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FORWARD

This handbook has been prepared to familiarize the students, parents, and faculty with the services, programs, and policies of Estelline High School.

It is our aim to provide the best educational environment possible. In order to accomplish this goal, it becomes necessary to have certain rules imposed on all of us. Students who accept this idea will easily adjust to our complex society after leaving school.

It is our hope that this information will provide a better understanding of the school and consequently result in still better cooperation and closer harmony among all parties involved.

You, as students in Estelline, have a rare opportunity that many students don't have. You have an excellent facility to come to and claim as your school. It will take an effort on the students and staff to keep this facility looking good. TAKE PRIDE in what you have and do your part in keeping the building and its surrounding campus free from litter and unnecessary marks on walls, floors, etc. Start a new era of respect toward others in and out of school and community. Set the example!

PHILOSOPHY AND PURPOSE OF THE ESTELLINE SCHOOL DISTRICT # 28-2

We believe the primary purpose of education should be individual preparation to lead successfully and worthwhile lives. To achieve this goal, it is essential that each child be granted the opportunity to pursue a meaningful program of studies directed towards physical, intellectual, social, vocational, and economic competence. In other words, we believe it essential that each child be given the opportunity to study individually, or through group processes, those areas which are on most value in his development.

It is imperative, therefore, that our staff and personnel are committed to the concept of a child-centered approach to learning. That each child will be treated with dignity, respect, and will be given assistance to meet the challenges of modern society. It is our belief the school environment should be one in which the child has freedom to develop socially, physically, mentally, and provide for emotional well-being under capable guidance.

The overall purposes of the elementary and secondary schools are essentially similar. In the elementary grades, primary emphasis and stress should be placed on the basic skills, especially the communicative skills and work study habits. As the student matures with age and wisdom, we feel they are more capable of making individual decisions regarding their long range goals. Therefore, we place more emphasis on vocational, terminal, and college preparatory courses in the high school. We feel the student, through various guidance services, should have the opportunity to select and pursue those courses most desirable in his development.

We further believe the school cooperative with our community agencies which are committed to the development of responsible citizens. There is a need to insure that all students graduate with the knowledge and skills to become productive global citizens through a commitment by the school, family, business, and the community in a creative, healthy environment. We realize that the school is only one of many agencies responsible for a child's education and are committed to assisting the development of the individual through cooperation with the home and community.

TITLE IX COMPLIANCE

Title IX Compliance: The Estelline School District states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The District further commits itself to take remedial action, if it is necessary, to eliminate and discrimination on the basis of sex or to eliminate the effects of past discrimination. The compliance officer for the Estelline School District is: Jim Lentz, Superintendent.

TITLE IV-TITLE IX -SECTION 504

The Estelline School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disabilities, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX or Section 504- Affirmative Action, and the American with Disabilities Act may be referred to:

Justin Pitts
P O. Box 306
Estelline School District
(605) 873-2201
8:30 AM - 3:30 PM M-F

or to the Office of Civil Rights, US Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: 816-268-0550 Fax: 816-268-0599 TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

TITLE II / AMERICAN WITH DISABILITIES ACT

The Estelline School District does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Estelline Schools do not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or request for additional information regarding ADA may be forwarded to Estelline School's designated ADA Compliance Coordinator:

Justin Pitts
P O Box 306
Estelline School District
8:30 AM - 3:30 PM M-F

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to Amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school

official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Estelline School District, with certain exceptions, obtain your written consent prior to the Disclosure of personally identifiable information from your child's education records. However, the Estelline 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 Estelline School District to include this type of information from your child's education records in certain school publications. Examples include:

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

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 three directory information categories – 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 the Estelline 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 Sept 5, 2012. The Estelline School District has designated the following information as directory information: (Note: an LEA may, but does not have to include all the information listed below.)

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

ATTENDANCE

Absences: The success of any effort is directly proportional to the time devoted to it and the attendance policy at Estelline Junior/Senior High School reflects this concept. The following policy encourages each student to be present and on time for every school day. At Estelline Schools, we believe this policy is reasonable, workable, and ultimately beneficial to the long-range attitudes and welfare of all students. **Students and parents should periodically check the student portal to ensure the accuracy of attendance data so that any errors can be quickly remedied.**

1. In an effort to emphasize the importance of regular attendance, the following policy has been developed:

Students and parents will receive written notification when their child has exceeded five (5) absences for any class.

Students will not be allowed any more than 10 absences during any given semester. This is to include both excused and unexcused and unexcused absences. Absences related to school activities will not be included in their allotted 10. Parents will receive written notification when their child has exceeded 10 absences for any class.

Once students reach their 10th absence, they will then receive zeros on any assignments given on these days for any days missed up to the 15th day.

If a student goes beyond 15 absences, the parent/guardian will be notified that the student has been automatically withdrawn from the course. Each day that the student is subsequently absent for a study hall period, will result in a detention which is commensurate with the missed time. Continued problems may result in further disciplinary action.

Absences accumulate over each semester (the students will begin with zero absences each semester).

2. Students will be allowed **ONE** consolidated absence for an illness or a family vacation, **per semester**, up to five consecutive days. Every absence after the one consolidation will be counted as one day absent. It will only count as one absence provided the student or parent provides a signed doctor's note that fully explains the reason for the absences including a timeline.

When students return from an absence, they will be required to **immediately** obtain a make-up slip from the office. It will be the students' responsibility to present the makeup slip to each of their classroom instructors for them to sign and so the student can find what is needed to do in order to get caught up.

Failure to obtain a makeup slip upon returning from an absence of check in at the office may result in a detention.

3. If students anticipate an absence, the makeup slip should be obtained before the absence. This way, they can find out what will be done during their classes while they are gone and complete the work before returning. This will minimize the amount of work to be done when returning after an absence.
4. For the purposes of these rules, students will begin each semester with zero absences.

Game Day Attendance

Extra-curricular activities provide students with an after-school activity that puts their talents to work and helps to teach them teamwork and discipline. With our many different activities offered, students should have little trouble finding the type of activity they like. Students must be in attendance at school a full day in order to participate in or attend any school-sponsored activity that is conducted on that day. The principal may grant exception to this limitation.

TARDINESS

Tardiness is arriving late for any class after the bell rings.

Tardiness will not be reported nor will a penalty be incurred when initiated and excused by professional staff members.

The second and third time a student is tardy to the same class period, the student will be assigned detention. The detention will be served with the teacher for whom the student was tardy. Failure to serve detention will increase the detention time at a ratio of 2:1 as well as it will prevent reentry into the classroom from which detention was given until detention is served. For further instances of tardiness, the progressive discipline plan will be implemented.

ACADEMIC ELIGIBILITY

A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in a school sponsored event. In the event the student is not passing in one or more classes, the following procedures will be in effect:

- Starting with the third week of each semester, student academic progress is evaluated each week with an academic progress report. A progress report is sent to the parents of students with grades of 76% or lower. If the grade falls below 70%, the student will be placed on academic probation from extra-curricular, school sponsored events. The student may continue to practice and participate throughout the probation period.
- If the student is still below 70% as reported by the academic progress report upon end of the third week, he/she will be suspended from participation in extra-curricular, school sponsored events until such reporting period as the grade is raised to passing (70%) status. He/she may, however, continue to practice but will not be allowed to participate. If the student is still below 70%, that student will become ineligible to participate.
- The student will be allowed to resume participation in school sponsored events when the grade is again passing on the first day of the next week, provided he/she has regularly attended practices. Eligibility begins on the first day of the week following the student passing all of their classes. If again the grade should drop below passing, the student will be suspended from participation in school sponsored events.
- Students who have un-served detention will be ineligible to participate in extra-curricular activities until the detention has been served.
- Junior High students will operate under the same rules.

Coaches and advisors have the discretion to set higher standards, but cannot lower the standard.

****Teacher Assistance Program:** Teachers will be required to provide daily assistance for students (mandatory attendance as assigned by the principal) before or after school to work on their school work (until 3:45 or beginning at 8:00) until the student's work is complete **and** their grade has improved **above** the D- level. After completion of each mandatory help session, student (if in activities) must return to practice. Teachers having coaching duties will be required to provide this assistance and will miss part of their practice to help students (before or after school). Students not attending their daily mandatory help sessions will not be able to practice or travel with the team, if in activities. Further disciplinary consequences will follow if students miss their mandatory help sessions. If students don't attend the mandatory help sessions and are on the D- or F list two consecutive weeks, Saturday school detention will be issued. Subsequent offenses regarding this policy constitute insubordination and will be dealt with in accordance with the progressive discipline policy. When students don't attend the assigned help sessions, the problem becomes a discipline situation.

ACTIVITIES AND CLUBS

The following activities are provided by Estelline High School as a means of enhancing the student's education:

Drama	School Paper	Student Council
Band/Jazz Band	Track	Journalism
Basketball	Yearbook	Football
Cheerleading	National Honor Society	Volleyball

Normally if a student is ill and unable to attend school during the afternoon, they are not to participate in an activity that evening. Anyone with a question on this policy should contact the Principal prior to the event in question.

PARTICIPATION OF ALTERNATIVE INSTRUCTION

In order to meet individual student needs, the Estelline School District desires to provide flexibility in the completion of prescribed courses in accordance with the law by encouraging all students to complete their high school education and gain admission to college. The Estelline Board provides students with the opportunity to enroll in online courses that are approved by the South Dakota Department of Education under the following conditions:

1) For the purposes of grade remediation. For example, a student who receives a grade of 'D' or 'F' may choose to take an online course to demonstrate his/her improvement in the class for purposes of college admission. If approval is granted for a student to take an online class for remediation, the grade received for the online course will be placed on the student's transcript along with the student's original course grade. The student must have approval from the Estelline High School Principal and Counselor prior to enrollment in the course in order to take an online course for remediation.

2) For the purposes of program acceleration. If a student has a strong interest in a class not required for high school graduation, which may not be offered in the Estelline schedule, he or she may choose to take an online course through an approved delivery system. The student must have approval from the Estelline High School Principal and Counselor prior to enrollment in the course, in order to take an online course for this purpose. Students must have a "B" average and have no attendance violations to be considered by principal. The student is responsible for any tuition that may occur through enrollment in this course.

3) Dual credit courses with a college or tech school. If a student is admitted into a Department of Education approved dual credit course, the student must have prior approval of the High School Principal and Counselor prior to receiving credit. Students are responsible for submitting transcripts for their college course to the school district in order to have the class included on their transcript and their grades are subject to review by the High School Principal on demand. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

Revised: (8/2012)

ACTIVITY TICKETS

Student activity tickets are provided to give each student an opportunity to see all home high school sporting events at a minimum price. The tickets may be purchased at the school office for \$10.00. Individual student admission will be \$3.00/event. All students in grades 7-12 should purchase an activity ticket prior to August 21, 2017.

ADVERTISING

All signs or other advertisements displayed in any school building shall be posted only after permission is received from the Principal. If such approval has not been received the signs will be removed.

ANNOUNCEMENTS

If you wish to make an announcement for your class or activity, bring it to the principal's office. Announcements will be distributed first period each day.

AWARDS

A separate athletic letter will be given out for high school boys and girls sports. The head coach may letter a player if they feel that player is deserving. This may be based on a student's attitude, attendance at practice, cooperation, etc. To earn a letter the student must meet the following criteria:

Football: (Boys and Girls)

Basketball: (Boys and Girls): Letters will be awarded for number of quarters played. A player will letter if they are involved in 10 quarters of Football and 20 quarters of Basketball at the Varsity level.

Track: (Boys and Girls): A letter will be awarded to all students earning a minimum of four points at major track meets.

Volleyball: A player must play in half of varsity matches.

Cross Country: To be announced.

Cheerleading: All varsity cheerleaders that meet criteria will earn letters. Criteria consists of: exhibiting good sportsmanship, crowd control, team support, no more than one excused absence other than illness, with prior approval of advisor and principal.

Drama Lettering System: The following is a tentative list of activities by which a student in speech may earn points toward a letter. It is based on the official point system of the International Thespian Society, but is modified somewhat for our school who produce only two or so plays a year.

According to this system, it would take 15 points to earn a letter (or similar award), the points accumulative from year to year. To earn these points, a student must have participated in at least two different speech activities. Following the first letter, additional points may go towards bars or similar mark of achievement. (One bar for each additional ten points.)

Point range for any task is from zero to the maximum amount, depending on the quality of cooperation and performance and on the discretion of the advisor.

The point system is listed as follows:

Major Role - 3
Minor Role - 2
Walk-on or crowd role - 1
Contest Award (Individual) - 4
Directing
Student Director - 2
Declam - 2 Points
Local Winner - 1
District Winner - 2
Regional Winner - 3
State Winner - 4
Crew Members (Non-Heads) - 1

Other Awards: Awards in other areas will be determined by the instructor in that area, or by the constitution of the organization.

Chorus letter

A student will letter in chorus when he or she acquires 250 points.

Concerts = 50 points each

Solo for contest = 20 points

Ensemble for contest = 20 points

All-State Chorus Member = 50 points

Accompanist = 15 points

After a student has received a pin for lettering in chorus the first time, a bar will be given to recognize the letter each year thereafter.

Band Lettering

Each year, points will be accumulated for every student in the band program. To letter in Band you need 250 points. Bars will be given each year after lettering.

The point system is as follows:

- 50 points- Band member: performs at all concerts, marching events, pep band tournaments, festivals, and community events.
 - 50 points-Jazz Band
 - 20 points-Contest Ensemble (20 points for each)
 - 30 points-Contest Solo
 - 25 points-All State Band Audition
 - 50 points-All-State Band
 - 25 points - Drum Major or Majorette
 - 3 pts. each – Private Instrumental Lessons
- Other awards given are: Flag Corp, Jazz Band, contest ribbons and medals, accompanist, and the John Philip Sousa Award

Band Instrument Rental - The school does have a few instruments that students may rent for \$15.00 per semester. This includes percussion instruments. Even though a student may have a drum set, etc. at home, the \$30.00 fee is still assessed to any student playing percussion in the school bands because of the many instruments which must be practiced. Rent must be paid before participating in band.

BAND PARTICIPATION

For a student to enter the high school band, these requirements need to be met:

- Participation in all concerts & festivals since beginning band.
- Must take a solo to contest three years prior to 8th grade year.
- Attendance at all band lessons (unless they are excused absences)
- Student will audition at the end of the 7th grade year.

The audition will consist of the following:

1. 3 Major scales
2. Chromatic scale
3. Solo of choice - demonstrating proper technique, tone, and ability.
4. Sight reading - chosen by Mr. Cosman

If the student does not pass the audition, he or she will still be required to take lessons through their 8th grade year. If scheduling will allow for it, he or she may stay in junior high band, or not be a part of a band at all until they pass all of the above audition segments successfully.

BAND TRIP POLICY

Those eligible for the band trip are grades 8-12 in high school band. Only those students who have been in the Estelline band one full school year prior to the year of the band trip are eligible to participate in the band trip. Exceptions would be requirement of being in band at their previously attended school. It is in the best interest of the band program and future band trips, if in the year's following trip, students continue to participate in band.

Each band student scheduled to go on the next band trip will pay \$60.00 per year by April 1st of each year for a total of 5 payments.

Any students moving into the school district or students beginning band after 5th grade will be responsible for paying any previous back payments equal to number paid in by students in that class. If a student quits band or for some other reason cannot go on the band trip, he/she will be reimbursed the amount he/she previously paid into the account.

Building and Grounds

Each student is assigned a locker in which he/she may keep their books and personal belongings. If you have some items of value they may be taken to the Administrative Office. LOCKERS at the school will not have stickers, writing and or pictures taped onto the locker. Locks are provided for all lockers. You should secure your stuff properly. Lockers are school property and administration can access the locker and its contents at any time, there is no reasonable expectation of privacy.

Students are not to be sitting on top of any desks.

Treat all other students and faculty with dignity and respect.

NO BEVERAGES ARE TO BE BROUGHT INTO THE SCHOOL BUILDING BEFORE OR DURING SCHOOL HOURS.

NO OUTSIDE FAST FOOD ORDERED IN FOR LUNCH W/O PERMISSION PRIOR TO THE DAY IT IS REQUESTED.

When in doubt - **ASK!!**

There is **NO POP or Drinks** allowed in the classrooms!!!

Closed Campus (no leaving the school during the day).

No street shoes on gym floor.

Use the bathrooms in the high school area whenever possible. The elementary bathrooms are for the younger students.

Be respectful and courteous to all staff (elementary and high school).

Bullying Policy

The Estelline School District believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards and that harassment or bullying disrupts the school's ability to educate all of the students in a safe environment.

DEFINITION:

Bullying in school or at a school activity is CONTINUOUS and intentional behavior, persisting over time, that is deliberately hurtful, severe, pervasive and objectively offensive to another person or group. Bullying behaviors include physical, verbal, and cyber-bullying, or any other activity that creates an intimidating and hostile environment to the point that it disrupts a student's ability to receive an education.

Bullying is behavior toward individuals or groups that is intimidating because of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify, culture, social origin or condition, political affiliation, mental, physical or sensory disability, and other attributes or abilities.

PROCEDURES:

For Students:

*stand up to the bully by telling him/her to stop the behavior

*if the bullying behavior continues, tell parent, teacher, principal or another adult

For Parents:

- *Report bullying behavior to school principal without fear of reprisal
- *Discuss effective ways to stop bullying with your child
- *Teach assertiveness; not aggressiveness
- *Monitor interaction with friends

For School Officials:

- Assume that there is bullying in our school
- Investigate any reports of bullying behavior
- Keep documentation of reported incidents
- Contact Parents (both victim and bullying student)
- Administer consequences

For Bystander:

- Assist victim
- Show support to the victim
- Report incidents to adult (parent, teacher, principal)

Consequences

Factors for Determining Consequences

- *Age, development, and maturity levels of the parties involved
- *Degree of harm
- *Surrounding circumstances
- *Nature and severity of the behavior(s)
- *Relationship between the parties involved
- *Context in which the alleged incident(s) occurred

Consequences for a student who commits an act of harassment or bullying shall be designed to:

- correct the problem
- prevent another occurrence of the behavior
- Protect the victim

Consequences may include the following:

- *Admonishment or reprimand
- *Temporary removal from the classroom
- *Loss of privileges
- *Classroom or administrative detention
- *In-school suspension
- *Out-of-school suspension
- *Expulsion or termination
- *Meeting with school board

CARS

Students are not permitted to drive, ride in or on any motorized vehicle during school hours, except during special situations in which they must have written permission from their parents or from the administration. All cars should be parked in east parking lot, and when leaving shall not be driven by the buses. The school's responsibility for student driving shall cease as soon as the student leaves the school ground, at which time the responsibility must rest with the parents. The first violation will result in Saturday School Detention. The second violation will result in two Saturday School Detentions. Any speeding or exhibition driving will not be tolerated on or about the school grounds.

Students are not to use the south street before, during, and after school. It is closed to thru traffic from 7:00 a.m. – 4:00 p.m.

CELL PHONES/ELECTRONIC DEVICES AND OFFICE TELEPHONE USE

School phones are for business only and personal calls may be made only after the student secures permission from the Principal or the office secretary. Students shall not be called to the phone during school hours, except in emergency situations. Messages will be delivered to them whenever possible. No long distance phone calls made from school phones, unless prior arrangements are made with administration. There is a phone in the main corridor for student use. Dial 8 to get an outside line.

Electronic devices are not to be turned on or used by students during the school day(items such as, but not limited to cellular phones, cellular phones which have the capability to take “photographs”, pagers, iPods, MP3 players, CD players, etc.). Cellular phones which have the capability to take “photographs/record video” shall not be used in locker rooms or restrooms at anytime.

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

If there is an emergency and use of the electronic device is needed by the student, permission may be granted by the office to be used in the office. Electronic devices will be permitted in classrooms upon teacher request from the principal for academic purposes.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, make a zero for the work, and inform the principal as to the action taken. Teachers will record the date, and details of any cheating and notify parents. Plagiarism is taking the writings and ideas of others and passing them as your own and is considered cheating which will result in a zero. The second time a student is caught cheating in the same class will result in an “F” for the nine weeks. Should a student get caught cheating in the same class three times, the student may lose credit for the semester. Classroom teachers may have additional guidelines for their individual classes.

CHEERLEADERS

Cheerleaders are chosen for the following activities: Football – Varsity - 6; Girl's Basketball – Varsity - 5; Boy's Basketball - Junior Varsity and Varsity - 6.

Cheerleaders will be selected by a committee consisting of cheer advisors from area schools, community members, and the local cheer advisor. If all of the committee is unavailable cheerleading selections will be rescheduled.

Cheerleaders will travel to and from out-of-town games as a unit, with transportation being arranged by the school.

Junior Varsity cheerleaders will cheer only on nights that the Junior Varsity team plays. Only Varsity cheerleaders will participate at Conference, District, Region and State Tournaments.

Only the selected cheerleaders are to be on the field or court during games. This is for the safety of everyone involved.

CHURCH NIGHT / WEDNESDAY EVENING & SUNDAY ACTIVITIES:

In an effort to cooperate with family activities and the church community, the Estelline School District has special activity policies in place for Wednesday evenings and Sundays during the school year.

No contests, meets, or performances shall be scheduled on Wednesday evenings or Sundays.

Practices may be held after school on Wednesdays but must be completed no later than 5:30 pm for all participants

regardless of their participation in Wednesday evening activities. Ending at 5:30 pm means all practice related activity for all participants ceases no later than 5:30 pm. The district recognizes that certain church related activities and events start earlier than 5:30 pm. In these instances, students will be allowed to leave early from practice and no punitive action will be taken, but before practice begins, the student must inform the coach/advisor of their need to leave early.

School events that must be scheduled on Sundays, on Wednesday evenings, or practices that end after 5:30 pm shall be subject to the Superintendent's approval.

The **WEDNESDAY EVENING & SUNDAY ACTIVITIES** policy applies:

1. from the first day of student attendance through the last day of student attendance each school year;
2. to all students in grades K-12;
3. to all school sponsored student activities.

Revised: 5/2017

CLOSED CAMPUS

Students are not to leave the school campus without prior approval from the principal. All students will eat lunch at school or bring a sack lunch, NO CARRY OUT food will be allowed, unless there is prior approval from the principal.

Student 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 students and school employees. The determination of whether an infected student can be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of the building principal. In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision making. The team may be composed of:

1. representation from the State Health Department
2. the student's physician
3. the student's parents or guardian(s)
4. the school principal
5. the school health services supervisor
6. the superintendent or designee
7. the student's teacher(s) and other appropriate school personnel

In making the determination, the team shall consider:

1. the behavior, developmental level, and medical condition of the student;
2. the expected type(s) of interaction with others in the school setting;

3. the impact on both the infected student and others in that setting;
4. the South Dakota Department of Health guidelines and policies, and
5. the recommendation of the County Health nurse.

If the district has reasonable cause to believe that a student is an infected individual, an appropriate medical evaluation of the student may be required.

If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an appropriate education program.

Public information will not be revealed about students who may be infected. If the student is permitted to remain in the school setting, appropriate information will be provided to school employees who have regular contact with the student.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

CUMULATIVE RECORD

The Estelline Public School keeps a cumulative record on every student that enrolls at the school. This record consists of two parts known as the cumulative folder and the permanent record. The following is a list of the information that will be entered in each.

Cumulative Folder:

1. Personal data (name, address, age, etc.)
2. Test scores and date:
 - a. Stanford (Achievement tests for grades.)
 - b. Stanford (Achievement test for grades 9 and 11)
 - c. Lorge-Thorndike (Intelligence test for grades 2 and 9)
 - d. 9th writing exam
 - e. Other individual tests the administration deems necessary.
3. Conference write-ups
4. Health data
5. Other personal information that may be necessary in the education of a particular student.

Permanent Record:

1. Personal data (Name, address, age, etc.)
2. Home information (Parent's name, occupation, etc.)
3. Educational status (courses taken, grades, credits earned, grade point average, class rank.)
4. Extra class activities
5. Special honors.
6. Attendance and tardy record
7. American college testing score.

The following guidelines will be used on the collection and release of all materials.

1. All information entered must be approved by the administration.
2. If a student transfers to another school a copy of the permanent record, plus all test scores will be sent to the new school.
3. The cumulative folder will be kept on file for a period of two years after the student graduates or transfers. After this time the folder will be destroyed.
4. A copy of the permanent record may be sent out for the purpose of employment or advanced schooling. This will be done only after a written request is made by the student.
5. The permanent record will be kept permanently on file at the school.
6. All permanent records will be kept confidential.

Damage to School Property

Any person doing willful damage to the school, or other school property, shall be responsible for full restoration of the damages. Parents may be notified by phone or mail of the damages depending on the severity of the case. Serious or repeated incidents will be grounds for suspension or expulsion.

Students damaging personal property of school employees will be subject to disciplinary action at school as well as through law enforcement channels.

DANCES

The following guidelines apply to all school dances or any dance that is held on school property. Dances with hired music will be allowed each year. Prom and homecoming dances will have professional music provided. All other dances will need to clear the hiring of professional music with the Principal. All other dances must be cleared through the Principal's office at least one week in advance. Doors will close 1/2 hour after dance begins, unless prior arrangements are made with the principal. Once a person leaves a dance, they cannot return. Dance chaperones will require 2 staff members and two sets of parents at the dance. School dress policy applies for all dances held on school property. Anyone not meeting the dress code will NOT be allowed into the dance.

Sexually suggestive dancing may result in the students being removed from the dance. Parents will be notified. Sexually suggestive dancing includes no front to back touching/grinding.

PROM POLICY

All 11-12 students from Estelline are allowed to attend Prom with or without an escort. 9th & 10th grade students may attend if asked by an Estelline junior or senior. Alumni may attend if they have graduated within the past 2 years. All in attendance must to be in high school or graduated within two years. NO ONE 21 or older will be allowed to attend the PROM as an escort. All guests will be held accountable to same rules as Estelline students.

There will be a \$1.00 admittance fee per person to attend Prom's Grand March. The money raised will help offset the costs associated with Prom and graduation.

DRESS CODE

Students are expected to dress with standards that enhance a safe learning environment. In the interest of cleanliness, decency, and good taste, Estelline School District reserves the right to place restrictions on a students' dress and grooming as necessary when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

No caps, hats, stocking caps/hats, bandanas, dew rags, head bands, etc. are to be worn in school during the school day.

No coats, jackets, parkas, or trench coats may be worn during the school day.

No apparel or articles that promote or suggest alcohol, tobacco, or drug products are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be worn in school or at school events. This includes clothing that is torn or tattered.

Students and parents need to be concerned about the type of clothing worn by students throughout the school year, being particularly sensitive to revealing clothing, including short and skirt length, spaghetti straps, tank tops, etc. Tops and bottoms must conceal all undergarments. Biking shorts are not allowed unless covered by another pair

of shorts. Yoga pants and exercise pants will be allowed at the discretion of the administration.

Chains hanging from pants are a safety concern and may not be worn.

Footwear is to be worn in the buildings at all times.

Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.

If a student is wearing clothing that is considered to be in violation, he/she will be asked to change. If the student does not have other appropriate clothing items in school, the parent will be called and the student will be required to return home and change.

ALL FINAL DECISIONS ABOUT APPROPRIATENESS OF CLOTHING WILL BE MADE BY THE ADMINISTRATION.

EMERGENCIES

The building should be evacuated immediately when the alarm rings. Instructions for evacuation will be given to the teacher and posted in each room.

Teachers\Advisors and students involved in the extra curricular activities program should be familiar with emergency procedures for the activity and in that area.

FEDERAL FUNDS

It shall be the policy of the Estelline School District to forbid the use of federal funds for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

GRADUATION

No student may participate in the graduation exercise unless all graduation requirements have been fulfilled. Students must be enrolled in Estelline classes during the second semester to participate in graduation exercises. Select High Students may participate at a Select High Graduation Ceremony.

GRADING SCALE

Grade/Mark	Points	Standard Class	Adv. Placement/Upper level	
			Grade Point	Grade Point
A	95-10	4.00	5.00	
A-	93-94	3.67	4.67	
B+	91-92	3.33	4.33	
B	87-90	3.00	4.00	
B-	85-86	2.67	3.67	
C+	83-84	2.33	3.33	
C	79-82	2.00	3.00	
C-	77-78	1.67	2.67	
D+	75-76	1.33	2.33	
D	72-74	1.00	2.00	
D-	70-71	.667	1.67	

F

below 70

INC (I) Any incomplete that is not made up during the two weeks immediately following the end of the nine weeks will result in an F unless arrangements are made through the Principal. In Advanced Placement Classes, students have four weeks to complete the work. At that time the grade will be changed to a mark from the above scale.

HONOR ROLL

The honor roll for both the Junior and Senior high school will be divided into two sections. To be eligible for the "Gold" the student must have an average of 3.75 or above on the 4.00 scale. To be chosen for the "Silver" the student must have an average of 3.35 - 3.749. To receive the "Bronze" the student must have an average of 3.00 - 3.349. (Music, PE and student teaching grades will be used in Honor Roll determination) Only nine week honor rolls will be placed in newspapers. Straight "A's will be noted by an asterisk. No student with a grade below a C will be allowed on the honor roll.

Promotion and Retention of Junior High Students

Promotion and Retention of Junior High Students: If a seventh or eighth grade student fails any two of the four core classes for the entire school year, he/she must repeat the entire grade, and will not be promoted to the next grade level. Core classes will be defined as the following: math, English, social studies/civics/geography, and science. The student's grade will be calculated by averaging the first semester with the second semester grade. The district reserves the right to review each case on an individual basis.

ILLNESS OR ACCIDENTS

If any student becomes ill or has an accident during school hours, the parents shall be notified and requested to come after their child immediately. In cases where the parents can't be reached, the student will be taken to their home only if a guardian, relative, or person designated by the parents is there to care for the student.

It is the student's duty to report to the Principal's office if they become ill. If the principal is not available, the student will report to the Business Manager or the high school secretary. If the student leaves the building without reporting, it will be an unexcused absence.

LUNCH PROGRAM

School lunches will be made available to each and every student. If the parents cannot pay the scheduled price, they may contact the Business Manager and make arrangements for reduced price or free meals according to the schools schedule for reduced or free meals.

The charge for school lunches shall be:

Elementary (K-6)	\$2.70
JH/HS	\$2.95
Adult	\$3.65
Breakfast	\$1.50
Adult Breakfast	\$2.00
Extra milk	\$0.35

Lunch money should be brought to the office. It is the students' responsibility to memorize their lunch number and to keep their lunch account current. A limit of ten meal charges are allowed before a student will no longer be served.

Estelline School Food Service has adopted the Offer Versus Serve Policy for serving meals. Students K-12 have the option to choose three full servings of the five menu items, in place of servings of all five components offered.

Because of the free and reduced lunches there will be no borrowing of lunch numbers. Refunds for unused meals will be made at the end of the student's senior year, or upon moving. No food or drink is to be taken out of the lunchroom by any student.

MUSIC

No student will be excused from school to take private lessons without special administrative permission, and under no circumstances will this be given if the student will miss a regularly scheduled class.

NATIONAL HONOR SOCIETY

In order for a student to be eligible for induction into the National Honors Society students must meet the following minimum criteria.

They must have an accumulative grade point average up through the 1st semester of their sophomore, junior and senior year of no less than 3.5.

After meeting the Scholarship requirement, an Educational Selection Committee is formed that will select students from the eligible candidates. Their selection is based on the student's leadership, service, and character. Students that are selected will be recognized at the Awards Night. The selections process by the Education Committee will take place sometime in the early spring of the school year. The Educational Selection Committee is made up of all high school faculty. A Committee made up of the Principal, Guidance Counselor, and 1 other teacher will have the authority to add students that they feel are deserving.

PARENTS HAVE THE RIGHT TO KNOW

Parents/guardians of students enrolled in the Estelline School District have the right to know the highly qualified status of teachers and paraprofessionals who teach their children. Parents may request this information only for the personnel that teach their child. At a minimum, the following information will be provided to the parents upon request and in a timely manner:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the teacher is provided services by paraprofessionals and, if so, their qualifications.

POLICY ON NEEDS OF HOMELESS YOUTH

The Estelline school district policy is to:

*Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i. e. academic records, medical records, proof of residency, or other documentation.

*Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.

*Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

*Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:

-Transportation services

-Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the ESEA of 1965 or similar state or local programs, educational programs for students with disabilities, and educational programs for students with limited English proficiency.

-Programs in vocational and technical education.

-Programs for gifted and talented students.

-School nutrition programs.

*Provide a list of surrogate parents/guardians for youth experiencing homelessness.

*Provide a complaint procedure for families of homeless students who may dispute the actions of the school district which states:

The parent/guardian of homeless youth may bring their complaint to the superintendent or CEO and if the complaint is not resolved at this level, the next step is to request to be on the agenda at the next school board meeting. If the complaint is not resolved at the school board level, the school board chairman and /or parent/guardian may request assistance from the South Dakota Department of Education.

SATURDAY SCHOOL

General Design:

1. Saturday School is for discipline situations only and is not designed for academic problems. If a teacher has a student that is insubordinate and refuses to do his/her work as directed, the teacher should report this as a discipline problem and Saturday School would become an option.
2. Teachers are expected to continue to handle minor discipline problems themselves with after school detentions, etc. Chronic or more serious problems should continue to be referred to the office.
3. Only the principal may assign a student to Saturday School. Any combination of Saturday School, in-school suspension, and out of school suspension may be used.

Supervision:

1. The supervisor must report by 7:45 and remain until 8:30 if no one shows up.
2. Saturday School runs from 8:00-12:00. If a student shows up late, between 8:00 – 8:15 he/she must stay until 1:00PM. Any student reporting between 8:15-8:30 will receive an additional Saturday School assignment. If a student has not reported by 8:30, the supervisor may leave and the student will be considered truant and may receive a three-day out of school suspension.
3. If an assigned student is ill, a parent/guardian must call the supervisor between 7:45 and 8:15. This student will be assigned to the next scheduled Saturday School and not be allowed to participate or attend any school-sponsored activity commencing that day.
4. Students assigned to Saturday School are expected to report on the date assigned, regardless of other school conflicts. Failure to report may result in a three day out of school suspension. Students that do not report on the assigned day will not be allowed to participate or attend any school-sponsored activity scheduled to commence that day.
5. The supervisor will not sit and talk to the student.
6. Saturday School will be scheduled every other Saturday commencing the second Saturday of the new school year. If a scheduled Saturday falls during a vacation, it will be held the following Saturday and then continue every other Saturday from that point on.

Student Behavior Rules:

1. Students must report by 8:30 with enough schoolwork or reading material to occupy themselves for the assigned time period. Students who fail to keep occupied may be assigned to an additional Saturday School.
2. No radios, music, or headsets allowed.
3. No food or beverages are allowed.
4. No sleeping is allowed.
5. Students are restricted from talking, lying down, putting their head down.
6. Students will not talk to other students or the supervisor.
7. Students will be allowed to use computers for assigned class work.
8. Students are allowed one break at 10:00. This break will last five minutes and students are not allowed to leave the building.
9. If a student is insubordinate, an administrator should be called. If an administrator is unavailable, the student will be asked to leave and will face a three-day out of school suspension and have to make up the missed Saturday School.

SCHOOL CLOSING

The school may be closed due to inclement weather or malfunction of the school facilities when it is felt the safety or welfare of the student will be in danger. Notice of such closings will be given the parent notification system (telephone call) and TV station KELO (11).

SCHOOL VISITATION

In order to promote the best possible conditions for seniors to make post-high school decisions, seniors will be allowed school visits. Students are to contact the Counselor about making a visitation. VISITS WILL BE EXCUSED ONLY IF THE STUDENT HAS CLEARED IT WITH THE PRINCIPAL AND GUIDANCE COUNSELOR.

SKIP DAY

There will be no skip day or senior skip day. All skipping will be given automatic zeros for the day and will be considered a class-two offense.

Revised: (8/2012)

OFFENSIVE BEHAVIOR/SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

It is the policy of the Estelline School District that no student or employee of the district shall be subject to offensive behavior. Such conduct includes but is not limited to inappropriate remarks or conduct related to a person's race, color, creed, religion, national origin, sex, or sexual orientation, marital status, disability, age, or status with regard to public assistance.

I. SEXUAL HARASSMENT POLICY

A. POLICY

1. It is the Estelline School District's policy that solicited and/or unsolicited sexual harassment, both verbally and physically, is illegal, unacceptable and shall not be tolerated.
2. It is the Estelline School District's policy that no employee or student of the school district may sexually harass another, either verbally or physically.
3. It is the Estelline School District's policy that an employee or student engaging in sexual harassment activities will be subject to disciplinary action including possible termination and or expulsion for violation of this policy.

B. DEFINITION

1. Sexual harassment is defined as any solicited or unsolicited sexual activity, advances, demands, intimidation's, requests or other conduct, specific or implied, that is made to or by a staff person or student.
2. Sexual harassment is further defined as verbal sexist or sexual remarks made to or by a staff person or student.
3. Sexual harassment is further defined as any physical sexual or touching, solicited or unsolicited, that is not allowed or dictated by the curriculum.
4. Sexual harassment is further defined as any subtle pressure for sexual activity, inappropriate patting, pinching or touching, intentional brushing against a student or employee's body, sexual threats, sexual violence or aggression.
5. Sexual harassment is further defined as any conduct listed in this policy that creates an intimidating, hostile or offensive environment including the following:
 - a. When submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education; and/or,
 - b. when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; and/or,

- c. when such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

C. RESPONSIBILITY

1. School district administration, employees and students are responsible for maintaining a working and learning environment free from sexual harassment.
2. Careful scrutiny will be undertaken when sexual harassment is reported.
3. False allegations that are malicious or ill-founded may constitute libel or slander.
4. Copies of the policy will be included in student and staff handbooks.

D. COMPLAINTS

1. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or student should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is not available, the violation should be reported to the supervisor's immediate supervisor.
2. A student who believes that he or she has been a subject of sexual harassment by a district employee or another student should report such incidents to the guidance counselor and/or the responsible administrator, another teacher or parent, who will contact the appropriate administrator. If a student is uncomfortable with acceptable touching such as a pat on the back, the student should discuss it with the teacher, principal, parent or other adult.
3. All reported incidents, either formal or informal, verbal or written will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.
4. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

E. APPROPRIATE STUDENT-TEACHER PHYSICAL CONTACT

1. Only physical contact that is directly related to teaching the curriculum is acceptable on a limited basis. Examples include, but may not be limited to physical education demonstrations, art, instrumental music, penmanship, drama and athletics.
2. It may be necessary for there to be student-teacher physical contact if a student is injured and needs medical attention.
3. It may be necessary for there to be student-teacher physical contact if a student, particularly a primary aged student, needs assistance with an article of clothing.
4. It may be permissible for teachers to give a student a "pat on the back" for a job well done on a limited basis.
5. It may be permissible for a teacher or coaching staff to have physical contact with a student or students in the excitement of a competition.
6. It may be permissible for a teacher and student to have physical contact in the normal routine of the school day, such as lining up, directing large groups of students as they move from place to place during the course of the day.
7. If a teacher or student is unsure of what constitutes proper and improper physical contact, he or she must seek the advice and approval of the school administrator. A respectable distance must be maintained between school employee and the students at all times and situations.

SEMESTER TEST POLICY

Semester examinations for grades 9-12 are given at the end of each semester. Everyone will be required to take semester tests. Students with 0-1 days absent during each semester will receive one letter grade or no more than 10% credit on their semester tests. Students who have two days absent will receive 5% credit on the semester tests. All semester tests will be capped at 100%. During the 2nd semester, seniors (as a whole class) will be able to choose between senior privileges or electing to not take their 2nd semester tests. The semester grade is determined as follows:

1. The two nine-week grades are 45% (90 percent together).
2. Semester tests are 10%.

The final examination does not have to be one large test, other factors may be considered such as: reports, papers, portfolios, projects, etc. The classroom teacher will determine this. A student must pass at least one nine-week period to receive a passing grade for the semester.

SMOKING AND DRINKING

Any high school student drinking at any school event, or within a reasonable time prior to the event, shall be suspended from school and may be expelled from school by board action for the remainder of the semester with the loss of credits.

Smoking on the part of students on or about school premises or at any school function is prohibited. The student will be subject to suspension from school and may be expelled by board action for the remainder of semester with and/or loss of credits. This includes the obvious display or action connected with smoking or drinking.

STUDENT CLASSIFICATION

Students will be classified in the various grade and according to the following criteria:

- Freshman (9th) - Completion of 8th grade program
- Sophomore (10th) - must have at least five and one-half (5.5) credits
- Junior (11th) - must have at least nine (9) credits
- Senior (12th) - must have at least sixteen and one-half (16.5) credits

STATE TOURNAMENT

The policy of the school concerning students is: Seniors and Juniors may attend with the parents consent. Underclassmen may attend if accompanied by a parent or guardian, or play on varsity, or varsity cheerleader. Students will be counted as absent. No one is excused for State "B" tournament if they missed the maximum 12 days that year. No student will be allowed to attend if they have missed more than 3 days of the quarter in which the Football playoffs or State basketball tournament fall in. Students on the Ineligibility List will not be excused to the State Football Championships or State Volleyball/Basketball Tournament.

CONFERENCE-REGION-STATE TRACK MEETS

Anyone wishing to attend these has to have a written note from their parent (guardian) at least 2 days prior to event to be attended. Being allowed an excused absence will depend on attendance, grades, behavior, etc. Anyone missing the maximum days (12) will not be excused. Any student failing more than one class at the end of the 3rd nine weeks will not attend. Students on the Ineligibility List will not be excused.

STUDENT MANAGERS

Coaches will choose the students they need and want for helping them in their activity. UNDER NO CIRCUMSTANCES, does the student manager tape ankles, knees, etc. or treat injuries. The head coach is responsible for the well-being of their team. The student manager may help with keeping stats, accounting for uniforms and equipment, maintain supplies, and other routine duties. Treating injuries and taping is a pre-requisite to becoming a certified coach.

STUDENT COUNCIL

PURPOSE: The purpose of this organization is to promote activities that improve student's attitudes towards

school, education, deal with health, safety, and/or chemical awareness, teach leadership, handling public relations, and improve the school and/or community. The Council will provide social and recreational stimulus, teach sportsmanship in the schools and community. We, as a Council, represent the student body of Estelline Senior and Junior High School but promote these activities to benefit the students, staff and community.

COUNCIL POWERS: The Estelline Student Council shall have the power to choose and promote activities that are in the best interest of the student body of Estelline Senior and Junior High. The council shall have the power to promote any activities that interest the student body or the fundraising efforts of the council. All funds raised are used to promote activities for the student body. The council shall have powers to have a voice on the guidelines/policies that govern the student body. Any and all powers vested to the council by this constitution can be vetoed by the Administration of the Estelline School District.

MEMBERSHIP: The Estelline Student Council will consist of (1) President, (1) Vice-President and (1) Secretary/Treasurer. These three along with the Advisor make up the Executive Board. There shall be two representatives from each class, 7-12. Total membership of the Estelline Student Council shall be 15, with the Advisor totaling 16. Should any student become an officer for a regional or state office and not be elected to the Estelline Student Council, then they will automatically become appointed to the Estelline Student Council, with a total membership not to exceed 15.

ELECTIONS: The President, Vice-President, and Secretary/Treasurer will be elected by the vote of the Student Body. They must take out petitions prior to the election. Voting is done in grades 6-11. The President must be of the senior class and have been on the Estelline Student Council at least one year previous to running for the office. The Vice-President must be of the senior or junior class and the Secretary/Treasurer must be of the junior or sophomore class. Freshman and below may not hold an office of official capacity. Class Representatives shall be elected at class meeting, with a total number of student council members not higher than 15.

MEETINGS: The Estelline Student Council shall hold a meeting of the entire Council when necessary. The Advisor or the Executive Board may call special meetings. The Executive Board will meet as deemed necessary.

STUDENT INTERROGATION

If police officials, insurance agents or adjusters, or other investigators desire to see a student on the premises, one of the administrators shall be present at all times during the conversation.

STUDENT LISTS

Lists of students or parents shall be given only to schools of higher learning or to properly certified governmental agencies.

STUDENT REPORT CARDS

Report cards will be sent to each student's parents the week following the close of the nine week period. The following grades will be given as an indication of the student's progress.

A	Superior
B	Above Average
C	Average
D	Below Average
F	Failure
I	Incomplete

STUDENT OWING MONEY

If a student owes the school money for any reason and if not paid by the end of the school year, that student will not be eligible to participate in any school activity the following year until all monies are paid.

STUDENT PROPERTY

It is understood that the student is responsible for all personal property left at school. All personal property is to be removed by the last day of the school year. The school will not be responsible for materials left in shop at the end of the school year.

STUDENT PURCHASES

Purchases made by students through the school, such as rings, senior pictures, etc., shall be decided by the students each year. Whenever possible, it is recommended that at least two different companies demonstrate their products to the students for comparison. The school is making these products available, it is not our intention to require the students to purchase these materials. It is only for the student's convenience.

TABLET POLICY PROCEDURES AND INFORMATION

See the Student Tablet Policy, Policies, Procedures and Information in the Tablet Policy Handbook.

TEXTBOOK FINES

0 - During the year	-	100% of new cost
End of 1st year	-	85% of new cost
End of 2nd year	-	70% of new cost
End of 3rd year	-	55% of new cost
End of 4th year	-	40% of new cost
End of 5th year	-	25% of new cost
Over 5 years	-	25% of new cost

USE OF FEDERAL FUNDS COMPLAINT POLICY

Any Estelline School District patron who has a complaint regarding the way in which the Estelline School District is spending federal money must contact the superintendent and if the complaint is not resolved at this level, the district patron may request that the superintendent place him/her on the next school board meeting agenda to bring the complaint to the school board. If the complaint is not resolved at the school board level, the school board chairman and/or district patron may request assistance from the South Dakota Department of Education.

DANGEROUS WEAPONS IN THE SCHOOL

School should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff, and the public. State and federal laws as well as the Estelline School Board policy forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or, legal action, shall be pursued by the building principal. A dangerous weapon is defined as any firearm, 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. This includes toys that give appearance to be real or threatening. Laser pointers are considered dangerous when used inappropriately and therefore students are prohibited from bringing them on to any school property or to any school activity. No dangerous weapons are permitted on any school premises, school vehicle or any vehicle used for school

purposes, in any school 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 fire ranges, gun show, and authorized supervised school training sessions for the use of firearms. Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of the portion of this policy, the term "firearm" includes any weapon which is designed to expel or projectile by action on an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Revised: (8/2012)

STUDENT CONDUCT ON SCHOOL BUSES

The School Board believes that riding school transportation is a privilege and that the privilege can be limited, suspended, or taken away from any rider who (1) does not follow the bus rules, (2) is in violation of the student conduct policy, (3) is insubordinate, or (4) endangers safety on school transportation. The driver is in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and jeopardize the safety of the passengers. To insure safety and respect for authority during transport, bus drivers have authority to suspend students for up to five days from bus transportation.

The bus driver will contact the parent or guardian by phone or in person prior to riding privileges being denied. The bus driver will inform the parent or guardian with the reason the suspension is necessary and the day/s the suspension is in effect. If a student's bus privileges were suspended on the way to school, the student will be allowed to ride home on the bus, unless the bus driver feels special circumstances warrant a different means of transportation. This will be arranged through the student's building principal.

BUS TRANSPORTATION DISCIPLINE PROCESS

The following discipline process will be used by bus drivers to keep parents and guardians informed and involved as student conduct problems develop.

1. First offense: Bus driver will call parents
2. Second offense: Bus driver will call parents, complete Pupil Transportation Incident Report and give copies to (1) Parents or guardian and (2) Student's building principal.
3. Third offense: Bus driver will call parents, complete Pupil Transportation Incident Report indicating suspension of 1 to 5 days, and give copies to (1) Parents or guardian (2) Student's building principal

A second suspension of bus privileges requires a conference with the building principal before riding privileges are reinstated. The parent must contact the building principal.

The discipline process is for student conduct problems that develop slowly. The bus driver has the option of treating more serious offenses, extreme behaviors, or quickly escalating student encounters with either Second or Third Offense consequences immediately.

SCHOOL BUS REGULATIONS

A. Students must be on time at bus stops. If your bus had to wait as much as one minute extra at each bus stop, it would be between twenty to twenty-five minutes late. Students should remain well back from the roadway while awaiting the arrival of the bus. Bus riders should not move to board a bus until it is completely stopped and the door is open.

B. The bus drivers shall not start the bus until all students are seated. While the bus is in motion, all students must remain seated. When students are leaving the bus, they must wait until the bus comes to a complete stop before leaving their seats. This rule is critical to student safety and must be enforced.

C. Students must keep arms and hands inside the bus at all times. Students should not cross a highway before the bus arrives.

D. When leaving the bus, if it is necessary to cross the road, do not cross before the driver signals you to do so. Students should cross at least 10 feet in front of the bus and cross only after looking both ways to be sure no cars are approaching from either direction.

E. Bus drivers will not discharge students at any place other than the regular bus stop at home or at school without proper authorization from the parents or school official.

F. The aisles must be kept clear. Never place anything in the aisles that would impede traffic through it.

G. Conversation must be carried on in a normal tone of voice. There should be no shouting. When approaching a railroad crossing, absolute quiet is required.

H. Boisterous or profane language is forbidden. Vulgar language or acts should not be tolerated by students, parents, the bus driver, teachers, or any staff on buses. These incidents should be reported immediately for investigation and verification can be made, in an attempt to discourage such behavior.

I. It is against state laws to throw anything from a vehicle upon the streets or highways.

J. Students will not be destructive (Removing screws from back of seats or cutting upholstery) as it could affect the safety of the bus.

K. The driver of the bus is in charge and must be obeyed.

L. In the event of a road emergency, children are to follow the directions of the driver.

M. The bus driver is authorized to assign seats.

N. Drivers and students will treat each other with mutual respect. If a student becomes a problem, the bus driver will assign the student to a seat and inform the student of what is expected of him or her. The driver will also inform the parents of his action and why it was necessary to take the action.

ACTIVITY BUS

When the school provides transportation to and from events and contests, students are **required** to travel both ways under school supervision. Although we do not encourage students to ride home from contests with their parents, we understand there may be times when it is necessary. Therefore, deviation from this policy must be at the approval of the activity advisor or coach. Parents/guardians must sign out their students with the advisor/coach to account for the student's whereabouts.

In the case where small groups of participants must travel by car to contest centers, a coach or supervisor, or an adult approved by the administration, must assume the responsibility of driving said vehicles.

Revised: (8/2012)

TITLE IX COMPLIANCE

Title IX Compliance: the Estelline School District states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The District further commits itself to take remedial action, if it is necessary, to eliminate and discrimination on the basis of sex or to eliminate the effects of past discrimination. The compliance officer for the Estelline School District is: Jim Lentz, Superintendent.

STUDENT GRIEVANCE/COMPLAINT PROCEDURE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair or unjust, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability. The student grievance form may be obtained from the counselor or principal’s office.

The school district desires that student complaints and grievances be resolved through orderly processes and at the lowest possible level, but that channels are provided in instances when necessary. Grievances are processed through five steps: 1) staff member directly involved, 2) to the counselor, 3) to the principal, 4) to the superintendent, 5) complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The Board’s decision will be final unless an appeal is requested.

On all five levels, an informal conference is to be held within five days of the date of filing of the complaint so that no student’s complaint shall consume more than 25 days time in all. The burden of proof is upon the student to show that a rule is unfair/unjust and/or is discriminatory. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

If a student has a grievance, he/she should present it in writing to:

LEVEL 1: The first level involves the staff member directly involved in the said complaint/grievance. The staff member must hold an informal conference and discussion of said grievance within five days time of the date of filing. It is expected that many grievances may be resolved at this level.

LEVEL 2: If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the school counselor for an informal conference and discussion of said grievance within five days time of the date of filing.

LEVEL 3: If a student is not satisfied with the resolution made at level two, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance within five days time of the date of filing.

LEVEL 4: If a student is not satisfied with the resolution made at level three, he/she may appeal to the superintendent for an informal conference and discussion of said grievance within five days time of the date of filing.

LEVEL 5: Complaints that remain unresolved following any action of the superintendent (level four) may be referred in writing to the School Board for review. The Board’s decision will be final unless an appeal hearing is requested.

STUDENT GRIEVANCE FORM

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

- A. That a rule is unfair/unjust; and/or
- B. That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

COMPLAINT

Date _____

Check One Blank:

- Level 1, Staff Member
- Level 2, Counselor
- Level 3, Principal
- Level 4, Superintendent
- Level 5, School Board

I, _____, hereby file a grievance complaint to _____.
 My grievance is based on A. ___ B. ___ above. (More than one blank may be checked.)

Specifically, my grievance is:

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

 Student’s Signature

Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student’s right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

OPEN GYM POLICY

Estelline Arena and Weight Room Procedures
 Adult Community Use

- + Areas that may be used: Arena Gym – Weight Room area.
- + The Arena is available for public use for walking purposes from 6:15 AM until 8:00 AM during the regular school year. The custodial employees only responsibility is to make sure the building is unlocked and locked at the proper times. A Schedule will be posted on the bulletin board outside of the wellness room listing a schedule of availability.
- + School activities will take precedence over community use. A calendar will be posted concerning the building use by the school but it may change without notice.
- + No food, juice, or pop allowed in the weight room or Arena gym. Bottled water may be used as long as the cap is on when not being used. Street shoes cannot be used in either the gym or weight room, non-marking athletic shoes must be worn in the facilities.
- + Those lifting weights are required to have at least one spotter with them at all times.
- + Safety procedures are to be followed at all times when lifting.
- + The high school’s main gym may only be used with the supervision of a coach or other fulltime school employee.
- + The Arena gym is available for walking 6:15 a.m. – 8:00 a.m. during the regular school year.
- + The Estelline school district is not responsible for injuries sustained during the use of the Arena and weight room.
- + You are responsible for any damages that you produce that are the result of misuse or vandalism.
- + All users must sign the log-in sheet before using the facilities.

Student Use (In addition to the rules above.)

- + Only individuals who have graduated and are 18 or older are allowed to use any of the facilities without parental/employee supervision.
- + Adults (Those 18 or older and out of school) who would like to open the areas for student use may do so

by first meeting with the administration so that all responsibilities and duties can be covered and a document can be signed verifying that the adult takes responsibility for these duties including the actions of the students they are supervising. A calendar will be available from the activities director so that sign up for non-school use of the Arena gym can be scheduled.

- + Students in grades K-12 may use the facilities provided they have an approved adult supervisor physically with them at all times. The expectation of all behavior during Open Gym would be the same expectation of student behavior during any school activity.
- + All users will sign in the log-in sheet before using the facilities.

ARENA POLICY

ARENA USAGE:

- All students **MUST** have responsible adult supervision who has signed documentation in the district office and be present at **ALL** times while using the arena. Anyone under 18 must have responsible adult supervision and also have a signed waiver in the district office.
- Students are expected to use the arena during set open gym hours. Times will be made public and there will also be time scheduled for younger students.
- The arena is **CLOSED** to everyone between the hours of 10:00 p.m. - 6:00 a.m. **NO EXCEPTIONS.**
- The arena is opened from 6:15 a.m. – 8:00 a.m. for walkers to use.
- At **NO** time will smoking, drinking alcohol, or drugs be allowed in the gym. Smoking outside for adults (that are not students) is allowed.
- A waiver must be signed by anyone 18 years or older. Any adult wanted to supervise students must meet with the administration and sign documents noting rules and regulations of supervision of students.
- Keys must be obtained from school personnel. Extra keys will not be made. All students must have a signed waiver before being allowed to use the facilities during Open Gym.
- **NO** dunking or hanging from the rim. This is to ensure the safety of participants and to keep equipment in good condition.
- When the responsible person is ready to leave - then everyone needs to leave.
- Alumni may use the arena when no student activity is scheduled and during posted hours. Users will need to stop at business office and sign a waiver.
- Facility may be used for birthday parties, family gatherings, etc, but a contract must be obtained prior to using and to schedule a time.
- The main school gym will only be used if the arena is not available. Individual alumni or adults will not be allowed to use new gym.

ACTIVITIES CODE OF ETHICS/TRAINING RULES ESTELLINE PUBLIC SCHOOL

PHILOSOPHY AND PURPOSE

It is the intent of the school to encourage the growth of responsible citizenship among our students. We must also be concerned about the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health. We also desire to promote equity and a sense of order and discipline among students, therefore, this Code of Ethics must apply to all activities within our school.

We, the students, faculty, staff, school board members, and parents, in an effort to promote proper moral and academic standards declare the following “Code of Ethics”. This Code of Ethics will apply to: all sports, TATU, SADD, all-state chorus, all-state band, swing choir, show choir, pep club, annual staff, newspaper staff, oral interpretation, 3-Act play, 1-Act Play, student council, class officers, National Honor Society, and cheerleading.

CODE OF ETHICS

As a representative of Estelline High School and the community of Estelline, the student must always present him or herself in the most positive light to other communities. This code applies to when a student is

representing the school as a participant as well as a spectator. We never want anyone to think that Estelline represents anything less than the best. Representing Estelline High School is a privilege and comes with certain responsibilities. These include but are not limited to:

1. I will respect the rights and belief of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

No initiation activities or hazing is sanctioned for any class or group during the school year.

TRAINING RULES

Students will not:

1. Use tobacco products.
2. Drink or possess alcoholic beverages.
3. Use or possess any drug, drug paraphernalia or controlled substance unless prescribed by a physician. Violation of this rule will result in the dismissal of the student for the entire year according to state law.
4. Commit crimes against person or property.

These rules will be in effect all year round. There will be two classifications of offenses:

I. Class I – Misdemeanor or minor offenses; Misdemeanor shall be as defined or classified by state law. If the student is charged with or adjudicated for a misdemeanor, the penalty will be considered a Class I offense. If guilt is determined by confession or other means, the penalty will be invoked without formal testimony or regard to court disposition. The penalty for Class I violations are as follows:

1. The first offense the student will be suspended for three events/games or 21 consecutive days which ever is greater.
2. The 2nd offense will result in dismissal from the activity for remainder of season-but with parent permission the school district would work with the family to receive out of school professional counseling at the expense of the family and upon completion the student may return to activity participation (minimum suspension – 28 days or $\frac{3}{4}$ the number of contests, whichever is greater.) Suspensions will not be lifted until the athletic director has been notified, in writing, from the counselor conducting the sessions that counseling is complete.
3. The 3rd offense will result in suspension for all activities for the remainder of the time the student is in high school.
4. If the violation is reported by a reliable source other than the student, and can be verified by the administration, the punishment will be suspension from the team for the remainder of the season according to the penalties for the 2nd offense. If the penalty is a second offense and is not reported by the student, the penalty becomes a third offense. *Example: If the student is picked up on the weekend and must go to court, the student will report the violation on Monday to the coach or athletic director.*
5. The student will need to complete a full season/activity to fulfill his/her suspension. Special circumstances such as a season ending injury during the season are an exception.
6. A “day” for suspension is defined as an in-season day during a season or activity for which the student normally participates. *Example: A senior may not use basketball to serve a suspension in order to go out for track if the student has not participated in basketball in previous years.*

7. Suspensions cannot be served concurrently with time spent in jail; suspensions will be served following jail time.
8. Extra-curricular suspensions cannot be served while student is academically ineligible.

II. Class II – Felony or major offenses: Felony will be as defined by state law. If the student is charged with or adjudicated for a felony, the penalty will be considered a Class II offense. If guilt is determined by confession or other means, the penalty will be invoked without formal testimony or regard to court disposition. The penalty will be as follows:

1. The first violation will be dismissal from activities for one year.
2. The second violation will be dismissal from activities for the remainder of the time the student is in high school.

Violations during the school year must be reported within 72 hours by an individual (other than law enforcement agencies) who shall testify before the school administration and athletic director (if athletic suspension could result), and/or coach/advisor. It will be up to the student and student’s parents to report violations during the summer months. The accused person and/or the parent shall have the right to be present at all times. The final decision of guilt/innocence will be made by the Activities Director and advisor (if the incident involves activities) or athletic director and coach (if the incident involves athletics). The aggrieved party shall have their right to appeal the decision to the superintendent/CEO. Notice of appeal must be in writing within 5 days of the decision.

Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review at its next regularly scheduled board meeting. The Board’s decision will be final unless an appeal hearing is requested. There shall be written notice within 5 days for an appeal hearing if one is requested.

These training rules are meant to serve as a minimum standard for the student athletes. It is completely within the right of an individual coach to make the rules pertaining to his or her sport more strict. The coach or advisor will inform the student of the punishment following consultation with the administration. The administration will send a letter of notification to the parents or guardian.

This Code of Ethics has been set forth with the purpose of allowing students the privilege and honor of being a part of a successful program at Estelline High School, while at the same time being fair to the teammates, coaches, teachers, parents and community members.

Discipline Policy

Estelline Code of Behavior

Estelline School District’s Code of Behavior has been developed to enhance learning at Estelline School District. Staff and students are expected to display proper behavior towards other students, faculty, administration, and all other adult persons affiliated with the school.

Basic Expectations of Estelline junior high and high school students:

Honesty: telling the truth, meaning what you say

Responsibility: carrying out your obligations or duties, answering to your own actions

Respect: treating everyone, including yourself, with dignity

Self-Control: being able to control your own actions

Promise keeping: keeping your word

Equality: understand that all people have the same rights

Social Justice: treating all people fairly; being a people builder

Discipline is the training that improves a person’s actions and/or attitudes.

The Estelline Junior High and High School Discipline plan is as follows:

- When a student chooses not to follow the basic expectations as outlined above, he/she may be issued a disciplinary referral.
- After receiving the referral the Administrator will ask the student to complete a “Student Plan” form.
- The “Student Plan” is signed by the student first and teacher, and finally by an administrator. Failure to complete the procedure by the end of the lunch hour the next school day may result in an immediate in-school suspension. This suspension continues until the parents are contacted.
- A student’s accumulation of 3 referrals during a school year may result in suspension from school for not more than three days. Subsequent referrals will also result in suspension.
- Choosing the following behaviors may result in an automatic suspension from school.
 - Use and/or possession of alcohol or illegal drugs on school grounds, at school functions, or within the Drug-Free School Zone.
 - Use of tobacco products on school grounds, at school functions, or within the Drug-Free School Zone.
 - Stealing
 - Vandalism
 - Fighting
 - Profanity or other abusive language directed at a staff member
 - Any other action that causes a serious disruption to the safety and/or learning of others
 - Violation of the Acceptable Technology Use Policy

Name: _____ Date: _____ Time: _____

WRITE YOUR RESPONSES IN COMPLETE SENTENCES.

Background information: What did you do?

What school expectation(s) did you choose not to follow? (see list on other side)

What could you have done to avoid this situation?

How was this behavior harmful to you or others?

Student Plan

What might you do to prevent this type of behavior from happening in the future?

What will be done if this behavior happens again this school year?

This plan must be acceptable to the teacher before the Administrator can sign it.

