



**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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\* Denotes sections only applicable to High School students

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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.

STUDENTS 18 YEARS OLD OR OLDER

Many wonderful things happen when you become 18! In general, you have most of the same freedoms—and responsibilities—as any adult in the community. However, state laws require that schools enforce the same rules on all students, regardless of their age. **Your role as a student supersedes your position as an 18 year old adult. At school, you are a student and subject to the same rules as any other student.**

\* Denotes sections only applicable to High School students

**MS/HS Faculty & Staff Roster**

<b>Name</b>	<b>Position</b>	<b>Email (first.last@k12.sd.us)</b>
Daniel Bettin	Principal/AD	daniel.bettin
Codi Beck	HS/MS Science	codi.beck
Mark Birkel	7th Science/8th & 6th P.E.	mark.birkel
Arial Brumfield	Food Service	arial.brumfield
Erica Coughlin	6-7 Social Studies/6 Science/6 Computers	erica.coughlin
Mychelle Donelan	Paraprofessional	mychelle.donelan
Maria Castro Garcia	Custodian	
Connie Geyer	Algebra I/Physics	connie.geyer
Robin Gigov	6-12 Special Education	robin.gigov
Samone Grubb	Food Service Director	samone.grubb
Cory Haugen	Social Science/7 P.E.	cory.haugen
Tricia Holland	MS Math/8 Science	tricia.holland
Amber Jacobs	Paraprofessional	amber.jacobs
Cassi Johnson	Business Manager	cassi.johnson
Kyler Julius	K-12 School Counselor	kyler.julius
Andre` Lo	MS ELA	andre.lo
Kay Martin	Food Service	kay.maritn@k12.s.dus
Regan May	HS English/Librarian	regan.garry
Lindsay Nolte	English/8 ELA/Yearbook	lindsay.nolte
Mesa Nolte	Paraprofessional	mesa.nolte
Shannon Palmlund	CTE Teacher	shannon.palmlund
Melody Perry	Administrative Assistant	melody.perry
Brendon Pitts	Bus Ed/Computers/ CTE	brendon.pitts
Janice Poppen	K-12 EL	janice.poppen
Brittany Hughes	MS/HS FACS/CTE	brittany.siefert
Jennifer Stofferahn	K-12 Art	jennifer.stofferahn

\* Denotes sections only applicable to High School students

Shane Stofferahn	Technology Coordinator	shane.stofferahn
Brooke Thielbar	Pre-K-12 Choir	brooke.thielbar
Andy Todd	Paraprofessional/Transportation	andy.todd
Dave VanderWal	FFA/Agricultural Education/CTE	dave.vanderwal
Abi Van Regenmorter	Superintendent	abi.vanregenmorter
Dave Van Regenmorter	Head of Facilities	dave.vanregenmorter
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.

### Scheduling

<b>First Bell 8:10</b>	<b>Breakfast 7:45-8:10</b>		<b>Regular Schedule</b>							
<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>HS Lunch</b>	<b>MS Lunch</b>	<b>Period 6</b>	<b>Period 7</b>	<b>Period 8</b>	<b>Bulldog Time</b>
8:15-9:01	9:04-9:48	9:51-10:35	10:38-11:22	11:25-12:09	12:09-12:39	12:11-12:39	12:42-1:26	1:29-2:13	2:15-3:00	3:03-3:32
<b>ICU 7:30-8:00</b>										
<b>First Bell 8:10</b>	<b>Breakfast 7:45-8:10</b>		<b>1:30pm Early Release</b>							
<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>	<b>HS Lunch</b>	<b>MS Lunch</b>	<b>Period 7</b>	<b>Period 8</b>	<b>Bulldog Time</b>
8:15-8:49	8:52-9:25	9:28-10:01	10:04-10:37	10:40-11:13	11:16-11:49	11:49-12:19	11:59-12:19	12:22-12:55	12:58-1:30	None
<b>ICU 11:09-11:29</b>										
<b>First Bell 9:55</b>	<b>NO BREAKFAST</b>		<b>10:00 Late Start</b>							
<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>HS Lunch</b>	<b>MS Lunch</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>	<b>Period 7</b>	<b>Period 8</b>	<b>Bulldog Time</b>
10:00-10:36	10:39-11:14	11:17-11:52	11:52-12:22	11:54-12:22	12:25-1:00	1:03-1:38	1:41-2:16	2:19-2:54	2:57-3:32	None
<b>ICU 11:13-11:33</b>										

### 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 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.

\* Denotes sections only applicable to High School students

## 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.

## Bulldog Time (Flex)

This time is set aside in the afternoon at the end of day. 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. Students that exemplify good behavior MAY earn the privilege of an early dismissal on Fridays. Any student that rides the bus that has earned this privilege may stay in their assigned Bulldog Time or report to the gym for some free time. Students that have not earned this privilege will be required to remain in class and work on homework or other assignments. This privilege will be tracked week by week.

## 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

\* Denotes sections only applicable to High School students

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.

Additional detention rules:

- 1) No sleeping.
- 2) No talking.
- 3) No studying together.
- 4) No electronic devices, except for academic use only.
- 5) No treats/snacks/food/beverages allowed.
- 6) Bathroom/locker passes are one at a time. Limited to four (4) minutes. If you have a pass to go anywhere to work with another teacher, you must have the pass prior to entering the assigned detention room. Passes from teachers must be for the subject taught by that teacher. (Do not get a pass from your Math teacher for an English assignment)
- 7) You will have assigned seats.
- 8) You must be in the room by 3:35 pm or the detention will not count.

Habitual or continued violations of school rules/policies will result in the following consequences:

- |   |           |
|---|-----------|
| -After 3 earned detentions for the year | 1 day ISS |
| -After 5 earned day of ISS for the year | 1 day OSS |

Reminder: Students are responsible for their own transportation home after detention is completed.

### **Homework Help**

- Monday - Friday MS/HS 7:30-8:00 am
- Staff will help notify students if they are on the Homework Help list.
- 6th-12th Students who have missing, late, or incomplete work or tests, failing grades, or below teacher-standard work will be placed on the Homework Help list.
- HS Students with a failing course grade will be placed on the Homework Help list
- Grading practices (percent or points docked for missing or late) for Homework Help work will be determined by individual teachers.
- Any student may request the opportunity to redo an assignment by contacting the teacher.
- Students will turn in assignments or show digital work completion to the Homework Help teacher prior to being considered up-to-date or off the Homework Help list.
- Students that still remain on the Homework Help list after the morning session may be scheduled for a Friday Bulldog time session.
- Students on the Homework Help list on Friday, will be required to remain in their Bulldog Time until the end of the school day to complete their work.

### **Bulldogs RISE**

Bulldogs RISE is an approach to supporting students to be successful in all aspects of school at De Smet middle and high school. Bulldogs RISE sets clear expectations and rules for common areas of the building, classrooms, and technology. Students will be taught about the expectations of each area throughout the school year and held to the expectations for each.



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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
<b>R</b>	-Pass or Communication from classroom teacher to leave  -Do ICU Work  -Food and drink stay in the lunchroom	-Get needed supplies from locker  -Arrive to class on time  -Food and drink stay in the lunchroom	-Food and drink stay in the lunchroom -Stay seated while eating -Use appropriate language and volume	-Use bathroom at appropriate times  -Honor others' privacy	-Gather needed materials  -Bring only appropriate items to school	-Treat school-issue technology appropriately  -Have Chromebook charged and ready for the school day
<b>I</b>	-Study quietly -Sit in assigned seat  -Respect others' study time  -Respect staff redirection	-Respect learning around you  -Respect staff redirection	-Stay seated until dismissed (MS)  -Clean the space around you	-Use bathroom for intended purposes  -Use only when necessary	-Use outdoor areas for intended purposes	-Use school network for intended purposes  -Respect staff redirection
<b>S</b>	-Practice Digital Citizenship  -Keep hands and feet to oneself	-Walk  -Stay in your own space  -Stay to the right	-Wash hands before going to lunch  -Use table manners	-Wash hands  -Keep Area Clean and Clear	-Drive/park appropriately  -Be mindful of others	-Practice Digital Citizenship  -Keep passwords to yourself
<b>E</b>	-Use time wisely	-Keep area Clean  -Be kind and considerate to others	-Clean up your area when finished eating	-Get in and Get out  -Treat school property appropriately	-Keep area clean	-Produce high-quality creative digital content  -Use smart phones/watches appropriate times/places

## 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

\* Denotes sections only applicable to High School students

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.
  - 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

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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  $\frac{1}{2}$  credit per semester) and students must also be evaluated on their progress in class in order to earn the  $\frac{1}{2}$  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
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Grade 10:	Successful completion of at least 11 credits
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Grade 11:	Successful completion of at least 16.5 credits
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Grade 12	Successful completion of at least 23.5 credits
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De Smet High School students must complete 23  $\frac{1}{2}$  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.

\* Denotes sections only applicable to High School students

**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 ( $\frac{1}{2}$ ) 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).

**Grading**

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

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

**Grade Point Average**

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

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

**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.

\* Denotes sections only applicable to High School students

- 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.

#### **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;

\* Denotes sections only applicable to High School students

- 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 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 (4 school days) of first semester and **before** Christmas for second 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.

#### **Incompletes**

Any student who has incomplete work at the end of the first, second, or third nine-weeks will be allowed one week (5 school days) 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.

\* Denotes sections only applicable to High School students

**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 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 Policy****General Attendance Expectations**

In accordance with South Dakota law, the responsibility for regular school attendance rests with the student and their parents or guardians. Attendance records become a part of the student's permanent academic file.

Parents/guardians are expected to notify the school of their child's absence by 9:00 AM. The school office will determine if the absence is classified as exempt, excused, or unexcused.

**Checking In and Out**

Any student arriving late or leaving during the school day must report to the office, present their Student ID, and sign in/out. Failure to do so will result in detention. Students without their Student ID will receive a SWIS referral.

Students feeling ill must report to the office, where staff will contact a parent/guardian. Students may not call or text parents from personal devices during class time or passing periods.

**Participation in Activities**

To participate in or attend school-sponsored activities (e.g., practice, games, rehearsals), students must be in school by 9:30 AM. Students missing more than half a day are ineligible to participate that day, unless the absence is due to a verified appointment, funeral, religious activity, or pre-approved exception. Verification may be required if abuse is suspected.

Students may not miss school in the morning (e.g., for hunting) and attend an activity later that same day unless they have a doctor's note.

**Illnesses (Not Known in Advance)**

- Parents/guardians must call the school before 9:00 AM.
- Students should check Google Classroom, teacher websites, or email teachers for assignments as soon as possible—before returning to school.
- Students leaving due to illness during lunch must have the school contact a parent beforehand. Calls from home after lunch will not excuse the absence.
- Students must check out if not returning after lunch. Parents must speak directly with office personnel to excuse the absence.
- Upon returning, students must talk to teachers to collect missed assignments and will have **twice the number of days absent** to complete the work.

**Planned Absences (Appointments, Vacations, etc.)**

- Parents must notify the school in advance; students, siblings, or relatives may not excuse absences.
- No makeup slips will be issued. Students are responsible for collecting and completing assignments before the absence.
- For school-sponsored events, the coach/advisor will notify the office. Students must still get their assignments ahead of time.

**Types of Absences****Exempt** (*Do not count against attendance*)

- School-sponsored activities
- Funerals or religious observances
- Verified court appearances
- Up to 2 verified college visits (juniors/seniors only)

**Excused** (*Count against attendance; students have 2x the number of days absent to make up work*)

- Verified medical/dental appointments
- Parent-reported illness
- Family-requested time off
- Weather-related absence
- Additional verified college visits
- In-school or out-of-school suspension
- Attendance at a state event in which the student participated (with prior approval)

**Unexcused**

- Skipping class or school
- No verification for medical appointments
- Oversleeping
- Hair or photo appointments
- Leaving without permission
- Attending a school event after missing school
- Working for someone other than a parent
- Not signing out properly or parent not notifying the office
- Attendance at a state event without prior participation

Any unexcused absence on the day of an activity results in ineligibility to participate.

\* Denotes sections only applicable to High School students

## Excessive Absences

- **5 days missed (per semester):** Notification letter sent to parents/guardians.
- **7 days missed:** Second notification sent.
- **10 days missed:** Third letter sent with attendance record attached. The principal may notify law enforcement or the state's attorney for potential truancy.
- If more than 10 absences occur in a class, the student may be removed and receive an "F". The student may have the opportunity to make up missed time to avoid being dropped.

## Tardiness Policy

- Students must be in class when the second bell rings.
- Students arriving late for first period or after lunch must sign in using their Student ID and receive a pass.
- More than 5 minutes late = unexcused absence and detention.
- Tardies reset at the end of each semester.

### Excused tardies include:

- Late bus
- Being held by a teacher (with a pass)
- Returning from verified appointments

### Consequences:

- **3 tardies:** 1 detention + parent contact
- **6 tardies:** 2 detentions + parent contact
- **9 tardies:** In-school suspension (ISS) + parent contact
- **Every 3 additional tardies:** Further ISS + parent meetings

## Truancy

Students must attend school until age 18 as required by SD law (13-27-1). Truancy occurs when there is no legal reason for an absence. After 10 total absences, students may be referred to law enforcement.

*Note: Turning 18 does not automatically grant students authority over academic/medical records. Students must request and complete the Student Record Access & Authorization Form through the school counselor and principal.*

## Make-Up Work Policy

- Students have **twice the number of days absent** to make up missed work.
- Missed work must be completed or it will be marked incomplete.
- Students missing school for activities must get assignments **before leaving**.
- Missed tests must be scheduled during non-class time (study hall, before/after school).
- Previously announced assignments are still due as scheduled, regardless of absences.
- Extensions may be granted at the administration's discretion.

## 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.

\* Denotes sections only applicable to High School students

### Weekly Memo

A weekly memo will be posted by the office each Friday 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. The weekly memo is also available on the school website and is a live document that will reflect any new announcements or changes.

### 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.*

### Student ID Policy

All students in grades 6–12 are issued a Student ID each school year. IDs from previous years will continue to function and should be retained. It is recommended that students carry their Student ID at all times while on campus.

Failure to present your Student ID when required may result in a **minor discipline referral**.

#### Student ID Usage

Student IDs are required for the following:

- **Tardies**  
Students arriving late for 1st period or returning late from lunch must check in at the office using the **Check In/Out Kiosk** and their Student ID. A pass will be issued.
- **Absences**  
Students returning from an absence (for any reason) must check in at the office using their Student ID and the kiosk upon arrival.
- **Leaving School**  
Any student leaving during the school day must check out through the office using their Student ID at the kiosk.

#### Check In/Out Not Required For:

Students do **not** need to use the Check In/Out Kiosk when leaving or returning from school-sponsored activities in which they are participating, such as:

- Athletic Events
- FFA
- FCCLA
- Oral Interp
- One Act Play
- Class Trips
- Other approved school events

#### Temporary & Replacement IDs

- At the start of the school year, before new ID photos are taken, students will receive a copy of their previous year's ID to use temporarily.
- If a student loses their ID, a **replacement fee of \$5** will be charged for a new one to be issued.

### 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. All messages for students should go through the office, please ***do not text or call your student***.

### No Food Policy

To maintain a clean, safe, and distraction-free learning environment, the following food policy applies to all middle and high school students:

1. **No Food During School Hours**  
Students may not bring or consume food during school hours in classrooms, hallways, common areas, or any other school facilities unless specifically permitted by a staff member.
2. **Exceptions for Special Events**  
Food may be permitted during school-sponsored events or classroom celebrations **only with prior administrative approval**. Staff must submit requests for approval **at least one (1) week** in advance.
3. **Designated Meal Times and Locations**  
Breakfast and lunch must be eaten **only in designated areas** such as the cafeteria or other approved spaces. Students are expected to clean up after themselves and properly dispose of all trash.
4. **Water Bottles Permitted**  
Students are encouraged to stay hydrated and may bring water bottles to school.
  - Bottles must contain **only water** and must have **secure, spill-proof lids**.
  - If a physician recommends an alternative beverage (e.g., Gatorade), a **written doctor's note** must be submitted to the front office.
5. **Enforcement**  
Violations of this policy may result in disciplinary action in accordance with the student code of conduct.

We appreciate your cooperation in helping maintain a healthy and respectful school environment for everyone.

### School Lunch and Breakfast

Children need healthy meals to learn. **De Smet School District** offers healthy meals every school day. Breakfast costs **[\$1.60] for students in grades 6-12; and lunch costs \$3.55 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 **\$1.50**. Additional Milk can be purchased for **\$0.50**. *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 for \$0.50, 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: 12:09-12:39 - Open Campus**

**MS Lunch: 12:11-12:39 Closed Campus**(Classes will rotate every 2 minutes for lunch. Classes will rotate by quarter)

- Any student returning from Open Campus prior to the passing time at the end of lunch may sit by your locker. No food/drink will be allowed in the hallways, classrooms or lounge area. Late students beyond 5 minutes are subject to an unexcused absence and a period of detention.

### 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.

\* Denotes sections only applicable to High School students

### 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.

### Online Payments

The payment vendor for food service payments and fees changed from Payrix to Stripe on August 6th. For security reasons, all users that wish to make online payments for food service or fees will need to log-in to Infinite Campus and re-enter their payment information and set-up recurring payments. This is a one-time set-up and there is no cost associated with setting up payment methods.

#### HOW TO ADD A PAYMENT METHOD

Log-in to Infinite Campus  
Select "My Account"  
Select "Payment Methods" and add a new method.

#### HOW TO SET-UP RECURRING PAYMENTS

Log-in to Infinite Campus  
Select "My Account"  
Select "Recurring Payments"  
Select "Food Service" and specify the terms.

### 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.

Seniors will receive Free Study Hall Rules on the first day of school or upon the 1st day of 2nd semester that they are eligible and parent/guardian must sign their permission form.

### Driving

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

- All students driving to school will park their vehicles upon arrival and will not move their vehicles 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 gravel parking lot or along the east side of the gymnasium. Seniors will be allowed to park in the tar parking lot on a limited basis as determined by the HS Principal. This privilege may be revoked at any time.
- Only licensed motorized vehicles are allowed on school property.
- Students must have a valid drivers license to drive to and from school.

Your cooperation in placing vehicles as straight and efficiently as possible will allow room for all vehicles. Do not park so that you are covering any part of the sidewalk. Violators are subject to a ticket.

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

\* Denotes sections only applicable to High School students

**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.

**Dress Code**

Students' standard of dress should conform to the standard generally accepted by the community. During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Cleanliness, neatness, safety, and non-disruptive of the learning process are our primary concerns. Suggestive themes, such as alcohol, bars, tobacco, drugs, sex, violence, or related to gangs will not be permitted. Students are encouraged to "dress for success" as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment and do not excessively disrupt the learning process for themselves and others.

The following restrictions will be observed:

\* Denotes sections only applicable to High School students

1. Shoes must be worn at all times. Slippers are not acceptable footwear.
2. Students may not wear anything on their heads in the building or classrooms unless required by a faculty member for safety or health reasons. Caps and hats are acceptable during the school day. Hoods pulled up are not acceptable.
3. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders, and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts (with the sides cut open), tank tops, crop tops, tattered clothing, and spaghetti straps are considered inappropriate.
4. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.
5. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments, are not to be shorter than fingertip length when arms are completely extended at your side.
6. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
7. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced, or affiliated, or any other subject, image, or message deemed inappropriate by the administration.
8. Immodest dressing is not permitted. Skin-tight or spandex styled clothing, cut-offs, swimsuits, see through tops and/or pants, or clothing with immodestly located holes are not to be worn during school hours. Holes in garments must not be located above fingertip length.
9. Clothing that is excessively torn, haggard, or baggy in appearance will not be permitted.
10. Lounging and/or sleepwear, pajamas, or bed garments are not permitted. Undergarments shall not be exposed or worn as outer garments.
11. Spikes, chokers, dog collars, and chains are not permitted.
12. Coats (defined as what you would wear outside in the winter) are not to be worn during school hours. Sweatshirts and light jackets are acceptable under this policy.

Parents/guardians should see that children are dressed appropriately for the weather conditions. Administration shall have the discretion to determine appropriate dress based on current weather conditions. Unless otherwise stated, this policy applies to all school activities, practices, and trips. Inappropriate dress will result in a minor discipline referral, detention, suspension and/or the student may be required to relinquish the item in violation of school policy. Acceptability of attire will be determined by the building administration. Students failing to meet stated standards of dress will be sent to the office where they will change, be sent home, or request a change of clothes from a parent/guardian. Students will not be allowed back into the classroom until they have changed.

Students MUST wear no-marking shoes for physical education classes. Stocking feet or bare feet is not allowed on the gym floor.

### 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 lock 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

\* Denotes sections only applicable to High School students

- 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.
- 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 gravel parking lot or along the east side of the gymnasium. Seniors will be allowed to park in the tar parking lot on a limited basis as determined by the HS Principal. This privilege may be revoked at any time.
- Only licensed motorized vehicles are allowed on school property.

Your cooperation in placing cars as straight and efficiently as possible will allow room for all cars. Do not park so that you are covering any part of the sidewalk. Violators are subject to a ticket.

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

**Student Cell Phone Policy**

To ensure a focused and distraction-free learning environment, De Sme Middle School/High School has implemented a complete ban on cellular phones, smart watches, headphones, and earbuds during the school day.

Communication during the day- All communication between parents and students during school hours must go through the MS/HS office.

Instructional Use and Open Campus: No exceptions will be made for instructional or academic use of personal devices. School-provided technology will be utilized for all educational purposes.

Earbuds/Headphones: Wireless earbuds, headphones, or similar devices are not permitted during the school day. Wired headphones will be allowed during testing or if they are part of an accommodation for Special Education. Earbuds/headphones may only be used if they serve an educational purpose as designated in an IEP.

Privacy and Conduct: Students who violate this policy have no expectation of privacy. Confiscated devices may be searched if deemed necessary by school administration. Unauthorized recording, sharing, or posting of images, videos, or audio of students or staff is strictly prohibited.

Emergencies: In the event of an emergency, parents should contact the MS/HS office directly. Emergency calls to students will be handled by office staff to ensure minimal disruption to the learning environment.

Morning Check-In: Students must submit their phones, smart watches, Bluetooth earbuds, and other connected devices to their assigned security box/ office box upon arrival at school. Devices will remain locked from 8:15 AM to 12:09 PM (Grades 9-12) and from 8:15 AM to 3:32 PM (Grades 6-8)

Return from lunch Check-In: Students must submit their phones, smartwatches, Bluetooth earbuds, and other connected devices to their assigned box/office box upon returning to school from open lunch. Devices will remain locked from 12:24 PM- 3:32 PM. Students must allow sufficient time to secure their devices and arrive at their sixth period class on time. Late arrivals will be marked tardy.

Senior devices will be stored in the High School Office.

Device Security During School Hours: All devices will be stored in a locked case or in the office from 8:15 Am to 3:32 PM.

- a. Appointments and Activities: Students leaving for medical appointments, school activities, or any other reason must check out in the main office if required to do so. They can retrieve their devices from their assigned security box when they check out.
- b. Seniors with Free Study Hall Privileges: Seniors leaving for free study hall privileges may check out their devices in the office. They must check in their devices within the office each time they return to the school building. Devices must remain in the office if Seniors stay on campus during their privilege times. Seniors are reminded that they are to allow time to secure their devices and arrive at their next class on time. Failure to do so will result in an unexcused tardy.

Afterschool Pick-up: Students may pick up their devices following their Bulldog Time period or when the student's school day ends.

**Consequences for Breaking Electronics Policy**

\* Denotes sections only applicable to High School students

1st Offense- Device taken away and parents will be required to pick it up from the school.

2nd Offense- One- hour detention after school and parents will be required to come pick up from the school.

3rd Offense - One day ISS and parents will be required to pick up from school.

4th Offense- Three days ISS and the parents will be required to come pick up from school. Students will be referred to the Superintendent for possible further consequences.

\*\*\* Refusal to give devices for violation of this policy will result in In-School Suspension.

Exemptions: MAY be given for medical purposes or IEP/504 stipulations. TBD by building administrator.

Students who place a “fake” phone in the security box/office box will be subject to the disciplinary action detailed above.

The updated policy reflects our commitment to maintaining a productive and respectful educational atmosphere. Any Updates or changes to the policy will be communicated promptly.

#### **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**.

#### **Chain of Command- District Administration**

The superintendent shall be in control of all school district operations except as provided by another policy or otherwise provided by law. The following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline	1. Classroom Teacher 2. Principal 3. Superintendent
Instruction or Curriculum	1. Teacher 2. Principal 3. Superintendent
Transportation	1. Bus Driver 2. Transportation Coordinator 3. Principal 4. Superintendent
Facilities, Grounds, or Maintenance	1. Custodial Staff 2. Head Custodian 3. Principal 4. Superintendent
Policy or Handbook	1. Principal 2. Superintendent

\* Denotes sections only applicable to High School students

Athletics	1. Coach 2. Activities Director 3. Superintendent
Personnel	1. Employee in Question 2. Supervisor 2. Superintendent
All Other Matters	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each member must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual must raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact board members directly. However, whenever a matter is brought directly to the board as a whole or to a board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, email, or telephone conversation.

### **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.

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>General Misbehavior</b>				
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
<b>Specific Misbehavior</b>				
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				
<b>Alcohol, Tobacco, USAGE or SELLING or DISTRIBUTING</b>				
SDHSAA rules will also apply Police will be notified	3-5 Day OSS	5-10 Day OSS	5-10 Day OSS	Expulsion or Expulsion
<b>Ammunition, Possession</b> – Possession of bullets, shotgun shells, or other projectiles. (Intent is given major consideration) Students should bring				

\* Denotes sections only applicable to High School students

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		
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**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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**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		
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**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 ISS	3-5 Days ISS	1-3 Days OSS	Expulsion
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**Damage to Property** – Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage

\* Denotes sections only applicable to High School students

to property (Restitution is expected)	1-3 Days ISS	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS
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**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
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**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
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**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
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**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
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**Fire Alarm, False** – Intentionally /Unintentionally giving a false alarm or fire or tampering or interfering with any fire alarm.  
Police will be notified

10 Day OSS	Expulsion
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**Fire Extinguisher, Unauthorized Use** –

Unauthorized handling or discharge a fire extinguisher.  
Police will be notified.

3-10 Day OSS	Expulsion
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**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
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**Gang Activity**

Detention	1 Day ISS	3 Day OSS	5 Day OSS
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**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 ISS

3-5 Days ISS

1-3 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 .....  
OSS

1 Day ISS

1-3 Day OSS

3-5 Day OSS

5-7 Day

**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.  
SDHSAA rules will also apply.  
Police will be notified.

5-10 Day OSS

5-10 Day OSS

Expulsion

**Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals – USAGE, SELLING,**

or DISTRIBUTING any controlled or illegal substance that is prohibited by South Dakota or federal law.  
SDHSAA rules will also apply.  
Police will be notified.

5-10 Day OSS

Expulsion

**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.  
Police will be notified

5-10 Day OSS

Expulsion

**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

\* Denotes sections only applicable to High School students

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 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.

\* Denotes sections only applicable to High School students

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 office or found on the schools website)
- 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.).
- 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/vaping 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:**

\* Denotes sections only applicable to High School students

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.

### **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;

\* Denotes sections only applicable to High School students

- 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 Curriculars

Please refer to the Activities Handbook that can be found on the schools website.

#### Class Advisors

Senior	Junior	Sophomore	Freshmen
Daniel Bettin	Kyler Julius	Britney Hughes	Dave VanderWal
Cory Haugen	Codi Beck	Mark Birkel	Jennifer Stofferahn
Lindsay Nolte	Brandon Vockrodt		
Regan May	Daniel Bettin		

#### 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). Juniors wishing to run for office will obtain ballots from the front office 2 weeks prior to elections and must have 20 signatures from students in grades 8-11. In order for ballots to be "legal" they must be returned to the office by the given deadline and not later than. Late ballots will not be accepted. Should oncoming Juniors fail to meet the above

\* Denotes sections only applicable to High School students

requirements for the Student Council Office, the advisor shall appoint the officers from the incoming Junior Class for the present school year.

### **Rights and Responsibilities**

#### **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: \_\_\_\_\_

\_\_\_\_\_

\* Denotes sections only applicable to High School students

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REQUESTED REMEDY: \_\_\_\_\_

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### **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 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 or 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

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;
- 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.

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
- 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**

\* Denotes sections only applicable to High School students

**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 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>

\* Denotes sections only applicable to High School students

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;
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;

\* Denotes sections only applicable to High School students

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.

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](http://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.