive amount of detentions throughout the entire school year will be subject to serve a one (1) day in-school suspension instead of detention. Excessive will be at the discretion of the Principal.

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Behavioral Expectations Matrix

The next page is an expectations grid for the common areas of the De Smet middle and high school.

	Locations					
	Study Hall	Hallways/ Passing	Lunchroom	Restrooms	Arrival/ Departure	Technology
R	<ul style="list-style-type: none"> -Pass or Communication from classroom teacher to leave -Do ICU Work -Food and drink stay in the lunchroom 	<ul style="list-style-type: none"> -Get needed supplies from locker -Arrive to class on time -Food and drink stay in the lunchroom 	<ul style="list-style-type: none"> -Food and drink stay in the lunchroom -Stay seated while eating -Use appropriate language and volume 	<ul style="list-style-type: none"> -Use bathroom at appropriate times -Honor others' privacy 	<ul style="list-style-type: none"> -Gather needed materials -Bring only appropriate items to school 	<ul style="list-style-type: none"> -Treat school-issue technology appropriately -Have Chromebook charged and ready for the school day
I	<ul style="list-style-type: none"> -Study quietly -Sit in assigned seat -Respect others' study time -Respect staff redirection 	<ul style="list-style-type: none"> -Respect learning around you -Respect staff redirection 	<ul style="list-style-type: none"> -Stay seated until dismissed (MS) -Clean the space around you 	<ul style="list-style-type: none"> -Use bathroom for intended purposes -Use only when necessary 	<ul style="list-style-type: none"> -Use outdoor areas for intended purposes 	<ul style="list-style-type: none"> -Use school network for intended purposes -Respect staff redirection
S	<ul style="list-style-type: none"> -Practice Digital Citizenship -Keep hands and feet to oneself 	<ul style="list-style-type: none"> -Walk -Stay in your own space -Stay to the right 	<ul style="list-style-type: none"> -Wash hands before going to lunch -Use table manners 	<ul style="list-style-type: none"> -Wash hands -Keep Area Clean and Clear 	<ul style="list-style-type: none"> -Drive/park appropriately -Be mindful of others 	<ul style="list-style-type: none"> -Practice Digital Citizenship -Keep passwords to yourself
E	<ul style="list-style-type: none"> -Use time wisely 	<ul style="list-style-type: none"> -Keep area Clean -Be kind and considerate to others 	<ul style="list-style-type: none"> -Clean up your area when finished eating 	<ul style="list-style-type: none"> -Get in and Get out -Treat school property appropriately 	<ul style="list-style-type: none"> -Keep area clean 	<ul style="list-style-type: none"> -Produce high-quality creative digital content -Use smart phones/watches appropriate times/places

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Behavior Resolution

Student Misconduct in Class – Any situation in which a student in grades 6-12 is removed from class for misconduct of any kind will follow this plan of action.

First offense – The teacher will meet with the student to discuss the student’s actions that resulted in removal within 24 hours of the removal. The teacher will contact the parents or guardians of the student to inform them of the situation. The Principal will discuss the situation with the student and the teacher to determine the appropriate discipline.

Second offense – The teacher and principal will meet with the student to discuss the student’s actions that resulted in removal within 24 hours of the removal. The teacher will contact the parents or guardians of the student to inform them of the situation. The Principal will discuss the situation with the student and the teacher to determine the appropriate discipline. The student will, at minimum, serve detention time equivalent to the amount of class time missed.

Third offense – The teacher will meet with the student to discuss the student’s actions that resulted in removal within 24 hours of the removal. The teacher will contact the parents or guardians of the student to inform them of the situation. The Principal will discuss the situation with the student and the teacher to determine the appropriate discipline. The student will, at minimum, serve detention time equivalent to the amount of class time missed. A behavior intervention plan will be developed by the PST team, the student, and the parent(s).

The school reserves the right to suspend from class on the first and second offense if the violation of school rules is severe enough.

The Behavior Resolution process may change throughout a school year as the Bulldogs RISE team evaluates data and adjusts processes to meet the needs of our students and staff.

Academics

Academic Honesty

Students are expected to attend De Smet MS/HS ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at De Smet MS/HS where the student must engage in an honest and integral pursuit of knowledge. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

The following process will be used to determine the consequences for an infraction of the Academic Honesty Policy.

- The teacher will discuss the situation and infraction with the student.
 - The teacher may determine that the student’s work will be docked a number of points, be given a zero, or be made to retake a test or re-work an assignment.
- The teacher will inform the administration of the infraction if the infraction is thought to be grossly unacceptable.

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- The teacher will place a report of the infraction and consequences in the student's permanent record. Documentation will be in the SWIS Program and be recorded as a Major referral
- The administration will then determine the severity of the infraction and suitable consequences for the infraction. Those consequences can include but are not limited to: detention, in-school suspension, out-of-school suspension, the student being dropped from the class with an F as the reported score..
- The student may also face consequences from other school groups, clubs, athletic teams, or organizations due to the infraction. These consequences will be determined and assigned by the school staff, coach, or advisor in which each student is involved or for which they are a member.

Graduation and Promotion Requirements

Students in grades 6-8 must satisfactorily complete requirements in language arts, reading, math, science, and social students. A student failing to earn a minimum grade of D- in one or more of these courses will be required to repeat the course/grade or complete other remedial measures prescribed by school officials. Regular education students will not be eligible to enroll in high school until they have satisfactorily completed 8th-grade language arts, reading, math, science, and social science as evidenced by a minimum grade of D- or demonstrated achievement in each academic area as measured by at least one standardized achievement test. Any student that does not pass four of the five core subjects in the Middle School curriculum and is not on an IEP will automatically be retained in the grade they registered in. The core subject areas are as follows: Language Arts, Reading, Math, Science, Social Studies.

Students in grades 9-12. A unit of credit is the traditional measure of a secondary course which indicates that a student has spent a specified number of minutes within the class and has successfully met or exceeded standards established for such a course. A one-unit course meets no less than 225 minutes per week for a school year. A unit of credit will be granted only when a student is present and participated in a course for the entire length of the school term.

An activity is a supervised student experience usually outside the school day often involving practice, rehearsal, performance, or competition in which participation is voluntary. No credit for activities may satisfy graduation requirements.

A maximum of two (2) credits of instrumental music AND two (2) credits in vocal music may be used to meet graduation requirements. Instrumental and Vocal Music classes must meet the necessary 113 minutes or more per week (to earn ½ credit per semester) and students must also be evaluated on their progress in class in order to earn the ½ credit per semester.

Graduation requirements may be modified or waived per the discretion of each individual student’s education team. No graduation requirements will be waived without rigorous evaluation of each student's educational circumstances.

Students may apply for early graduation. Such requests will be examined and evaluated on an individual basis by a committee composed of the principal, counselor, and two teachers. Parental approval must be secured for early graduation. All graduation requirements as outlined in the De Smet High School Registration Packet must be met.

Students will need to meet the following requirements for graduation and promotion as they progress through high school:

Grade 9:	Successful completion of at least 5.5 credits
Grade 10:	Successful completion of at least 11 credits
Grade 11:	Successful completion of at least 16.5 credits

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Grade 12 Successful completion of at least 22.5 credits

De Smet High School students must complete 22 ½ units. Other information on Graduation Requirements, Diplomas, and Endorsements can be found in the De Smet High School Registration Packet.

The Board acknowledges that the awarding of marks and decisions relative to promotion or retention of children is a solo and serious responsibility for teachers. It is the Board’s policy to support its professional staff in this professional duty. The Board feels that the professional staff can be depended upon to make all such decisions in the best interest of the children. However, the Board considers it very important to good public relations that parents be consulted and well informed when retention is advisable.

Academic Classes and Non-Academic Classes*

Academic classes are defined as formal studies which meet at least five periods per week.

Those activities or subjects which are recognized by a letter are recorded in the student’s record, but are not included in the units of academic credit for graduation. This includes being a student aide in the elementary building.

Credit*

Credit for each class taken will be awarded based upon length of the class and number of times the class meets. One (1) unit of credit is equivalent to a 36 week (two semesters) course with a passing average in an academic class. One-half (½) unit of credit is equivalent to either an 18 week (one semester) course with a passing average in an academic class or a 36 week (two semesters) course with a passing average that meets less than once per day (e.g. PE, Band, Chorus).

8th Grade Algebra I

8th-grade students at De Smet Middle School who qualify will have the opportunity to take Algebra I instead of 8th-grade math. In order to qualify, students must be proficient in math on the State Tests, score above grade-level on STAR tests, and be recommended by the classroom teacher and also their parents. Any student who takes Algebra I as an 8th-grade student will still be required to take 3 credits of Mathematics during grades 9 - 12.

Grading

Below is the standard grading scale used by teachers at De Smet Middle and High School.

A	96% and above	B-	84 - 86.99%	D+	72 - 74.99%
A-	93 - 95.99%	C+	81 - 83.99%	D	69 - 71.99%
B+	90 - 92.99%	C	78 - 80.99%	D-	66 - 68.99%
B	87 - 89.99%	C-	75 - 77.99%	F	Below 66%

Grade Point Average

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Grade point average will be calculated using a 4 point scale using all academic classes and the associated credit for those classes.

A	4 points	B-	2.67 points	D+	1.33 points
A-	3.67 points	C+	2.33 points	D	1.00 points
B+	3.33 points	C	2.00 points	D-	0.67 points
B	3.00 points	C-	1.67 points	F	0.00 points

Class Rank*

Only academic semester grades will be used to determine class rank. The class rank will be based on the GPA calculation method outlined above.

Honor Roll

The following criteria will be used to determine honor roll.

- A student’s GPA for a grading period will be used to determine eligibility for the Honor Roll.
- A student must have taken 5 academic classes during the grading period.
- A student cannot have earned a D+, D, D-, or F during the grading period.
- Superior Honor Roll is earned with a GPA of 3.67 or greater during the grading period.
- Excellent Honor Roll is earned with a GPA of 3.00 or greater during the grading period.

Honors at Graduation*

De Smet High School will recognize members of the graduating class for excellence in academic performance in the following ways.

- A Valedictorian will be determined by the highest cumulative GPA (Grades 9-12) in the graduating class.
- A Salutatorian will be determined by the second highest cumulative GPA (Grades 9-12) in the graduating class.
- Any student whose cumulative GPA (Grades 9-12) is 3.75 or above will earn High Academic Honors at Graduation. Students earning this distinction will wear a Maroon Cord.
- Any student whose cumulative GPA (Grades 9-12) is 3.50 or above will earn Academic Honors at Graduation. Students earning this distinction will wear a Gold Cord.
- In the determination of either the Valedictorian or Salutatorian for a graduating class, if two or more students have identical GPA rounded to the nearest hundredth, a tie will be called and all tied students will earn that honor. If there is a tie for Valedictorian, the graduating class will not have a Salutatorian. Medallions will be worn to recognize each distinction at graduation.
- Students will be recognized for any Endorsements to their Diplomas they have earned through the State of South Dakota Graduation Requirements.
- Students may also wear recognition from student groups (i.e. FFA, etc) or academic honors groups (i.e. NHS, etc) at graduation.

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Dual Credit*

Juniors and Seniors may have the opportunity to participate in dual credit courses through De Smet High School. Dual credit courses will be offered in partnership with the South Dakota Board of Regents affiliated higher education institutions only (e.g. SDSU, USD, LATI). Students and their families will be responsible for any costs associated with college credit earned through these courses.

Grades earned in dual credit courses will be transcribed and weighted the same as courses that are taken at De Smet High School. One (1) full credit will be awarded for each 4-credit and above dual credit course successfully completed. One-half ($\frac{1}{2}$) credit will be awarded for each 3-credit and below course successfully completed.

Successful dual credit course completion may also be used in place of certain State of South Dakota Graduation requirements. Students may use dual credit courses to replace no more than one (1) credit of coursework in any discipline (e.g. ELA, Math, CTE, Science) needed to meet the State of South Dakota graduation requirements. For a list of courses that fall into this category, please consult the school counselor.

Students who obtain a passing grade will be reimbursed for the cost of textbooks used for the course. Students are responsible for obtaining a transcript or grade report from the college and submitting it to the business office in order to receive reimbursement.

De Smet High School will issue the proper technology for Dual Credit coursework. Students may be responsible to obtain technology that is above and beyond the school-issued Chromebooks.

Students must satisfy the following requirements in order to participate in dual credit courses through De Smet High School.

High school juniors must satisfy two of the following criteria:

- Earn an ACT composite score of 24 reflective of the 70th percentile;
- Rank in the upper one-third ($\frac{1}{3}$) of their graduating class;
- Earn a cumulative GPA of at least 3.50 on a 4.0 scale;
- High school juniors not meeting the above requirements may qualify pending approval by the administration.

High school seniors must satisfy any two of the following criteria:

- Earn an ACT composite score of 21 reflective of the 50th percentile;
- Rank in the upper one-half ($\frac{1}{2}$) of their graduating class;
- Earn a cumulative GPA of at least a 3.25 on a 4.0 scale

High school seniors may also qualify if they:

- Earn an ACT composite score of at minimum 18;
- Earn a level 3 or higher in both Math and ELA on the State Accountability tests
- High school seniors not meeting the above requirements may qualify pending approval by the administration

Also for students to be eligible for dual credit courses, they must not have earned a grade lower than a C- during either of the two semesters prior to enrolling in a dual credit course. The student must also have no more than ten (10) non-exempt absences in a single class during the one semester prior to enrolling in the dual credit course.

Academic Letters*

The Student Council has initiated an effort to recognize the outstanding academic endeavors of students at De Smet High School. This effort involves the awarding of academic letters based on a criteria deemed appropriate by

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the De Smet High School Student Council, advisor, and principal. In order to receive an academic letter both of the following criteria must be met:

- The student must be a junior or senior at De Smet High School.
- The student must have earned at least a 3.25 GPA on a 4.0 scale.

Cumulative GPA after five (5) semesters will be used to determine eligibility for juniors. Cumulative GPA after seven (7) semesters will be used to determine eligibility for seniors. Students are eligible to receive recognition during both their junior and senior year if their GPA meets the standard.

Schedule Changes/Dropping Classes*

Students may only drop or add classes during the first week (5 school days) of any semester. All changes to schedules will be accompanied by a change requested signed by the student's parent or legal guardian. Grades are recorded on permanent records at the end of each semester. Any class that is dropped after the first week (5 school days) of the semester must be approved by the parent, counselor, and high school principal and will be recorded as an F in student records.

Deficiency Slips

Deficiency slips/failing notices will be sent to parents and guardians at week 3, week 5, week 7 and week 9 of each nine-week grading period. Deficiency slips/failing notices will be sent if a student has an average of F or below. Parents/Guardians and students should regularly check Infinite Campus to monitor student progress.

Incompletes

Any student who has incomplete work at the end of the first, second, or third nine-weeks will be allowed one week in which to complete the work. If work is not made up at the end of that week, an F will be recorded in the student's permanent records. If incomplete work is not made up by the last day of the fourth nine-week period, a failing grade will be recorded. Allowances will be made for extended illness or other extended absence cleared by the principal.

Student Access to Teachers

Students are encouraged to seek conferences with individual teachers for help or clarification of grading or policies. A student may get a pass out of a study hall for a conference with a teacher providing the teacher has a free period. Unless by special permission of the principal, no student shall disturb another class to confer with a teacher.

Students are not allowed to enter the Teacher Work room without being accompanied by a staff member. If students need copies or other resources, they will need to either ask in the office or be escorted by another staff member.

Testing

The De Smet School District will maintain a testing program which will include tests to appraise achievement, intelligence, and aptitudes at all levels. Individual and group testing will be given to test achievement, intelligence, and aptitudes when deemed desirable.

Student Records

Permanent cumulative folders will be kept on all students in the De Smet School on an individual basis. No teacher may give information from a student's record to anyone outside the school staff, unless he/she first obtains the permission of the principal and the parent, except for educational and employment purposes. No employee of the

* Denotes sections only applicable to High School students

school may furnish lists of names and addresses of pupils to anyone other than school officials. The superintendent of schools may authorize the release of the lists of names of the senior class to other agencies at his discretion.

Attendance

- South Dakota Law places the responsibility for regular attendance at school on the student and their parents (guardians).
- Student attendance is part of their permanent record.
- Parents (Guardians) are expected to call by 9:00 AM with information about their student's absence.
- The school office will determine if a student's absence is exempt, excused, or unexcused.

Absences

Any time a student is leaving school or returning to school, the student will be required to report to the office to communicate to the administrative assistant. All students will be required to sign out when leaving the school and required to sign in upon their return to school.

- Illness - Not known in advance
 - Parents or guardians call the school office prior to 9:00 AM.
 - Whenever possible, the student should check Google Classroom, teachers' website or email teachers to gather missing work. This does not need to wait until the student returns to school.
 - When the student returns to school:
 - Talk to teachers to gather any school work that was or will be missed
 - Finish Make-up work within the allotted time frame given by teachers.
 - Students will have twice the number of days absent in order to make up for the missing work.
- Absence - Known in Advance (Including All School Activities/Sports)
 - A parent will notify the school office in advance OR the School Activity or Sport Advisor will notify the school office in advance
 - Prior to leaving for the Absence or School Activity:
 - Students are responsible for contacting their teachers and getting work in advance of their absence.

Determining the Type of Absence for Record

- Exempt
 - Does Not count against the student's attendance.
 - Examples:
 - School-sponsored activities
 - Funerals/Religious Observations
 - Court Appointments. Attendance is only exempt during the time of the appointment and travel time.
 - 2 College Visit Days (Juniors and Seniors Only) (verified by signed college visit form).
- Excused
 - Do count against the student's attendance.
 - Twice the number of days are granted to make up work from missed days.
 - Examples:
 - Doctor/Dentist Appointments (verified by a doctor's note).
 - Illness (Called in by a parent or guardian).
 - Parent Request for Family work.
 - Weather-related.
 - Additional college visit (verified by a signed college visit form).
 - Suspension from school.

* Denotes sections only applicable to High School students

- Not Excused
 - Not approved by the administration and/or not known by the parents/guardians.
 - Any portion of the day counts as a violation
 - Examples:
 - Skipping school or class.
 - Doctor/Dentist Appointment (No verification by a doctor's note).
 - Oversleeping
 - Leaving school (for any reason) without permission.

What Happens If I Miss Too Much School?

- Consequences at School
 - When a student has missed 5 days in a semester, a letter will be sent to the parents/guardians notifying them of the school's attendance policy.
 - When a student has missed 7 days in a semester, a letter will be sent, again notifying the parents/guardians of the school's attendance policy.
 - When a student has missed 10 days of school in a semester, a third letter will be sent to the parent's/guardians notifying them of the school's attendance policy and attaching a record of attendance for said student. The principal will also contact the local law enforcement and/or state's attorney to notify them that the student will potentially be truant.
 - If a student misses more than 10 days of a class in a semester, that student may be removed from the class and receive an F for that class. The student may be allowed to make up days of class to avoid being dropped and receiving an F. The principal may also contact local law enforcement and/or state's attorney to notify them that the student may be truant.

Tardies

Students are expected to be in class when the hour begins. Promptness and time management are important components to an education. To help create a climate of punctuality and help each teacher better manage their classes, DeSmet Middle/High School employs the following tardy policy:

- a) A student is late to a class if he/she is not present in the classroom according to the rules set by the classroom teacher.
- b) Students late for class must report to the office for an admit-to-class note.
- c) If the student is more than five (5) minutes late, it is considered an unexcused absence. Tardies are cumulative for the semester. All students get a clean tardy slate at the end of the semester.
- d) Tardiness due to a late bus or being held after class by a teacher is considered excused. Students should have a signed pass from the teacher that held them or the office to allow them into their next class.
- e) Students requesting absence make-up slips after the class has started will be counted tardy by the teacher.
- f) Students coming to school following a partial day illness must be on time for their next class. It will be counted as a tardy if the student is late for the start of class.
- g) Students returning from appointments will not be considered tardy.
- h) The consequences for unexcused tardies are as follows:
 1. Each third (3) unexcused tardy in one class will result in 1 detention and parental notification by telephone, letter, or email.
 2. At six (6) tardies in one class, the student will serve 2 detentions with parent notification by telephone, letter, or email.
 3. At nine (9) tardies in one class, the student will serve ISS and parents will be notified.

Each subsequent three (3) tardies after nine (9) will result in additional in-school-suspensions and parent meetings.

* Denotes sections only applicable to High School students

Truancy

Students are required to attend school until the age of 18 according to South Dakota Law (13-27-1).

When a student does not attend school as required by law, they are considered “truant.” Truancy is any student absence for which there exists no legal cause for the absence. Once a student has missed more than 10 days of school, that student will be referred to law enforcement for truancy.

Make-up Work

Attendance is necessary to get the most possible out of the opportunity to attend school. Without regular attendance, it is impossible for the school to provide quality education. It is the responsibility of the parents and students to see that good attendance habits are followed.

The student has twice the number of days absent in which to make up the missed work. Failure to complete the work in the allotted time will result in not receiving credit for the class missed.

All work missed must be made up or it will be treated as incomplete.

Students may be required to make up work missed due to absence for a school-sponsored activity, and ARE required to get assignments from teachers BEFORE they leave. Extracurricular directors will turn in names of students absent for activities during school hours. Students who are gone on field trips and school-sponsored activities will be responsible for any work carried out in the classroom after the day of the school-sponsored activity. This includes tests and quizzes.

Make-up tests due to absence will be on student time either during a study hall, after school, or before school begins for the day. The student is responsible for arranging a time with the teacher and then being present to take the test.

Extensions may be requested and be atoned at the discretion of the administration.

School Policies and Other Procedures**Announcements**

Announcements will be read following the 8:15 a.m. bell and prior to the 3:32 p.m. bell. Students will not be allowed to make announcements. Students, student organizations, or athletic teams who wish to make an announcement must have approval of the principal and advisor or coach.

Weekly Memo

A weekly memo will be made by the office each Friday morning to inform staff, students, drivers, and others of the weekly schedule. The memo will also be made available on the students’ 1:1 devices. Intercom announcements and/or emails to staff and students will be made throughout the week to inform of any corrections, additions, or exemptions from the memo.

Network Acceptable Use Policy

Please see the De Smet School Acceptable Use Policy document for full details of acceptable network use.

Hall Passes

Any student in the hallway during a class-period will be in possession of a hall pass from the teacher. Students loitering in the hallways, common areas, gyms, or bathrooms will be returned to class immediately and will be marked as tardy or absent.

Only one (1) student from any class or study hall may leave with a pass at a time.

Messages and Calls

Students and Staff will only be called out of the classroom for calls in emergency situations. Messages will be delivered to staff and students in a manner that does not interrupt students' learning.

Food and Beverages

Food and beverages are only permitted in the Commons. Teachers are responsible for enforcing this in their classrooms. Students may have a water bottle. Staff members and administration reserve the right to check any water bottles believed to contain anything other than water.

School Lunch and Breakfast

Children need healthy meals to learn. **De Smet School District** offers healthy meals every school day. Breakfast costs **[\$1.50] for students in grades 6-12; and lunch costs [\$3.35] for students in grades 6-12; your children may qualify for free meals or for reduced-price meals.** Reduced-price is **\$.30** for breakfast, and **\$.40** for lunch. Lunch and Breakfast Ala Carte items (for entrée seconds) are **\$1.35**. Additional Milk or Bottled water can be purchased for **\$0.35**. *Students wishing to purchase Ala Carte items(extras) at the middle and high school must deposit money in their lunch account prior to the purchase. Their student account will be charged accordingly. If a student chooses to bring their lunch they may purchase milk or water for \$0.35, but will also be required to put their pin number into the lunch system and have adequate funds deposited.*

Breakfast is served 7:45am- 8:10am

HS Lunch 11:22am-11:55am

MS Lunch 11:25am-11:55am

Uncollected Balances

Administrators are expected to protect patrons of the district by making a reasonable effort to collect all delinquent food service charges. The school board authorizes the business manager to collect food service charges that are 60 days' delinquent through legal means including but not limited to small claims court or use of a collection agency. Costs for collection services will be added to the family account.

Refunds

At the end of the year, if a family no longer has children attending school, moves out of the district, or becomes eligible for free meals, the family will be refunded any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.

Senior Free Study Halls*

Senior Free Study Halls is a privilege granted to each senior class by the De Smet Board of Education, for the first and second semesters of the year for those seniors that have maintained a cumulative grade point average of 3.25 or above. Students may also earn privilege through Proficient or Advanced test results on both ELA & Math State Tests. All Seniors are allowed to have Free Study Hall privileges for the second semester.

- Students may be entitled to free study halls only upon written consent from parents.
- Driving during free study halls will only be permitted with written consent from parents. Students may drive home after their last scheduled class of the day.
- During a free study hall, seniors have two (2) choices. The senior can remain in the study hall to study or the senior can leave the building after signing out in the office.

* Denotes sections only applicable to High School students

- Seniors that are absent periods One, Two, and/or Three for any reason other than exempt excuse reasons, will be required to remain in school the remainder of the day in order to be eligible for after school activities.
- If the senior chooses to leave everyday for Free Study Hall, they can arrange this once with the study hall teacher and go directly to the office to sign out.
- No senior student who is failing in one or more classes at a quarter or semester interval will be allowed free study hall unless all grades are brought up to passing at an eligibility reporting time.
- Students will at all times be absent during the school day from any establishment that sells or has for sale alcoholic beverages unless a separate recreation area for students is established and observed.
- Part of the privilege is the continued efforts on the part of the seniors to exonerate good citizenship and a lady/gentleman relationship not only to staff but also the community.

Flag Salute and Pledge of Allegiance

The school may legally provide for a flag salute and pledge of allegiance as a regular school exercise. Participation in these exercises, however, cannot be required of any student who objects to them on grounds of conscience. A state law makes it a misdemeanor to willfully and maliciously abuse or show contempt for the flag or the United States of America.

School Library

The middle/high school library is located in the multimedia center. The purpose of the library is for research and reading. It is not intended as a loitering place nor as a place to visit nor should the library be used to cut through during passing times..

The school librarian will have on display rules and expectations for use of the library. Staff will limit the number of students allowed to use the library at one time unless the staff member is taking an entire class.

Searches and Investigations

Lockers

All student lockers are assigned in the high school principal's office. All lockers in the athletic department will be assigned through the athletic office.

School lockers are school property provided to the student for his/her convenience. School authorities may search lockers without prior notice in the seeking of contraband or for other reasonable purposes. A policeman with a valid warrant may search a locker. Parents should be notified and school officials present at the time of a police search.

Law Enforcement

A student questioned by police officers in school is entitled to have an adult present in connection with such investigations. He/she has the right to remain silent, and silence will not be equated with guilt. In instances where penalties may be severe, the student may request an attorney's advice. In general, parents should be notified in advance of such questioning. An exception might be in the case of investigations involving abuse or incest.

School Equipment

Students and staff are not permitted to use school equipment for personal use. This includes the fax machine, computers, and copier. This does not apply to class assignments.

Any student who cuts, defaces, or otherwise damages any school house, equipment, or outbuildings thereof are liable to suspension or expulsion. The student is also liable for the costs of such damage.

* Denotes sections only applicable to High School students

Appropriate Dress

Dress of students shall be neat and appropriate. Any dress which sets up a special group, or disturbs classroom activity or the school routine is to be regulated by the principal; and the Board of Education gives authority to suspend pupils who violate--in the opinion of the principal or superintendent--in the matter of proper dress. All students' appearance should be such that the students could hold a job which would deal with meeting the public.

All shorts or skirts must reach below the fingertips when hands are at the student's sides. Students should wear shirts that adequately cover their torso, including the midriff, chest, and back.

Students who violate the dress code will be asked to change into appropriate attire or leave school and be marked unexcused until they return wearing proper attire.

Dances

School dances are permitted to DSHS students and, at times, DSMS students. Scheduling of such dances shall be as per the section entitled SCHEDULING EVENTS on the page of this handbook. The following rules shall apply:

- Time
 - Doors open at 8:00 p.m.
 - Doors close at 9:00 p.m.
 - Dance ends at 12:00 midnight (an exception is made for prom)
 - MS Dance times will be determined at the time of scheduling.
- Middle School and Alumni
 - No MS students may attend high school dances without administration approval. Also, no HS students may attend a middle school dance.
 - Alumni may not attend middle school or high school dances other than the homecoming dance and the prom without approval of the principal.
- Regulations (apply to alumni as well as current students)
 - No use of illegal or illicit substances (e.g. tobacco, alcohol, drugs)
 - No one may return to the dance after leaving without special permission from the superintendent, principal, or a faculty member
 - Students' dress will be fitting to the occasion

Scheduling Events

All requests for time on the school calendar must be cleared through the principal's office or the superintendent's office. This requirement applies to all traditional events such as pep sessions, class meetings, athletic events, plays, etc. All requests for time should be made at least one week prior to the event.

Transportation

- All students going on school sponsored trips will be transported by school authorized transportation. Vehicles involved must be adequately covered by liability insurance and driven by an approved adult. Any exception to the previous statement will be made only after written permission has been granted by the parent with the approval of the superintendent or principal.
- Students must go and must return in the bus or vehicles assigned by the faculty members in charge. Exceptions will be made only with special permission from the superintendent or principal. Permission must be received *prior* to departure from the school. Do not assume that permission will be given—always ask!
- It is expected that all vehicles will leave together and return together as much as possible. Any schedule contrary to the one established by the school official in charge must be okayed by the principal or superintendent prior to departure time.

* Denotes sections only applicable to High School students

- Students should realize that it is a very difficult job to secure transportation to and from events. It is inconsiderate for parents or students to insist on special arrangements that seriously differ from the overall plan.

Students will not be permitted to drive during the noon hour or any period without special permission. This applies to all students. This restriction will operate as follows:

- All students driving to school will park their cars upon arrival and will not move their cars for the balance of the school day, with the exception of open lunch.
- Any student driving between 8:15 a.m. and 3:32 p.m. without permission will be considered violating the driving rules.
- Driving covers all motorized vehicles.
- All 8-12 grade students driving to De Smet School will park in the parking lots. Seniors may park in the tar parking lot. All other vehicles must be parked on the gravel parking lot or along the east side of the gymnasium.

Your cooperation in placing cars as straight and efficiently as possible will allow room for all cars.

ERRANDS: *Students will not be permitted to go on errands off the school property while the student is scheduled to be in class.*

Cellular Phones and Smartwatches

In an effort to promote the appropriate use of technology while keeping the integrity of the classroom instruction intact, the De Smet Middle School/High School cell phone and smartwatch protocol will allow students to possess and use their phones during designated times throughout the day.

De Smet Middle School/High School building protocol allows the possession and use of telecommunications devices by students on campus during the regular school day under the following conditions:

1. All students may use these devices on campus before school begins and after school ends (Prior to 8:15 AM and after 3:32 PM).
2. **Grades 6-8.** Once the school day begins (8:15 AM), Middle School students must **turn off** cell phones and stow them properly in their book bag or pocket. Cell phones are to remain off the entire day while in the school building unless teacher permission is given otherwise. Middle School students may check their phones during their lunch period. **Placing a cell phone on vibrate, silent or airplane mode is not considered off and is prohibited.**
3. **Grades 9-12.** High School students may use their cell phones or smart watches during passing periods and during lunch. Phones will be off and placed in an appropriate place during class periods, which include study halls.
4. Teachers and other staff members may require students to place their phones on their desk or in a cell phone pouch at the front of the room. Teachers may also require students to leave their cell phones in the classroom while they are excused from class to use the restroom or to other areas.
5. Students are not permitted to have cell phones out in the locker rooms or restrooms at any time.
6. Teachers may permit the use of cell phones for academic activities related to the curriculum and will notify students when this type of use is authorized. During this time, students will only use cell phones to complete assignments that are related to the instructional lesson or any other approved activity **WITH** teacher permission and supervision.
7. Students will not record still or moving images or voices of students or the teacher without prior permission from the teacher and any student that will appear in the image.

* Denotes sections only applicable to High School students

8. Students will not post recordings of still or moving images or voice recordings of students or the teacher to online websites without permission from said student(s) or teacher(s).
9. Students will place phones in book bags or teachers can ask that all phones be placed in a common location during all assessments. Cell phones must remain in this location until ALL assessments have been collected.
10. Students will adhere to the district acceptable use agreement and practice internet safety with online resources.

These devices must be kept turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use will result in confiscation of the device by school officials, including classroom teachers and support staff.

School personnel can ask for and confiscate a student's cell phone or smartwatch:

- If the cell phone or smartwatch rang or vibrated (which would mean that the phone was turned on and in violation of the rules).
- If school personnel saw the cell phone or smartwatch being used in a manner that violates the acceptable use parameters.

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

It is requested that all communication between parents and students throughout the school day is done through the school office. In this way, we can ensure that the student is not in violation of the acceptable use policy and also isn't being distracted or distracting others from the learning environment. Students who need to call parents or guardians are asked to make a call from the office with permission from school staff.

Violations

If a student is found to have used a cellular telephone or other electronic device in a manner that violates the acceptable use protocol, the phone or device will be confiscated by the staff member and taken to the office.

- **1st offense**—The device will be returned, by office staff, to the student after the end of the school day (3:32 PM) or at a mutually agreed time. The student will be assigned a period of detention.
- **2nd offense**—The parent/guardian will be called by office staff and the device will be returned, by office staff, to the parent/guardian after the end of the school day (3:32 PM) or at a mutually agreed time. The student will be assigned a period of detention.
- **3rd offense**—The parent/guardian will be called by office staff and the device will be returned, by office staff, to the parent/guardian after the end of the school day (3:32 PM) or at a mutually agreed time. The student will be assigned a period of detention.
- **4th & subsequent offenses**— The parent/guardian will be called by office staff and the device will be returned, by office staff, to the parent/guardian after the end of the school day (3:32 PM) or at a mutually agreed time. The student will be assigned a period of detention.

Failure to Relinquish the Device

Level 1—If the student refuses to surrender the device immediately, an administrator or administrator's designee will be called to assist, and the student will be taken to the office. The administrator or designee will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent/guardian after the end of the school day (3:32 PM) or at a mutually agreed time. As a result of refusing to

* Denotes sections only applicable to High School students

surrender the device immediately, the student will serve a period of detention in addition to the penalty for violating the acceptable use protocol.

Level 2: If the student refuses to surrender the device to the administrator or designee, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to a parent/guardian after the end of the school day (3:32 PM) or at a mutually agreed time. As a result of refusing to surrender the device immediately, the student will serve a 1 day in-school suspension in addition to the penalty for violating the acceptable use protocol.

Level 3a: If the student still refuses to surrender the device after parent intervention, he/she will be suspended from school (out of school suspension) for a minimum of 3 days. The student and the parent will be required to attend a meeting with administration to determine future consequences for insubordination prior to the student returning to school.

Level 3b: If the administrator is unable to contact a parent, the student will be taken to In-School Suspension (ISS) for the remainder of the school day. The student will be suspended from school indefinitely (out of school suspension) until the student, the parent, the principal and the superintendent hold a meeting to determine future consequences for insubordination prior to the student returning to school.

Using a Device to Harass Others

Any use of an electronic device to harass or engage in bullying behavior during the hours of accepted use is strictly prohibited. Should a student be found to have been engaged in such behavior, he or she may be subject to discipline from both the **Acceptable Use of Cellular Phones Protocol** and the **Student Bullying and Student Responsibility Policies**.

Behavioral Guidelines and Consequences

Students who make any of the poor behavior choices included in this section are clearly not showing respect or responsibility to self or others. The consequences apply regardless of whether the behavior took place in school, on district property, in a district vehicle, or at a school or district activity. Law enforcement may be contacted for serious/severe misbehavior. Law enforcement will conduct their own investigation and will bring charges forward appropriately. **Administrative discretion will be applied.

	1st Offense	2nd Offense	3rd Offense	4th Offense
General Misbehavior				
3 Minor Classroom Referrals	Detention	Detention	1 Day ISS	1 Day ISS
1 Major Classroom Referral (Referrals are accumulated per semester)	Detention	Detention	1 Day ISS	1 Day ISS

Specific Misbehavior

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Abuse, Verbal – The use of course language that is directed at a staff or student with the intent to cause harm: Abusive, Obscene, Vulgar

Toward a student.....	Detention	1 Day ISS	1-3 Day OSS	3-5 Day
OSS				
Toward a staff.....	1 Day ISS	2-3 Day OSS	3-5 Day OSS	
Expulsion				

Alcohol, Tobacco, USAGE or SELLING or DISTRIBUTING

SDHSAA rules will also apply
Police will be notified

3-5 Day OSS	5-10 Day OSS	5-10 Day OSS	Expulsion or Expulsion
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Ammunition, Possession – Possession of bullets, shotgun shells, or other projectiles. (Intent is given major consideration) Students should bring any discovered bullets/shells to the office

Detention	1 Day ISS	1 day OSS	Expulsion
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Arson – Intentionally creating a fire in a district building or on school property with the intention of causing destruction, damage Or mischief.
(Restitution is expected)
Police will be notified

10 Day OSS	Expulsion or Expulsion
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Assault, Physical – Acting with intent to inflict serious bodily harm upon another person.

Upon a student.....	3-5 Day OSS	5-10 OSS	Expulsion
Upon a staff	Expulsion		
Police will be notified			

Assault, Aggravated – Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.
Police will be notified

Expulsion

Bodily Harm, Inflicted – committing an accidental act or using poor judgment through recklessness or carelessness inflicting bodily harm upon another person.

1-3 Days ISS	3-5 Days ISS	1-3 Day OSS	Expulsion
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*Intentionally inflicting bodily harm (done with intent to harm)

1-3 Days OSS	3-5 Days OSS	5-10 Days OSS	Expulsion
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* Denotes sections only applicable to High School students

Bomb Threat or Terroristic Plot/Plan/

Threat – Devising a plot/plan with the intent of causing significant damage or harm to a person(s), property, or sense of safety
 Police will be notified
 Expulsion

Bullying – Repeatedly targeting another student with deliberate actions or communications that are intended to distress, intimidate, humiliate, or harm another student (included cyber-bullying)
 1-3 Days OSS 3-5 Days OSS 5-10 Days OSS Expulsion

Damage to Property – Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage to property
 (Restitution is expected)
 1-3 Days ISS 1-3 Days OSS 3-5 Days OSS 5-10 Days OSS

Disorderly Conduct – Engaging in offensive, obscene, or abusive communication or boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.
 1-3 Days ISS 1-3 Days OSS 2-4 Days OSS 3-5 Days OSS

Driving, Careless or Reckless – driving on or adjacent to school property in such a manner
 Detention 1-3 Days ISS 1-3 Days OSS 3-5 Day OSS

Electronic or other Nuisance Devices –

Inappropriate usage of objects that cause distractions:
 Cell phone (including all Electronic Devices)
 Confiscated & Detention Confiscated & Detention Parent Pick up Confiscated & Detention Parent Pick up Confiscated & Detention Parent Pick up

Explosives, Possession and /or Use –

Possessing or using any compound, mixture or device that by design, function or usage creates an explosion or fire Expulsion
 Fireworks – Possessing..... 5 Days OSS Expulsion
 Fireworks – Detonating or igniting ...5-10 Day OSS Expulsion
 Police will be notified

Fighting – Mutual Combat (striking, kicking, pinching, biting, scratching, pulling hair, etc.)
 1-3 Day OSS 3-5 Day OSS 5-10 Day OSS Expulsion

Fire Alarm, False – Intentionally /Unintentionally giving a false alarm

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or fire or tampering or interfering with any fire alarm. 10 Day OSS Expulsion
Police will be notified

Fire Extinguisher, Unauthorized Use –
Unauthorized handling or discharge a fire extinguisher. 3-10 Day OSS Expulsion
Police will be notified.

Fire Starting Devices – Possessing or using any device, tool or system that is designed to create fire (matches, lighter, etc.) Confiscation & Detention Confiscation & 1 Day ISS Confiscation & 1-3 Days ISS Confiscation & 1-3 Days OSS

Gang Activity Detention 1 Day ISS 3 Day OSS 5 Day OSS

Harassment, Including Sexual – Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals. It may include indecent exposure, and words or action that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disability they may have 1-3 Days OSS 3-5 Days OSS 5-10 Days OSS Expulsion

Insubordination – Willful refusal to follow an appropriate direction or order given by a staff member Detention 1-3 Days ISS 1-3 Day OSS 3-5 Day OSS
Refusing directions given by Administration 1 Day OSS 1-3 Day OSS 3-5 Day OSS 5-7 Day OSS

Leaving Campus During School Day – Unauthorized leaving campus Detention 1 Day ISS 1-3 Day OSS 3-5 Day OSS

Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals – POSSESSION
Possessing any controlled substance where possession or use is prohibited by South Dakota or federal law. 5-10 Day OSS 5-10 Day OSS Expulsion
SDHSAA rules will also apply.
Police will be notified.

Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals – USAGE, SELLING, or DISTRIBUTING any

* Denotes sections only applicable to High School students

controlled or illegal substance that is prohibited by South Dakota or federal law. 5-10 Day OSS Expulsion
 SDHSAA rules will also apply
 Police will be notified.

Sexual Conduct, Criminal –
 Engaging in non-consensual, unwanted sexual contact with another person, including, the clothing covering a person’s intimate parts or attempted removal of such clothing. 5-10 Day OSS Expulsion
 Police will be notified

Terroristic Act – Engaging in an act that is intended to cause significant damage to a person(s), property, or sense of safety and security. Expulsion
 Police will be notified

Theft or Knowingly Receiving or Possessing Stolen Property –
 Unauthorized taking of the property of another person and/or the school, or receiving such property. The condition and completeness of all returned stolen property will be considered in the determination of consequences. 1-3 Day OSS 3-5 Day OSS 5-10 Day OSS Expulsion
 Police will be notified

Trespassing – Being present in any district facility when it is closed to the public or individual or unauthorized presence in a district vehicle. Detention 1-3 Days ISS 2-3 day OSS 5 Day OSS

Vandalism (Willful Damage of Property) – Littering, defacing, cutting, or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff. (Restitution is expected) 1-5 Days ISS 1-3 Days OSS 3-5 Days OSS Expulsion

Weapon or Look-alike Weapon (Construction or Possession) –
 Possessing any firearm, whether loaded or unloaded, or any device

* Denotes sections only applicable to High School students

intended to look like a firearm;
any device or instrument designed
as a weapon and capable of producing
severe bodily harm; or any other
device, instrument, or substance,
which, it is used or intended to be
used, is calculated or likely to produce
severe bodily harm or looks like it is
calculated or likely to produce severe
bodily harm. Expulsion
Police will be notified

Student Health, Safety, and Welfare

Communicable Diseases

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

Students who are afflicted with a communicable, contagious, or infectious disease and who are infected with communicable parasites, or who are liable to transmit such a disease or parasite, may be excluded from school attendance.

A 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 administrator or designee.

Administration of Medication

- Prescription and non-prescription medication requests are to be renewed at the beginning of each new school year.
- Only those medications that are necessary for a student's medical care and that cannot be given outside of school hours will be administered.
- Only medications that are up to date may be administered. Please check expiration dates before bringing medication to school.
- Please provide written consent and specific instructions for each medication. (forms can be picked up the secretary's office)
- There are medication forms available for this purpose from the Secretary at each school, in the student's 1st day folder, or on our school website.
- Medication must be in its original, properly labeled container (no baggies or envelopes will be accepted). For long term daily medication, please request your pharmacist to provide two labeled bottles of medication; one for home and one for school. Special Note: If a dosage is changed (Ritalin or Adderall or example) a new label must be made by the pharmacist and sent to school as soon as possible. Medications are given per label instructions. A written statement or fax from the physician will suffice while a label is being updated. The new bottle will be required in the school office no later than five days after a dosage change.
- Asthma inhalers may be carried by the students in the Middle/High School during the school day with written authorization by the physician and parents/guardian on file in the school office. We urge you to keep an extra inhaler in the office as a backup. Students at Laura Ingalls Wilder Elementary must keep inhalers in the secretary's office along with written authorization by the physician and parents/guardian.
- Over-the-counter (non-prescription) medications such as Tylenol, Advil or cough formula must be provided from home in its original container with written consent and specific instructions for the use. The school secretary does not stock or dispense these medications.
- Prescription medications may only be given if prescribed by a person licensed to practice medicine or dentistry in the United States (Ex: M.D., D.O., D.D.S., Nurse Practitioner, or P.A.).

* Denotes sections only applicable to High School students

- At the end of the school year, any unused medications will need to be picked up by a parent, guardian or designated responsible adult. Medications that are not picked up by the last day of school will be discarded.

Tobacco, Alcohol, and Drugs

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the district's schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. 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. Psychoactive 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.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate the community about drug abuse. Others goals are to teach staff to identify chemical abuse problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psychoactive-active or mood-altering chemicals in the school district. 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.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, nicotine-containing products or vaping devices, which may or may not include actual tobacco, drugs, or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the education system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

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

Violations—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 may suspend the student for ten (10) days in compliance with the student due process procedures.
 3. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
 4. The administration will notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. The purpose for this is because we believe that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency, or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

B. Second and Subsequent Offenses

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference
2. The administration will notify available law enforcement authorities.
3. The administration will suspend the student for five (5) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. 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 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 for the student and family.

C. Supplying/distributing or selling chemicals (drugs/alcohol) or material represented to be a controlled substance.

1. The administration will refer the case to available law enforcement authorities.
2. Supplying or selling chemicals will result in a five (5) day suspension.
3. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the superintendent.

D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the school nurse, if available, and the building administrator will be notified. The nurse or administrator will determine whether to contact the parent for further instruction or immediately seek medical treatment. Following the handling of the medical emergency, this policy statement for chemical abuse will be followed.

Smoke-Free

The De Smet Schools maintain a smoke-free campus. Smoking is not permitted at any time on school properties.

Weapons

State and federal law as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the police. Appropriate disciplinary or legal action or both shall be pursued.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any building or other building or premises used for school functions. An exception would be weapons under the control

of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and authorized supervised school training sessions for the use of a firearm.

Any student intentionally bringing a firearm to school shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The chief executive officer/superintendent shall have authority to recommend to the school board, and the school board shall have independent authority to modify the expulsion requirement on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the weapon, or any explosive, including any poison gas.

Bullying Prevention

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

- Physical-involves harmful actions against another person's body
- Verbal-involves speaking to a person or about a person in an unkind or hurtful way
- Emotional-involves behaviors that upset, exclude, or embarrass a person
- Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances
- Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and/or designee shall develop an annual process for discussing the school district policy on bully prevention with students and staff. The school district will incorporate information regarding this policy in each school handbook.

* Denotes sections only applicable to High School students

Restraint and Seclusion

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion. A non-aversive effective behavioral system should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual’s behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

Definitions

Physical Restraint:

The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such a term does not include a physical escort, mechanical restraint, or chemical restraint.

Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:

- To break up a fight;
- To knock a weapon away from a student's possession;
- To calm or comfort;
- To assist a student in completing a task/response if the student does not resist the contact;
- To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

Seclusion:

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

Time Out:

A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Use of Restraints or Seclusion

The staff at De Smet MS/HS has been trained and will maintain training in proper and safe methods for restraining and secluding to reduce the risk of immediate physical harm to students. Parents will be contacted the same day when the use of restraint or seclusion was deemed necessary.

Any use of restraints or seclusion by the staff at De Smet MS/HS will be in accordance with School Board Policy JGB.

**Athletics, Extra-Curricular, and Co-Curricular
Class Advisors**

Senior	Junior	Sophomore	Freshmen
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* Denotes sections only applicable to High School students

Jennifer Stofferahn	Kyler Julius	Sheila Schmidt	Dave VanderWal
Cory Haugen	Shannon Palmlund	Brenden Pitts	Mark Birkel
Lindsay Nolte	Brandon Vockrodt		
Daniel Bettin	Daniel Bettin		

Activities Directory

Activity	Sponsor/Coach	Activity	Sponsor/Coach
Athletic Director	Daniel Bettin	Head Track	Cory Haugen
Head Football	Brendon Pitts	Assistant Track	Kyler Julius & Regan May
Assistant Football	Mark Birkel	JH Track	Lexi Johnson
Assistant Football	Dan Wilkinson	Golf	Cory Beck
JH Football	Jerry Lupkes	Assistant Golf	Dustin McCune
Head Volleyball	Vicki Dylla	One-Act Play	Nicole Berg & Sydnee Winter
Assistant Volleyball	Alex Wolkow	All School Play	Nicole Berg & Sydnee Winter
JH Volleyball	Tricia Holland	Oral Interpretation	Lacey Holt
Cross Country	Cory Haugen	Yearbook	Lindsay Nolte
Head Girls' Basketball	Brendon Pitts	NHS	Brandon Vockrodt
Assistant Girls' Basketball	Regan Garry	FCCLA	Shannon Palmlund
JH Girls' Basketball	Tacy Boldt	FFA	Dave VanderWal
Head Boys' Basketball	Jeff Gruenhagen	Head Cheerleading(FB)	Barb Alseson
Assistant Boys' Basketball	Dustin Olson	Concessions	Jennifer Stofferahn
JH Boys' Basketball		Concessions	Brandon Vockrodt
Head Wrestling	Steve Gilbertson	Student Council	Sheila Schmidt
Head Wrestling	Mike Johnson		

School Song

College Boy

Show we're from De Smet boys,
School where we are true,

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We'll fight together onto victory,
show what we can do, fight, fight, fight,
onward bulldogs fight em, beat em if you can,
and if we always stick together we will always win.
Beat them up, tear them up, Fight, Fight, Fight!

Activities

Extracurricular activities are those events and activities in which a student represents De Smet School whether in De Smet or out of town.

Athletics

Refers to both boys and girls competitive interscholastic sports.

Interscholastics

A contest among neighboring schools which must conform to standards.

Activity Lettering

Determined through the Athletic Director's office.

Athletic Participation

It is the policy of the De Smet School District to provide a positive balance between curricular and extracurricular activities. Because participation in extracurricular activities requires a significant investment of time and energy, it is the intent of this policy to provide student access to a variety of activities and at the same time limit that access to a level reasonable to the age/grade level demands of the students.

1. Teachers will submit names of students who are failing after three weeks of each quarter. Students will be informed; this is the warning period.
2. Thereafter, throughout the quarter, teachers will submit student failures to the office every two weeks.
3. Following the warning period, students with one or more repeated failing grades in a class are ineligible to participate in activities for a minimum of one week beginning on a Wednesday and potentially ending on the following Wednesday. This does not include practices. Students are not allowed to be dismissed early from school to travel with a team if they are ineligible.
4. Students will receive a failure warning before being put on the ineligible list.
5. Teachers must report all failures no later than 12:00 pm on the Monday following the reporting week.
6. A master list of students on the fail list will be sent out to teachers and coaches from the office.
7. Students will be informed immediately of their ineligibility. It is the responsibility of the student to contact the teacher. Teachers will provide input on reason(s) for failure and suggestions for change.
8. Teachers, coaches, and the activities director will communicate to determine if an ineligible student has become eligible or remains ineligible.
9. Teachers will attempt to provide students with reasonable opportunities to become eligible during their first week of ineligibility.
10. All grades should be computed from the beginning of the quarter and reflect a composite of the student's progress.
11. Failure is a grade of 65.99 percent or lower.
12. Students must be passing all classes at grade check time in order to be considered for participation in athletic contests, fine arts contests/productions, FFA activities, FCCLA activities, class trips, or any other activities deemed appropriate by the Principal/AD and/or the Advisor.

* Denotes sections only applicable to High School students

- 13. One or more failures at the end of a grading period make a student ineligible for the first week of the following grading period. This includes failure in the 4th Quarter, which will make a student ineligible for any competitions prior to the start of school and the first week of competition following the start of school.

GRADING PERIODS FOR 2023-2024

1 st quarter	ends October 20, 2023
2 nd quarter/first semester	ends January 5, 2024
3 rd quarter	ends March 14, 2024
4 th quarter/second semester	ends May 17, 2024

ELIGIBILITY/GRADE CHECK DATES

1 st quarter	Sept. 8, 22, Oct. 6
2 nd quarter	Nov. 10, Dec. 1, 15
3 rd quarter	Jan. 26, Feb. 9, Mar. 1
4 th quarter	Apr. 5, 19, May 3

Academic standards for students in grades 7 through 12 for participation in athletic activities to include cheerleading are as follows:

- All students participating in sports activities under the control of the South Dakota High School Activities Association must at all times meet their standards.
- Students participating in one sport during any one sports season must maintain passing grades (D- or above) in all courses taken.
- Students participating in more than one sport during any one sports season must maintain a Grade of D- or better in all courses taken.

Where the school district maintains a separate 7th and 8th grade program, 7th and 8th grade students will not be allowed to participate in high school (grades 9-12) activities. Activities included are basketball, football, and volleyball. Any acceleration of a 7th or 8th grade student will fall under the board approved policy dated January 2022.

Where the school district does not maintain separate 7th and 8th grade programs, 7th and 8th grade students will be allowed to participate along with high school students. Activities included are cross country, wrestling, and golf.

In the sport of track where both 7th and 8th grade and high school programs are provided, students will generally participate with their grade level. Seventh and/or 8th grade students may be allowed to compete at the high school level in special cases. Such cases might include the need for a 7th or 8th grade student to fill out a high school relay team, etc. When 7th or 8th grade students participate on such high school teams, the student’s practice time and the time spent in competition must not exceed the amount of time required of a student participating only at the high school level.

Canceling and Rescheduling Events

When classes are canceled due to inclement weather or other emergency, scheduled activity practices and evening contests or events will usually be canceled as well. Should weather conditions improve during the day, the Superintendent will decide if an evening activity will go on as scheduled. A School Reach Message will be sent.

Concussions

The De Smet School Board recognizes that adolescent athletes are particularly vulnerable to the effects of a concussion. As the result of extensive research in recent years, it is now understood that a concussion has the potential to result in death, or short and long term changes in brain function. A concussion is a brain injury that

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results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body.

Pursuant to SDCL 13-36-13 the De Smet School Board also recognizes the importance of ensuring the health and safety of the student athlete and has established the following positions to be appropriate health-care personnel to evaluate possible concussions suffered by our student-athletes:

- Medical Doctors
- Doctors of Chiropractic Medicine
- Doctors of Osteopathy
- Physicians Assistants
- Nurse Practitioners
- Certified Athletic Trainers
- Emergency Medical Technicians

In accordance with South Dakota Codified Law, the district will take the following precautions regarding the education of student-athletes and parents prior to competition:

1. A concussion information sheet shall be signed and returned by any athlete who seeks to compete in activities sanctioned by the South Dakota High School Activities Association (SDHSAA) and the athlete's parent or guardian prior to the athlete's participation in any youth athletic activities sanctioned by the SDHSAA. A signed information sheet is effective for one academic year. These documents will be provided by the SDHSAA. The signed forms will be kept on file in the Principal's Office for the entire academic year. (SDCL 13-36-9)
2. De Smet School District coaches, both salaried and volunteers, will complete a training program approved by the SDHSAA to educate them on the signs and symptoms of a concussion injury. Each coach participating in athletic activities sanctioned by the SDHSAA shall complete the training program each academic year. Coaches will be required to provide evidence of completion to the Principal that will be kept in the individual's personnel file. (SDCL 13-36-10)
3. An athlete shall be removed from participation in any athletic activity sanctioned by the SDHSAA at the time the athlete exhibits signs, symptoms, or behaviors consistent with a concussion or is suspected of sustaining a concussion (SDCL 13-36-11)
4. In the event a student athlete misses playing time from practice or games as a result of a concussion or symptoms thereof, the student athlete must be cleared to play by one of the appropriate health-care professionals listed above. The district will provide a return to play form that needs to be signed by the appropriate health-care professional, the parent, and a school administrator before the student athlete will be allowed to return to training, practice or competition. Depending on the restrictions placed on the student by the health-care professional, more than one form may need to be signed before the student is allowed to participate fully. A copy of the form(s) will be kept in the student's file. (SDCL 13-36-12)

Should an athlete exhibit signs and/or symptoms of a concussion during competition, said athlete must be cleared for play by a health-care professional prior to returning to competition.

The Return to Play form is available from the Offices of the Athletic Director, the Middle/High School Principal, or the SDHSAA website. Again, the health and welfare of the student-athlete is very important. The student-athlete will not be allowed to participate until the Return to Play form has all required signatures.

Post-Injury Procedure

In accordance with SDCL 13-36-11, students from the De Smet School District found to exhibit signs of a concussion will be removed from participation in an athletic event. The district will use the following protocol to facilitate an athlete's return to competition pursuant to SDCL 13-36-12 and 13-36-13.

* Denotes sections only applicable to High School students

1. The athlete and parent(s) will be contacted to schedule a consultation with the administration as soon as possible to discuss return to play protocol.
2. The ImPACT Test will be administered by school approved personnel within 72 hours of the initial injury if the athlete is physically able and available to take the test.
 - a. The ImPACT Testing program is designed to establish a baseline measurement of an athlete's cognitive processes and to assess progress after an injury.
3. School approved personnel will communicate the results of the test to parent(s)/guardian(s) the day the test is taken.
4. The student and parent(s)/guardian(s) are required to consult with a health care provider that is recognized as appropriate by the district and that is registered, certified or otherwise recognized by the State of South Dakota to provide medical treatment and is trained and experienced in treatment, evaluation, management and care of concussions.
5. The ImPACT Test results will be faxed to the above named provider or given to the parent(s)/guardian(s) at their request.
6. The district will administer the ImPACT Test after seven days if the athlete is deemed asymptomatic by the district's certified athletic trainer or contracted health services provider unless the athlete is cleared to return to play prior to the seven-day mark.
7. The district will administer the ImPACT Test at any time at the request of the student's health care provider.
8. Students will be held from school sanctioned training, practice and competition until the **SDHSAA Return to Competition, Practice or Training form** is signed by the health care provider, the parent/guardian **AND** the High School Principal or Athletic Director.

Eligibility

De Smet High School is a member of the South Dakota High School Interscholastic Activities Association and the school abides by its regulations.

No student will be able to participate in an activity if he/she is not in school by 10:30 a.m. on the day of the scheduled activity. An absence of more than ½ day on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. An absence taken in the afternoon on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. Activity includes practices, games, performances, and rehearsals. This does not relate to absences such as appointments (medical, dental, counselor, legal, driving tests), funerals, religious instruction, or absences that have prior approval by the Principal/AD. Verification may be requested if it is deemed these exceptions are being abused by the parent and/or the student. Any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day's activity. This would include unexcused absences for missed school or either in or out of school suspension.

Pep Sessions

Pep sessions will be arranged by cheerleaders and advisors with final consent of the principal. All pep sessions will not take more than 15 minutes of school time and will be scheduled through the principal's office and should be requested one week in advance.

School Events

The Student Council is permitted to conduct school sponsored social affairs. All school activities after school hours will be on a definite schedule. Any non-regular meetings should be cleared through the school office with the superintendent and/or principal. The De Smet School district 38-2 will pay the registration fee for students representing the school in any public school sponsored activity.

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Open Gym Policy/Weight Room Usage

The De Smet Weight Room and Gym are open for use provided one or more of the following criteria are met. These rules are put into place to protect the school and its supervisors should any unforeseen incidents occur on school property. This agreement does not guarantee full protection. Any violation of or misuse of these privileges will result in termination of the use of the facility to be determined by the Administration.

General Rules

1. Only De Smet students, graduates (one year after graduation), or De Smet staff are allowed to use the facility. Permission may be granted to others by the Administration.
2. A FOB will only be issued to any person wishing to use the facility after their first year of college or one year after their graduation date. Requirements for use are listed below.
3. A supervisor must be present at all times. Supervising students in the gym AND the weight room at the same time is not permitted. If the Supervisor leaves the facility, everyone else leaves as well unless there is another supervisor present.
4. It is an expectation to make sure doors are properly secured upon leaving the facility. Propping doors is unacceptable.
5. Misuse or abuse of the facility or allowing someone to use an issued FOB to gain entrance will result in immediate termination of the privilege to use the facility for a time determined by the Administration.
6. All FOB's will be turned off at the beginning of each school year. Users must request their FOB's be turned on again, provided the correct requirements have been met.

Gym Use

1. Bring your own volleyball, basketball, or other equipment you plan to use. There will be no keys issued for the ball room/equipment room.
2. All participants must be supervised by an adult and/or someone that has met criteria to be issued a FOB.
3. All lights should be turned off once the facility is no longer in use.

Weight Room

1. No De Smet High School student or recent graduate is allowed to be in the weight room without supervision and a spotting partner. No out of district students are allowed in the weight room unless permission is secured through administration.
2. To be issued a FOB to become a supervisor, one must complete the following:
 - a. Be one year removed from their graduation date. Ex: May 2023 graduate; able to apply for a FOB in May 2024.
 - b. Complete the Alison CPR, AED, & First Aid course. The course can be found at alison.com/cpr-aed-and-first-aid. Take a screenshot of the Certificate of Completion. Administration will need a copy of the Certificate of Completion prior to a FOB being activated.
3. No entrance to the weight room will be through the outside door (south door). This door is for emergency exits only.
4. Misuse, abuse or any violation of these rules will result in the loss of privileges for a time to be determined by the Administration.

Weekend and Vacation Practices

Practices scheduled during vacation periods, Saturdays or Sundays will not require mandatory attendance and no penalties of any kind will be placed on students not in attendance.

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Family Night

Wednesday evenings will be reserved without exception for non-school activities. No contests or practices will be scheduled on Wednesday from 3:32 pm through the evening for K-8 and 6:00 pm through the evening for grades 9-12.

Artificial Noisemakers

Student and adult fan use of artificial noisemakers or laser lights is not allowed at indoor athletic events. The prohibition of such devices should be noted in the activities program.

Athletic, Extra-Curricular, or Co-Curricular Uniforms

Athletic uniforms, choir robes and band uniforms are the property of the school district and are loaned to the student for use only for scheduled events. Coaches and directors will issue uniforms to students and account for their return. Uniforms will be issued clean and in good condition. Students will be responsible for necessary cleaning and repairs during the season.

Changes to Athletic Policies

Students will conform to rules and regulations of the school system. These will normally be published in the student handbook. From time to time it may be necessary to institute changes in rules and regulations prior to publishing a new student handbook. Students will be informed of such changes through daily announcements, bulletin board announcements, general assemblies, or any other media deemed advisable by the administration. Failure to abide by school rules and regulations will result in disciplinary action. It is the responsibility of each student to become aware of rules and regulations they are expected to obey.

Band

Musical instruments owned by the school district will be issued to students. Students will be expected to assume the cost of repairs, which are a direct result of user neglect.

Cheerleading*

Cheerleaders are chosen from the student body and are responsible to the cheerleader advisor. Selection for each sport will be aided by the demand through cheerleader sign-up and tryouts. The cheerleader advisor will be in charge of tryouts and arrangements to prepare teams for their performance.

Student Council*

Student representatives from each class shall be elected to serve on the Student Council by their peers. The student council members are the representatives of the student body. Their duties shall involve homecoming activities, school dances, and serve as spokespeople for the student body in evaluating school policies. The above representatives are in addition to elected officers (president, vice-president, secretary-treasurer).

Training Rules

You, the students of our school, are looked upon to set an example for the young people of our community. It is impossible to do your best and look your best if you are not in your best physical condition. This cannot be accomplished without a training program.

It is understood and agreed that the use and/or possession of alcohol, tobacco, e-cigarettes, e-cigs, electronic nicotine delivery systems, vaporizer cigarettes, and vape pens, or the use, possession, purchase or distribution of

* Denotes sections only applicable to High School students

any illegal substance is prohibited by age as well as law. It is the position of the Elkton School District that any student found in violation of law is also considered in violation of system policy concerning alcohol, tobacco, e-cigarettes, e-cigs, electronic nicotine delivery systems, vaporizer cigarettes, and vape pens, illegal drugs, and/or other products not used for their intended purpose. A student shall not be readily accessible to, possess, use, distribute, or be under the influence of tobacco, tobacco products, alcohol, e-cigarettes, e-cigs, electronic nicotine delivery systems, vaporizer cigarettes, and vape pens, illegal and controlled substances as in accordance with SDCL 13-32-9. Students who have been found to be in violation of this policy will have the consequences listed below.

Since consequences require that students serve penalties for violations in the next activity in which the students participates, a student will not be allowed to enter an activity for the purpose of serving a penalty unless that student finishes the activity in good standing. The coaching staff and administration will determine if criteria was met.

1st offense: Student will be suspended from participation in **all** activities the student is currently participating in, or will participate in, for a period of **2 weeks**. Student will forfeit any special awards for those activities (including lettering). Students will be allowed to partake in practices, but will not suit up for games.

2nd offense: Student shall not participate in any school activity or event in which the student is a participant in, or will participate in, for **six calendar weeks** beginning with the next scheduled event for the student. Student will forfeit all special awards (including lettering) for all the activities the student is involved with. Students will be allowed to partake in practices, but will not suit up for games.

3rd offense: Student will be ineligible for all activities for **one full calendar year (12 months)** from the next scheduled event. Student will forfeit all special awards (including lettering) for all the activities the student is involved with. Students will not be allowed to be part of the team. This includes participating with them in practice or sitting on the sidelines with the team. The 12-month suspension may be reduced to 3 months if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon completion of the program with the addiction counselor, and the 3 month suspension, the student would be allowed to return to activities.

4th offense: Student will be ineligible for all activities for one full calendar year (12 months) from the next scheduled event. Student will forfeit all special awards (including lettering) for all the activities the student is involved with. Students will not be allowed to be part of the team. This includes participating with them in practice or sitting on the sidelines with the team. The 12-month suspension may be reduced to 6 months if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon completion of the program with the addiction counselor, and the 6 month suspension, the student would be allowed to return to activities.

5th offense: Student will be ineligible for all activities for the remainder of their junior high/ high school career. Student will forfeit all special awards (including lettering) for all the activities the student is involved with. Students will not be allowed to be part of the team. This includes participating with them in practice or sitting on the sidelines with the team.

As a secondary school, accredited by the South Dakota Department of Education, we also adhere to South Dakota Codified Law and SDHSAA Activities Policy, which does outline additional penalties for illegal drug use: Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in Chapter 22-24, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for six (6) months. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs.

These training rules will be enforced the entire year, which includes the summer months, regardless of whether or not the student is participating in an activity at the time of a violation. A student who violates these policies shall be ineligible to participate in activities according to the policy.

Training rules violations are cumulative. This means that starting their 7th grade year, any violations that a student would receive, will carry over and be with them throughout the course of their high school career.

If a student is involved in more than one activity at the time of a violation, the time period for the suspension as well as all other consequences will apply to all activities. The time period will begin whenever the next scheduled event (in any of the activities) for that student occurs.

HOURS

- A.** 11:00 – Weekdays; Sunday-Thursday
- B.** 1:00 – Weekends; Friday-Saturday
- C.** 10:00 – Night before a game (weekday or weekend). The head coach of any sport may make an exception on occasions such as holidays or school vacation.

Any violation of these hours will result in a one (1) game suspension for each occurrence up to three (3). The third penalty will result in suspension for the remainder of the year.

Excuses and exceptions will be granted only by the coach of each sport beforehand.

Any student participating in an extracurricular activity at the De Smet School grades 7-12 automatically gives their consent for law enforcement officials to release information regarding the enforcement of this policy.

Transportation for Athletics, Extra-Curriculars, or Co-Curriculars

Refer to the **Transportation** section found in the **School Policies and Other Procedures** section of this handbook.

Rights and Responsibilities Complaint Against School Employee

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.

The person having a complaint must initiate the complaint within thirty (30) calendar days from the date the complainant knew or should have known of the conduct of the Employee giving rise to the complaint.

Any complaints against a school employee will be handled in accordance with Board Policy KL.

* Denotes sections only applicable to High School students

Parent/Guardian Responsibilities

The ultimate responsibility of student behavior rests with the parents. The following are among their responsibilities:

- Support the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful behavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and neatness of dress.
- Maintain an active interest in the student’s daily work. Make it possible for them to complete assigned homework particularly by providing a quiet place and conditions for them to study.
- Comply with the school’s requests. This includes reading carefully all communications and signing and returning them as requested.
- Cooperate with the school by attending conferences set up for exchanging information on their progress in school and planning for its continuous maintenance and improvement.

It is the belief of the administration that the most effective discipline is self-discipline. Students in the De Smet School District are treated as young ladies and young gentlemen and are expected to prove to be such by their actions and by their response to the school society.

Student Grievance

A. STUDENT GRIEVANCE PROCEDURE: Any student who feels he/she has been dealt with in an unfair or unsatisfactory manner by a school staff member may appeal a decision to a higher authority. A student may appeal a decision of a teacher to the principal, and the principal’s decision to the superintendent. Further appeal is to the Board of Education for consideration and review.

NOTE: Each level of higher authority must be addressed during the process. Grievances are to be submitted in writing, signed, and dated by the student. A parent may cosign the grievance.

B. CONDUCT OFF SCHOOL GROUNDS: Whenever students are engaged in a school sponsored activity, the authority of school officials is the same as if the activity took place on school property.

Grievance Form

This form shall be used to file a formal grievance in accordance with the school district grievance procedure.

GRIEVANCE NO. _____ DATE: _____

NAME OF AGGRIEVED STUDENT: _____

POLICY, RULE, OR REGULATION INVOLVED: _____

DATE AND TIME OF ALLEGED ACTION: _____

STUDENT STATEMENT OF GRIEVANCE: _____

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REQUESTED REMEDY: _____

Student Due Process

Suspension and Expulsion

Definitions

- “Expulsion” – the action of the school board that terminates a pupil’s membership in school for not more than 12 consecutive months;
- “Long-term suspension” – the exclusion of a pupil by the superintendent or school board from class or classes or from school for more than 10 but not more than 90 school days;
- “Parent” – a parent, guardian, or person in charge of a pupil;
- “Policy” – a rule, regulation, or standard enacted by a school district board;
- “Short-term suspension” – the exclusion of a student by a principal or superintendent from a class or from school for not more than ten school days.

Short-Term Suspension Procedure

If a short-term suspension from a class, classes, or school is anticipated because of a pupil’s violation of a policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the

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

Long-Term Suspension Procedure

Written Report Required

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

Right to Request Hearing-Notice of Hearing

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

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

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

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

Right or Waiver

The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;

- 4) Each party may be represented by an attorney;
- 5) The school administration shall present its case first;
- 6) The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
- 7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager;
- 8) Each party may raise objections; however, objections are limited to relevancy and scope of the question;
- 9) All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer;
- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- 11) Each party may make a closing statement;
- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and
- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

Right of Appeal

The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies

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

Referral to Placement Committee

If a pupil identified as in need of special education or special education and related services pursuant to DSCL 13-37 is expelled or subjected to a long term suspension, the procedure in 24:05:26:09 applies.

Expulsion Procedure

Written Report Required

If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action, and the superintendent's recommendation. The report must remain in the possession of the school board secretary, sealed and unavailable for review by individual school board members, until the time set for a hearing.

At the same time that report is filed with the school board's secretary, the superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or is an emancipated minor.

Notice of Hearing

* Denotes sections only applicable to High School students

If the superintendent finds grounds for expulsion for one or more classes or from school, the superintendent may exclude the student immediately by using the short-term suspension procedure in 24:07:02:01. The superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:

- The rule, regulation, or policy allegedly violated;
- The reason for the disciplinary proceedings;
- Notice of the right to request a hearing;
- A description of the hearing procedure;
- A statement that the student's records are available at the school for examination by the student's parents or parents or another authorized representative;
- A statement that the student may present witnesses; and
- A statement that the student may be represented by an attorney.

The superintendent shall set the date, time, and place for the school board hearing. The superintendent shall send a notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.

Right of Waiver

The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parent.

Hearing Procedure

The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- 4) Each party may be represented by an attorney;
- 5) The school administration shall present its case first
- 6) The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- 7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer, or other person authorized by law to take oaths and affirmations;
- 8) Each party may raise any legal objection to evidence;
- 9) The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- 11) Each party may make a statement;

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- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and

- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or a student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

Right of Appeal

The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies

The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than ten consecutive days without providing the due process procedures in this chapter or chapter 24:07:03

Referral to Placement Committee

If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of proposed expulsion, the procedure in 24:06:26.01:08 applies.

Note

Any student that is suspended from school by the Principal or the Superintendent may be required to enroll in a family counseling program of their choice before readmission to school is granted. All such cases will be determined by the superintendent or principal.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days after the day the De Smet School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the De Smet School District to amend their child's or their education record should write the school principal clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the De Smet School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTICE FOR DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want De Smet School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the De Smet School District in writing by September 1, 2023. De Smet School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance

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- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

De Smet School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. De Smet School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. De Smet School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. De Smet School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents

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will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who seek additional resources on student privacy under PPRA may visit the Department's Student Privacy Policy Office website at <https://studentprivacy.ed.gov>

Parents who believe their rights have been violated may file a complaint either online or with:

Online:

<https://studentprivacy.ed.gov/file-a-complaint>

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Parent/Student Rights in Identification, Evaluation, and Placement

The following is a description of the rights granted under Federal Law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect of identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
7. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records, relating to decisions regarding your child's identification, evaluation, education program, and placement;

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11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's education records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. File a grievance if you have a disagreement with the school;
15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
16. File a complaint with the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Boulevard, Denver, Colorado 80204-3582.

The person in the district who is responsible for assuring that the district complies with these laws is: Dr. Abi Van Regenmorter, Superintendent, telephone number (605) 854-3674 ext 2.

Federal Programs Complaint Procedure

Complaints against Titles I, II, IV, or V programs and expenditures may be received at the local, state, and national level. The expeditious and reasonable handling of these complaints is necessary for the effective conduct of the program as well as to promote community understanding and involvement. Complaints shall be translated into constructive suggestions and recommendations for improvement of Titles I, II, IV, and V programs.

The following procedures are outlined for use at (insert your district name).

Record Initiated – A written record containing information pertinent to both the source and nature of the complaint should be initiated.

Complaint Hearing – Within fifteen (15) days following receipt of complaint, a hearing concerning the complaint shall be held by a hearing committee. Recommendations of the committee shall address answering the complaint. The committee shall be appointed by the Superintendent. No less than two persons shall be assigned to the committee, preferably the local coordinator and a parent.

Hearing Minutes – Minutes of a complaint hearing shall be taken and maintained at the local education agency. A copy of such minutes along with committee recommendations and administrative action shall be filed with the South Dakota Department of Education.

State Follow-Up – The South Dakota Department of Education shall maintain a record of all complaint hearings. The designated State Coordinator shall review the records of the complaint hearing and make contacts with the local education agency regarding a follow-up and possible remedial action.

If the complaint is not resolved to mutual consent of both parties, then either party can appeal through the state level procedures.

Social Media Release

In order to post pictures of your child, we need your permission. These pages will publish photographs and relevant information about students for the purposes of informing the community about school and student activities. We consider online safety and privacy to be a priority. We would appreciate it if you would complete the permission slip at the bottom of this letter, which will determine if we can post images of your child on the Twitter / Facebook pages.

* Denotes sections only applicable to High School students

We will **NEVER** publish surnames, as we need to ensure the data of our children/families in school is protected at all times.

Whilst this is an amazing tool to communicate with parents and community members, it is unacceptable to violate the terms and conditions of the fair use policy by using slander and disrespecting the district's social media pages. The terms can be found on the Twitter / Facebook websites.

South Dakota Board of Regents Records Release

Parents, we have been asked to inform you that the SD Board of Regents will pull student information from Infinite Campus in September. This is an attempt for the Board of Regents to determine addresses to reach students to make opportunities for schools and military available to the students. FERPA laws do not permit them to have access to any type of personal information, immunizations, behavior, FRAM, etc. This is more for addresses and contacts.

Student Photograph, Video, Interview, and Work Consent

The District and its employees or media members will, at times, post, print, or publish photographs or video of students in newspapers or magazines, or on approved social media (e.g Twitter, Facebook, or YouTube), employees' school-related websites, other non-profit education-related organizations' publications, or the school website (www.desmet.k12.sd.us) in a manner that will individually identify specific students. The District and its employees or media members will also, at times, post, print, or publish student work or student ideas (interviews) in any of the above methods. The use of student photographs, videos, and work is done in order to share student accomplishments, student experiences, and to promote the District. The District respects each individual's right to privacy and will act according to the directions from the parent/guardian.

**Student and Parent Handbook
Agreement of Understanding**

The School handbook is your guide toward establishing positive social and academic behaviors, making good decisions, and treating all members of our school and community with respect. It is very important for both students and parents to be aware of the responsibilities, rights and code of conduct which we must all recognize to encourage a safe and orderly learning environment. In developing awareness, many potentially frustrating situations can be avoided. Please keep in mind that not all situations and scenarios can be covered within a handbook such as this. In matters which are not specifically stated, school officials will do their best to resolve issues and support all students with fairness and dignity.

Your initials and signatures below indicate that you and your child have read and reviewed the information contained within the student handbook. Your signature also indicates that you agree to abide by the policies and practices listed to the best of your ability and with care and concern for others within our school district.

Acceptable Use Policy

Student: I have read the De Smet School Acceptable Use Policy online regarding my use of the district's computer systems and the internet and understand my responsibility and the consequences if I misuse the district's computer systems or use the internet or email in an inappropriate manner. I will report any observed or suspected misuse of the district's computer systems to a teacher.

Parent: I have read the De Smet School Acceptable Use Policy online regarding my student's use of the district's computer systems and the internet and understand his/her responsibilities and the consequences if he/she misuses the district's computer systems or uses the internet or email in an inappropriate manner.

Student initials _____

Parent/Guardian Initials _____

I agree to allow De Smet School staff to release email and phone numbers to Coaches/Extra curricular directors Circle One YES NO

South Dakota Board of Regents Records Release

**I allow my student's information to be shared with the SD Board of Regents (circle one)
YES NO**

Student Photograph, Video, Interview, and Work Consent

- Yes**, my child's photograph, video, work, and/or ideas may be used in the manner described above.
- No**, my child's photograph, video or any work may be displayed electronically or in print outside of the District's buildings.

Social Media Release

- I give** permission to publish images and information about my child as described above.
- I do not give** permission to publish images and information about my child as described above.

* Denotes sections only applicable to High School students

Please turn over

**Acknowledgement of Handbook Policies and Procedures
Found on De Smet School Website
desmet@k12.sd.us**

I, the parent of _____ have read the De Smet MS/HS Student and Parent Handbook and discussed these guidelines with my son(s)/daughter(s). We understand and will follow the policies, rules and regulations of Laura Ingalls Wilder Elementary and the De Smet School.

_____ Date: _____
Student Signature

_____ Date: _____
Parent Signature

School Reach- I would like to enroll to receive messages from School Reach Messenger

Name: _____ Cell Number _____

Name: _____ Cell Number _____

* Denotes sections only applicable to High School students