



# *Middle & High School*

## **Student Handbook**

### *2020-2021*

*The MISSION of the De Smet School District is to educate all students to their individual potential.*

*The VISiON of the De Smet School District is to reach  
**EVERY Student, EVERY Day.***

Mrs. Abi Van Regenmorter, Superintendent

Mr. Andrew Armstead, MS/HS Principal

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## **Student Forward**

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

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

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

**MS/HS Faculty Roster**

<b>Name</b>	<b>Position</b>	<b>Email (first.last@k12.sd.us)</b>
Andrew Armstead	Principal/Technology Coordinator	andy.armstead
Melody Perry	Secretary	melody.perry
Mark Birkel	PE/Science/Fitness & Conditioning	mark.birkel
Lynne Brown	MS/HS Vocal Music	lynne.brown
Connie Geyer	Math/Science	connie.geyer
Cory Haugen	Social Science/Fitness & Conditioning	cory.haugen
Tricia Holland	6th Grade/8th Science	tricia.holland
Marv McCune	Social Science	marv.mccune
Lindsay Nolte	MS/HS ELA/Health/P.E.	lindsay.nolte
Shelly Osthus	6th Grade/HS Math	shelly.osthus
Angela Ostrander	FACS	angela.ostrander
Brendon Pitts	Technology/Business/Computer Science	brendon.pitts
April Rusche	Art/Design	april.rusche
Kathy Sanderson	HS ELA/Spanish/Psychology/Sociology	kathy.sanderson
Sheila Schmidt	Science	sheila.schmidt
Dave VanderWal	FFA/Agricultural Education	dave.vanderwal
Brandon Vockrodt	MS/HS Math	brandon.vockrodt
Kayla Vockrodt	Instrumental Music	kayla.vockrodt

\* Denotes sections only applicable to High School students

## 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

### Schedules

Please refer to the COVID-19 School plan for this fall's schedule. We will send updated schedules when we are able to return to our regular schedule.

### Bells

First bell will ring at 8:15 to allow students two (2) minutes of passing time to get their first-period class. Bells will also ring to signify the beginning and end of each class, homeroom, and lunch periods. When the need arises for the off-schedule release of students, an announcement will be made over the intercom to instruct the situation.

### School Closure/Late Start/Early Release Announcements

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

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

### School Hours

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

School hours for De Smet Middle School and High School shall be from 8:17 am to 3:33 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.

### **Homeroom**

This is time set aside opposite lunch periods for a number of activities. The majority of this time will be used for DEAR (Drop Everything And Read). Once a month, the time will be used for character/school relationship building as an Advisory Period. On Fridays, ONE student group can sign up to have a meeting during this time with the consent of that organization's advisor. Meetings will not take place during other class periods. Students on ICU will first report to Homeroom, then, after the class roll has been taken. One student at a time from each Homeroom will be able to check out to the Library.

### **Lunch**

- HS Lunch: 11:29-11:54 (MS Homerooms)
- MS Lunch: 11:56-12:21 (HS Homerooms)
- Students have Open Campus at lunchtime, except for students serving detention.
- Students will have the last 10 minutes of Lunch to spend in the Old Gym (HS 11:44-11:54, MS 12:11-12:21). Any student returning from Open Campus prior to the passing time at the end of lunch will report to the Old Gym.

### **Detention**

- During Lunch (HS 11:29-11:54, MS 11:56-12:21)
- When released for lunch, students will wait by the Music Room doors. Students with detention will go through the line first.
- Detention students will report to the Detention Hall (North Room in the entrance to the Old Gym)
- Students will remain in detention until 2 minutes prior to the last lunch bell (MS 11:52, HS 12:19) at which time they will return their trays to the lunchroom in time to be dismissed to class.
- Students are expected to silently either work on homework or read a book during the entire detention period. Students who are not silent will be marked as not completing that detention period and will have to serve on another day.
- Students who skip detention will double the amount of detention time. At the time when 4 hours have been accumulated, that student will serve ½ day of in-school suspension.

### **DEAR (Drop Everything And Read)**

- Monday - Friday HS 11:56-12:21, MS 11:29-11:54
- This time is designated for reading (with a few exceptions). Students will become more fluent readers, improve vocabulary, and increase interest in literature and reading.
- All students and staff will be involved in DEAR.
- NO Hallway travel or passes during this time except those going to ICU.
- Students must read a physical book, magazine, or newspaper. E-readers, Phones, Computers or other electronic devices will not be used during this time.



### **ICU**

- Monday - Friday HS 11:56-12:21, MS 11:29-11:54
- Students who are on ICU will first report to Homeroom and then, after attendance has been taken, proceed to the ICU room.
- Students that still remain on the ICU list after homeroom will be scheduled for either after school or before school time to complete their ICU work.
- Students who have missing, late, or incomplete work or tests, failing grades, or below teacher-standard work will be placed on the ICU list.
- Grading practices for ICU work will be determined by individual teachers.

### **Study Halls**

- Middle School students' study halls will be set for them with the exception of those study halls taken for students not participating in band.
- High School students must be enrolled in five (5) academic classes each semester. The balance of the eight (8) periods can be taken as electives, fine arts, or study halls.
- All students will be assigned a seat for the time that they are in the study hall. While the student is in the study hall, they will remain in that seat unless permission is granted by the study hall monitor for the student to leave the seat.
- All students will bring books and work sufficient for the 46-minute study time. Study hall periods utilized will insure that very little work needs to be taken home.
- A student may receive permission to speak to another person and must stand while speaking. A limit of two students may speak at one time.
- Students are not allowed to study together during a study hall.
- Students may check out to go to their lockers, the bathroom, the library, or the office. Only one (1) boy and one (1) girl may be checked out at a time.
- Any student on the ICU list will not be granted privileges unless prior consent is given by the Principal.

## 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 can also give up to 5 detentions for an infraction.
- The teacher may inform the administration of the infraction if the infraction is thought to be grossly unacceptable.
  - 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: in-school suspension, out-of-school suspension, the student being dropped from the class with a WF (withdraw fail) as the reported score, and/or detentions.
  - The administration will also place a report of the infraction and consequences in the student's permanent record.
  - 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 6-7-8 must satisfactorily complete requirements in language arts, reading, math, science, and social studies. A student failing to earn a minimum grade of D- in one or more of these courses will be required to repeat the course/grade or complete other remedial measures prescribed by school officials. Regular education students will not be eligible to enroll in high school until they have satisfactorily completed 8th-grade language arts, reading, math, science, and social science as evidenced by a minimum grade of D- or demonstrated achievement in each academic area as measured by at least one standardized achievement test. Any student that does not pass four of the five core subjects in the Middle School curriculum and is not on an IEP will automatically be retained in the grade they registered in. The core subject areas are as follows: Language Arts, Reading, Math, Science, Social Studies.

De Smet High School students must complete 22 ½ units as outlined in the De Smet High School Registration Packet. A student must complete ½ unit of physical education or participate in and

\* Denotes sections only applicable to High School students

complete seasons in at least two varsity or junior varsity sports. 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 250 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 except the  $\frac{1}{2}$  unit of credit for fine arts may be counted for participation in at least 146 contact hours of vocal music, dramatics, oral interpretation, or any combination of these.

A maximum of two academic units of credit in instrumental music may be used to meet graduation requirements provided the class meets the necessary 250 minutes or more per week and students are evaluated on their progress.

Special education students may be exempt from the prescribed grading scale provided the student's Individual Educational Plan (IEP) requires such an exemption.

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

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

Grade 9:	Successful completion of at least 5.5 credits
Grade 10:	Successful completion of at least 11 credits
Grade 11:	Successful completion of at least 16.5 credits
Grade 12	Successful completion of at least 22.5 credits

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\***

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

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### Non-Academic Classes\*

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

### Credit\*

Credit for each class taken will be awarded based upon length of the class and number of times the class meets. One (1) unit of credit is equivalent to a 36 week (two semesters) course with a passing average in an academic class. One-half ( $\frac{1}{2}$ ) 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 MS/HS.

<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>

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### **Class Rank\***

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

### **Honor Roll**

The following criteria will be used to determine honor roll.

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

### **Honors at Graduation\***

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

- A Valedictorian will be determined by the highest cumulative GPA (Grades 9-12) in the graduating class.
- A Salutatorian will be determined by the second highest cumulative GPA (Grades 9-12) in the graduating class.
- Any student whose cumulative GPA (Grades 9-12) is 3.75 or above will earn High Academic Honors at Graduation.
- Any student whose cumulative GPA (Grades 9-12) is 3.50 or above will earn Academic Honors at Graduation.
- 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.
- Students will also be recognized for any Endorsements to their Diplomas they have earned through the State of South Dakota Graduation Requirements.

### **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 3-credit dual credit course successfully completed. One-half ( $\frac{1}{2}$ ) credit will be awarded for each 1-credit course successfully completed.

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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 is not responsible to supply technology for Dual Credit coursework. Students will be responsible to obtain technology that is above and beyond the school-issued Chromebooks.

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

High school juniors must satisfy two of the following criteria:

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

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

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

High school seniors may also qualify if they:

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

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

### **Academic Letters\***

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

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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 will not be permitted to change any class after the first week (5 school days) of any semester. All changes to schedules will be accompanied by a change requested signed by the student's parent or legal guardian. Grades are recorded on permanent records at the end of each semester. Any class that is dropped after the first week (5 school days) of the semester will be considered a withdraw-fail (WF). Any WF course due to dropping the course must be approved by the parent, counselor, and high school principal.

### **Deficiency Slips**

Deficiency slips will be sent to parents and guardians at the midpoint of each nine-week period. Deficiency slips will be sent if a student has an average of D or below.

### **Incompletes**

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

### **Student Access to Teachers**

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

\* Denotes sections only applicable to High School students

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

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

## Absences

- Illness - Not known in advance
  - Parent or guardian call the school office prior to 9:00 AM.
  - Whenever possible, the student should check Google Classroom, teachers' website or email teachers to gather missing work. This does not need to wait until the student returns to school.
  - When the student returns to school:
    - Get a Make-up Slip from the office
    - Use Slip to gather missing assignments (If the assignments haven't previously been gathered)
    - Finish Make-up work within the allotted time frame.
    - Students will have twice the number of days absent in order to make up the missing work.
- Absence - Known in Advance (Including All School Activities/Sports)
  - A parent will notify the school office in advance OR the School Activity or Sport Advisor will notify the school office in advance
  - Prior to leaving for the Absence or School Activity:
    - Get a Make-up Slip from the office.
    - Use the slip to gather all assignments for the day that will be missed.
    - Have ALL teachers on your schedule sign the make-up slip.
    - Return the Make-up Slip to the school office prior to the absence or school activity.

## Determining the Type of Absence for Record

- Exempt
  - Does Not count against the student's attendance.
  - Examples:
    - School-sponsored activities
    - Funerals/Religious Observations
    - Court Appointments. Attendance is only exempt during the time of the appointment and travel time.
    - 2 College Visit Days (Juniors and Seniors Only) (verified by signed college visit form).
- Excused
  - Do count against the student's attendance.
  - Twice the number of days are granted to make up work from missed days.
  - Examples:

- Doctor/Dentist Appointments (verified by a doctor's note).
- Illness (Called in by a parent or guardian).
- Parent Request for Family work.
- Weather-related.
- Additional college visit (verified by a signed college visit form).
- Suspension from school.
- Not Excused
  - Not approved by the administration and/or not known by the parents/guardians.
  - Any portion of the day counts as a violation
  - Examples:
    - Skipping school or class.
    - Doctor/Dentist Appointment (No verification by a doctor's note).
    - Oversleeping
    - Leaving school (for any reason) without permission.

### **What Happens If I Miss Too Much School?**

- Consequences at School
  - When a student has missed 5 days in a semester, a letter will be sent to the parents/guardians notifying them of the school's attendance policy.
  - When a student has missed 7 days in a semester, a letter will be sent, again notifying the parents/guardians of the school's attendance policy.
  - When a student has missed 10 days of school in a semester, a third letter will be sent to the parent's/guardians notifying them of the school's attendance policy and attaching a record of attendance for said student.
  - If a student misses more than 10 days of a class in a semester, that student may be removed from the class and receive a WF (withdraw fail) for that class. The student may be allowed to make up days of class to avoid a WF.

### **Tardies**

If you are not in the classroom at the beginning of the period bell, you are tardy!

- Students who are tardy at the beginning of the school day will be sent or escorted to the office to fill out the proper documentation and be admitted to class.
- Students who are tardy to classes after the first period will be marked as such and remain in the class.
- Tardies due to a teacher conference or office visit will be exempted.
- Tardies due to slowness, watching TV at home in a.m. or noon, didn't look at the clock, etc. are unexcused.
- Every 3 unexcused tardies for a class will be considered an unexcused absence and will count toward the possibility of receiving a WF for that class.

## **Truancy**

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

When a student does not attend school as required by law, they are considered “truant.” Truancy is any student absence for which there exists no legal cause for the absence. Once a student has missed 11 days or more days of school, that student will be referred to law enforcement for truancy.

## **Make-up Work**

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

Make-up slips are issued at the principal’s office when the student returns from an absence with an excuse.

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

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

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

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

Upon completion of work, students will have make-up slips signed by teachers and returned to the office on or prior to the due date. Extensions may be requested and be atoned at the discretion of the administration.

## School Policies and Other Procedures

### Announcements

Generally, students will not be allowed to make announcements. Students, student organizations, or athletic teams who wish to make an announcement must have approval of the principal and advisor or coach.

### Weekly Memo

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

### Network Acceptable Use Policy

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

### Hall Passes

Any student in the hallway during a class-period or homeroom period will be in possession of a hall pass. Students loitering in the hallways, common areas, gyms, or bathrooms will be returned to class immediately and may be required to serve detention time equal to the amount of instructional/work time missed at a minimum of one (1) detention period.

Staff members are not to allow more than one (1) student from their classroom or study hall to leave with a pass at a time.

### Messages and Calls

Students and Staff will not be called out of the classroom to receive messages or calls except in emergency situations. Messages will be delivered to staff and students in a manner that does not interrupt students learning.

### Food and Beverages

Food and beverages are only permitted in the Commons. Students may have water in a clear bottle. Staff members must be able to clearly see the water in the bottle.

### School Lunch and Breakfast

Students in grades 9-12 may eat their lunch in the Commons at the cost of **\$3.25 per meal. \$65.00 will provide 20 meals.** Ala Cart items (for entrée seconds) are **\$1.00**. Students may also choose to eat breakfast in the commons before school starts at a cost of **\$1.50**. Lunch money may be handed in at the office. The school has a computerized system for keeping track of transactions in the lunch program.

\* Denotes sections only applicable to High School students

Information regarding your child's account balance can be found by logging onto the Parent Portal of Infinite Campus. Credit for meals charged will not be given beyond five days.

It is the policy of the De Smet School District that all **school meals should be paid in advance**. Prices for meals will be set by the School Board annually. A statement for the family meal account is sent home with the youngest child at the beginning of each month. All families should have a positive balance in their account at all times, unless special arrangements have been made by the parent with the school business office.

The school district uses an automated system to record payments for meals. The system works like a checking account, requiring money in the family account in order to provide meals to students. Parents/guardians are expected to maintain a positive balance in their family's meal account.

At the beginning of the school year, families are to send money to the school to be deposited in their family account. Any deposit is acceptable; however larger payments (i.e. one month's payment) are encouraged. For families with children attending more than one school, a single check can be sent to any school for all its children. The money will be deposited in the family account.

*When a family account drops below negative \$25.00, the student or parents/guardians will be informed. If a family account drops below negative \$ 50.00 it will be considered delinquent.*

For delinquent accounts, if the parent/guardian fails to provide the student with a meal, the district will provide the student a sandwich and a carton of milk. The cost of the sandwich and milk will be added to the family account. Students with a delinquent family balance must bring cash in order to be served a regular meal.

Administrators shall work cooperatively to resolve delinquent accounts.

#### **Uncollected Balances**

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

#### **Refunds**

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

### Senior Free Study Halls\*

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

- Students may be entitled to free study halls only upon written consent of the parents.
- Driving during free study halls will only be permitted with written consent of the parents. Students may drive home after their last scheduled class of the day.
- Senior students leaving study halls will return to their next scheduled class no sooner than 3 minutes early and then proceed quietly to the next class. No loitering in the halls or disruptions will be allowed.
- During a free study hall, seniors have three (3) choices. The senior can remain in study hall to study, the senior can use the library to study after roll has been taken in the assigned study hall, or the senior can leave the building after signing out in the office.
- No senior student who is failing in one or more classes at a quarter or semester interval will be allowed free study hall unless all grades are brought up to passing at a mid-term reporting time.
- Students will at all times be absent during the school day from any establishment that sells or has for sale alcoholic beverages unless a separate recreation area for students is established and observed.
- Part of the privilege is the continued efforts on the part of the seniors to exonerate good citizenship and a lady/gentleman relationship not only to staff but also the community.

### Flag Salute and Pledge of Allegiance

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

### School Library

The 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.

The following rules and regulations will apply to the library.

- Books may be checked out for a two-week period.
- A book checked out may be renewed for another two-week period by presenting the book.
- Books that are lost or damaged will be charged to the student based on replacement cost.
- Upon arrangement with the librarian, a class accompanied by a teacher may go to the library for library orientation.
- Library privileges may be suspended for disorderly conduct in the library.
- Use the help of the librarian. The librarian is trained to help you in finding materials quickly and easily.
- The students as well as the faculty may use all the media equipment in the multimedia center during school hours. A request to take the media equipment home on a school night or a

\* Denotes sections only applicable to High School students

weekend must be Okayed by the principal. The librarian will set up procedures for media use and return.

- Resource books may be checked out at the beginning of the period to be used overnight. Resource books are due at 8:30 a.m. the following morning. A fine of 25 cents per period for resource books that are not returned will be made. Books may be returned by another person.
- Students may use magazines in the library. Magazines may be taken to other classrooms with permission, but are not allowed to be taken home.
- No use of personal tapes or CD's in the library will be allowed.
- Vertical files may not be taken from the library.

## **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.

## **Vending Machines**

A state law prevents the operation of pop or vending machines until after the serving of school lunches. All school pop machines are not to be used during periods 1-4 each day during this current school term. We ask your cooperation as an individual so machines do not have to be shut off during this time.

## **Appropriate Dress**

Dress of students shall be neat and appropriate. Any dress which sets up a special group, or disturbs classroom activity or the school routine is to be regulated by the principal; and the Board of Education

gives authority to suspend pupils who violate--in the opinion of the principal or superintendent--in the matter of proper dress. All students' appearance should be such that the students could hold a job which would deal with meeting the public.

The following policy became effective May 11, 1992, concerning the wearing of shorts for student's grades 6 –12. This policy will be enforced.

Shorts will be allowed the first two weeks of the fall term of every year and the two-week period preceding the date of graduation. Shorts will not be worn at other times unless an announcement is made due to extreme weather conditions.

Culottes can be worn year around. Culottes are defined as full trousers cut to resemble a skirt; a divided skirt. All shorts will be of a length 4" above the knee or longer.

## **Dances**

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

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

## **Scheduling Events**

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



## Insurance

The Board of Education will make available a group insurance on a yearly basis to all students in the De Smet School District. Students may participate in the group insurance plan at their discretion. The Board of Education will assume no responsibility other than making the program available.

All students participating in interscholastic athletics will be required to have accident insurance coverage or a waiver of insurance signed by parent or guardian. This requirement may be met by participating in the school group insurance plan, a family plan, or an individual plan.

## Discipline

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

**Third offense** – The teacher will meet with the student to discuss the student's actions that resulted in removal within 24 hours of the removal. The teacher will contact the parents or guardians of the student to inform them of the situation. The Principal will discuss the situation with the student and the teacher to determine the appropriate discipline. The student will, at minimum, serve detention time equivalent to the amount of class time missed. The student will also be removed from the class until the end of the semester.

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

## 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 cars assigned by the faculty members in charge. Exceptions will be made only with special permission from the superintendent or principal. Do not assume that permission will be given—always ask!
- It is expected that all cars 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. The vehicle will not be moved by any student, by any friend, or by any acquaintance. Any exceptions must be cleared through the principal's office.
- Any student driving between 8:20 a.m. and 8:32 p.m. without permission will be considered violating the driving rules.
- Driving covers all motorized vehicles.
- All 8-12 grade students driving to De Smet School will park in the parking lots.

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

All 8-12 grade students driving to school are required to have a driving permit on file in the principal's office. Please get your permit from the office, complete it, and turn it into the principal's office.

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

### Cellular Phones and Smartwatches

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

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

1. All students may use these devices on campus before school begins and after school ends (Prior to 8:17 AM and after 3:33 PM).
2. Once the school day begins (8:17 AM), students must **turn off** cell phones and stow them properly in their book bag or pocket. Cell phones are to remain off the entire day while in the school building unless teacher permission is given otherwise. ***Placing a cell phone on vibrate, silent or airplane mode is not considered off and is prohibited.***
3. Students are not permitted to have cell phones out in the locker rooms or restrooms at any time.
4. Teachers may permit the use of cell phones for academic activities related to the curriculum and will notify students when this type of use is authorized. During this time, students will only use cell phones to complete assignments that are related to the instructional lesson or any other approved activity **WITH** teacher permission and supervision.

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

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

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

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

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

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

### **Violations**

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

- **1<sup>st</sup> offense**—The parent/guardian will be called by office staff and the device will be returned, by office staff, to the student after the end of the school day (3:33 PM) or at a mutually agreed time. Student will be assigned to 3 days' lunch detention.
- **2<sup>nd</sup> offense**—The parent/guardian will be called by office staff and the device will be returned, by office staff, to the parent/guardian after the end of the school day (3:33 PM) or at a mutually agreed time. Student will be assigned to 5 days' lunch detention.

- **3<sup>rd</sup> offense**— The parent/guardian will be called by office staff and the device will be returned, by office staff, to the parent/guardian after the end of the school day (3:33 PM) or at a mutually agreed time. Student will be assigned to 1 day in-school suspension.
- **4<sup>th</sup> & subsequent offenses**— The parent/guardian will be called by office staff and the device will be returned, by office staff, to the parent/guardian after the end of the school day (3:33 PM) or at a mutually agreed time. Student will be assigned to 3 days in-school suspension.

#### **Failure to Relinquish the Device**

**Level 1**—If the student refuses to surrender the device immediately, an administrator or administrator's designee will be called to assist, and the student will be taken to the office. The administrator or designee will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent/guardian after the end of the school day (3:33 PM) or at a mutually agreed time. As a result of refusing to surrender the device immediately, the student will serve 5 days of lunch detention in addition to the penalty for violating the acceptable use protocol.

**Level 2:** If the student refuses to surrender the device to the administrator or designee, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to a parent/guardian after the end of the school day (3:33 PM) or at a mutually agreed time. As a result of refusing to surrender the device immediately, the student will serve 10 days of lunch detention in addition to the penalty for violating the acceptable use protocol.

**Level 3a:** If the student still refuses to surrender the device after parent intervention, he/she will be recommended for expulsion and suspended from school (out of school suspension) for a minimum of 5 days. Recommendation for expulsion will also require the student to serve 20 days of lunch detention in addition to the penalty for violating the acceptable use protocol should the student return to school.

**Level 3b:** If the administrator is unable to contact a parent, the student will be recommended for expulsion and suspended from school indefinitely (out of school suspension) and taken to In-School Suspension (ISS) for the remainder of the school day. Recommendation for expulsion will also require the student to serve 20 days of lunch detention in addition to the penalty for violating the acceptable use protocol should the student return to school.

#### **Using a Device to Harass Others**

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

## Student Health, Safety, and Welfare

### Communicable Diseases

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

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

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the building administrator or designee.

### Administration of Medication

- Prescription and non-prescription medication requests are to be renewed at the beginning of each new school year.
- Only those medications that are necessary for a student's medical care and that cannot be given outside of school hours will be administered.
- Only medications that are up to date may be administered. Please check expiration dates before bringing medication to school.
- Please provide written consent and specific instructions for each medication.
- There are medication forms available for this purpose from the Secretary at each school 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.

\* Denotes sections only applicable to High School students

## 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 of 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 are smoke-free facilities. Smoking is not permitted at any time.

## Weapons

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

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

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and authorized supervised school training sessions for the use of a firearm.

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

## Bullying Prevention

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

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

### **The forms of bullying:**

- Physical-involves harmful actions against another person's body

- Verbal-involves speaking to a person or about a person in an unkind or hurtful way

- Emotional-involves behaviors that upset, exclude, or embarrass a person

- Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

- Racial-involves rejection or isolation of a person because of ethnicity



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

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

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

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

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

### **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 term does not include a physical escort, mechanical restraint, or chemical restraint.

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

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

#### Seclusion:

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

#### Time Out:

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

### **Use of Restraints or Seclusion**

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

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

## Athletics, Extra-Curricular, and Co-Curricular

### Class Advisors

Senior	Junior	Sophomore	Freshmen
Marv McCune	Kari Fods	Kathy Sanderson	Brandon Vockrodt
Angela Ostrander	Suzie Sinclair	Sheila Schmidt	Kayla Vockrodt
Cory Haugen	Dave VanderWal		
Andrew Armstead	Andrew Armstead		

### Activities Directory

Activity	Sponsor/Coach	Activity	Sponsor/Coach
Athletic Administrator	Marv McCune	Head Track	Cory Haugen
Athletic Director	Cory Haugen	Assistant Track	
Co-Head Football	Wes Clubb	Assistant Track	Devon Wolkow
Co-Head Football	Dan Wilkinson	JH Track	
Assistant Football	Mark Birkel	Golf	Cory Beck
JH Football	Brendon Pitts	One-Act Play	Jennifer Rudebusch
Head Volleyball	Vicki Dylla	All School Play	Traci Schoenfelder
Assistant Volleyball	Tacy Boldt	Oral Interpretation	Jennifer Rudebusch
JH Volleyball	Shelly Osthus	Yearbook	April Rusche
Cross Country	Cory Haugen	NHS	Brandon Vockrodt
Head Girls' Basketball	Brendon Pitts	FCCLA	Angela Ostrander
Assistant Girls' Basketball	Angela Ostrander	FFA	Dave VanderWal
JH Girls' Basketball		Cheerleading	Suzie Sinclair
Head Boys' Basketball	Jeff Gruenhagen	Concessions	Suzie Sinclair
Assistant Boys' Basketball	Cory Haugen	Concessions	Angela Ostrander
JH Boys' Basketball	Andrew Armstead	Concessions	Brandon Vockrodt
Head Wrestling	Steve Gilbertson	Student Council	Andrew Armstead
Head Wrestling	Mike Johnson		

\* Denotes sections only applicable to High School students

## **School Song**

### *College Boy*

Show we're from De Smet boys,  
School where we are true,  
We'll fight together onto victory,  
show what we can do, fight, fight, fight,  
onward bulldogs fight em, beat em if you can,  
and if we always stick together we will always win.  
Beat them up, tear them up, Fight, Fight, Fight!

## **Activities**

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

## **Athletics**

Refers to both boys and girls competitive interscholastic sports.

## **Interscholastics**

A contest among neighboring schools which must conform to standards.

## **Activity Lettering**

Determined through the Athletic Director's office.

## **Athletic Participation**

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

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

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

Eligibility will be determined every 4 ½ weeks.

\* Denotes sections only applicable to High School students

Where the school district maintains a separate 7<sup>th</sup> and 8<sup>th</sup> grade program, 7<sup>th</sup> and 8<sup>th</sup> grade students will not be allowed to participate in high school (grades 9-12) activities. Activities included are basketball, football, and volleyball.

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

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

### **Cancelling and Rescheduling Events**

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

### **Concussions**

The De Smet School Board recognizes that adolescent athletes are particularly vulnerable to the effects of a concussion. As the result of extensive research in recent years, it is now understood that a concussion has the potential to result in death, or short and long term changes in brain function. A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body.

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

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

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

1. A concussion information sheet shall be signed and returned by any athlete who seeks to compete in activities sanctioned by the South Dakota High School Activities Association (SDHSAA) and the athlete's parent or guardian prior to the athlete's participation in any

\* Denotes sections only applicable to High School students

youth athletic activities sanctioned by the SDHSAA. A signed information sheet is effective for one academic year. These documents will be provided by the SDHSAA. The signed forms will be kept on file in the Principal's Office for the entire academic year. (SDCL 13-36-9)

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

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

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

### **Post-Injury Procedure**

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

1. The athlete and parent(s) will be contacted to schedule a consultation with the administration as soon as possible to discuss return to play protocol.
2. The ImPACT Test will be administered by school approved personnel within 72 hours of the initial injury if the athlete is physically able and available to take the test.
  - a. The ImPACT Testing program is designed to establish a baseline measurement of an athlete's cognitive processes and to assess progress after an injury.
3. School approved personnel will communicate the results of the test to parent(s)/guardian(s) the day the test is taken.
4. The student and parent(s)/guardian(s) are required to consult with a health care provider that is recognized as appropriate by the district and that is registered, certified or otherwise recognized by the State of South Dakota to provide medical treatment and is trained and experienced in treatment, evaluation, management and care of concussions.

5. The ImPACT Test results will be faxed to the above named provider or given to the parent(s)/guardian(s) at their request.
6. The district will administer the ImPACT Test after seven days if the athlete is deemed asymptomatic by the district's certified athletic trainer or contracted health services provider unless the athlete is cleared to return to play prior to the seven-day mark.
7. The district will administer the ImPACT Test at any time at the request of the student's health care provider.
8. Students will be held from school sanctioned training, practice and competition until the **SDHSAA Return to Competition, Practice or Training form** is signed by the health care provider, the parent/guardian **AND** the High School Principal or Athletic Director.

### Eligibility

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

Students must be in school the day of an extracurricular event in order to participate in the event. Students are to be in school the following day. Any exceptions to this are to be cleared with the principal. If a student is sick the day following an event, they should call the principal's office before school starts. The same rules apply in music and speech activities.

### Participation by Alternative Instruction Students

The De Smet School District will not grant permission for alternative instruction students to participate in interscholastic contests.

### Pep Sessions

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

### School Events

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

### Open Gym Policy

This is a program whereby the gymnasium, playing field or other school facility is made available to all students for recreational purposes.

- Adults are allowed access to open gym at designated times provided they comply with all the rules of participation.
- School District equipment related to the open gym activities such as balls, goals, standards, nets, mats, may be used in an open gym provided proper care and usage is maintained.

\* Denotes sections only applicable to High School students

- The gym or other school facility used for the activity must be open to anyone enrolled in De Smet Schools and must be on a voluntary basis.
- The time and day(s) of the open gym shall be made known to the entire student body by the administration, in a timely manner, through announcements, bulletin board postings, school paper articles, etc.
- Certain time and day schedules for girls only, boys only and/or grade level only is permissible.
- Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc.
- Supervision of open gym shall be subject, but not limited, too:
- The person in charge of supervising open gym may not coach, teach specific skills related to a sport or instruct students in any sport not in season.
- High school coaches may supervise open gym provided they do not engage in coaching or teaching specific athletic skills.
- The weight training area will be off limits to open gym participants unless a coach or a parent of a De Smet students other than the open gym supervisor supervises the area.
- Summer open gym will operate from June 1st through July 31st, from Monday through Friday. There will be no Saturday or Sunday open gym.
- Open gym conducted during the school year will be subject to the control of the administration.

### **Weekend and Vacation Practices**

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

### **Family Night**

Wednesday evenings will be reserved without exception for non-school activities. No contests or practices will be scheduled on Wednesday from 3:30pm through the evening for K-8 and 6:00pm through the evening for grades 9-12.

### **Artificial Noisemakers**

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

### **Athletic, Extra-Curricular, or Co-Curricular Uniforms**

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



## Changes to Athletic Policies

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

### Band

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

### Cheerleading\*

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

### Student Council\*

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

### Training Rules

The following training rules are in effect beginning with the 1998-99 school year. These rules are in force for all athletes in any sport, including cheerleaders, from the time a student becomes eligible in the seventh grade until the end of their athletic participation as a senior. These rules will be applied on a twelve-month basis.

1. *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, alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions.*

Any incident resulting in a definite abuse of these rules will call for the following:

- A. The first offense will result in the loss of participation time equivalent to 50% of the sport that the student is presently participating in. If there is not 50% of the season left, the remainder of the penalty is to be applied to the next sport season that the student participates in. It is to be noted that the student must

\* Denotes sections only applicable to High School students

attend all practices while on suspension or the penalty does not apply. Students in violation of this policy are not allowed to dress for an event. Any student in violation of this policy between seasons or during the summer will have the penalty applied to the next sport season that they participate in.

- B.** The second offense will result in the student losing his eligibility to participate in sports for one year from the date of the second offense.

Only the following people may make accusations that would result in the enforcement of this policy:

Any De Smet coach, any De Smet School administrator, or any law enforcement officer.

### **HOURS**

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

Any violation of these hours will result in a one (1) game suspension for each occurrence up to three (3).

The third penalty will result in suspension for the remainder of the year.

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

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

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

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

## **Rights and Responsibilities**

### **Complaint Against School Employee**

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED REMEDY:

\_\_\_\_\_

\_\_\_\_\_

## Student Due Process

### Suspension and Expulsion

#### Definitions

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

#### Short-Term Suspension Procedure

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

#### Long-Term Suspension Procedure

##### Written Report Required

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

##### Right to Request Hearing-Notice of Hearing

If the superintendent finds ground 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 of 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.

### **Information Privacy**

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;

\* Denotes sections only applicable to High School students

- 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 directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 6, 2019**. 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**

#### **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;

\* Denotes sections only applicable to High School students

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.

The De Smet School District develop and adopt 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. The 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. The 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. The 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 believe their rights have been violated may file a complaint with:

\* Denotes sections only applicable to High School students

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

### **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

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district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. File a grievance if you have a disagreement with the school;
15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
16. File a complaint with the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Boulevard, Denver, Colorado 80204-3582.

The person in the district who is responsible for assuring that the district complies with these laws is: Abi Van Regenmorter, Superintendent, telephone number (605) 854-3176.

### **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.

## Car Driving Permit

(Only for students of driving age)

### Students

- The license number and other information requested of any and all vehicles that you plan to drive to school must be registered at the office.
- **A car permit is for the student to drive to school and home again only!**
- Students are asked to use the east and west parking lots.
- All vehicles in the student parking lots are to be locked.
- **No students are to be in or around vehicles at any time during the school day.**
- If more than one student uses a vehicle, they must also register at the office.

### Car Registration:

License Number	Make	Year
1. _____		
2. _____		
3. _____		

### Parents:

#### You are asked to help the city and school to control student cars by:

- Encourage your student to lock their car when not in use.
- **Have students run errands before and after school rather than during school.**
- Instructing students **not** to pick up other students when running errands.
- Insist that your son or daughter use the parking lots.

*Parents assume all responsibility of any vehicle not parked in the student parking lots.*

I have read the above and give my consent for \_\_\_\_\_ to drive a vehicle to school.

Please circle your wish on the following request:

I give my consent      I do not give consent      For my son/daughter to drive during lunch time.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\* Denotes sections only applicable to High School students

### Acknowledgement of Understanding

I affirm by my signature below that I have read the **Student Handbook** issued to my child the first day of the school term and that I understand its contents.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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.

I allow my student's information to be shared with the SD Board of Regents.

Yes \_\_\_\_\_ No \_\_\_\_\_

Parental Signature: \_\_\_\_\_

### Lunch Time- Open Campus (HS Students ONLY)

I affirm by my signature below that I allow or do not allow my student to leave School Campus for lunch.

**Agree**

**Disagree**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name: \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Number \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Number \_\_\_\_\_

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## 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.

Please select one of the following options:

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

If you have questions or concerns regarding this policy, please contact your building principal.

## 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.

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

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## End User Acceptable Use Policy Acknowledgement of Understanding

The following agreement is valid for either 13 months from the date of signature or until September 15 of the succeeding school year, whichever constitutes a lesser time period.

### Student/Guardian:

I have read and understand the District's AUP and agree that I am responsible for damages to the device assigned to me along with all charges assigned for damages or loss.

Student Name Printed \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the District's AUP and agree that the above named student is responsible for damages to their assigned device. I also agree to be responsible for all charges accrued for damages to the device of the above named student.

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_