

# OELRICHS SCHOOL DISTRICT #23-3

*"Oelrichs School District is committed to providing a positive place for our students to grow and learn life skills for success."*

## STUDENT-PARENT HANDBOOK 2015-2016



*Home of the Tigers*

Oelrichs, SD 57763  
Phone: (605) 535-2631; Fax: (605) 535-2046  
<http://oelrichs.k12.sd.us>

**This Student Handbook belongs to**

NAME : \_\_\_\_\_

PHONE : \_\_\_\_\_ CELL : \_\_\_\_\_

## **CODE OF CONDUCT**

*The policies contained in this handbook have been prepared with the needs and welfare of our students, the community, and the school itself in mind. It shall be the individual student's responsibility to develop the proper attitude toward school and the development of an acceptable code of conduct and behavior. The parents and teaching staff will help guide, but the ultimate responsibility lies with the student.*

## **AGREEMENT**

*By the act of registering at Oelrichs School District #23-3, the student and his/her parents/guardians agree to pursue the educational objectives and practices as stated in this handbook and to respectfully observe the disciplinary code of the school. These norms and policies remain in effect for the academic year until, and including, graduation.*

## **REVISION**

*After review by and upon the recommendation of the Oelrichs Public School Board, this handbook was approved on July 13, 2015.*

## **RIGHT TO AMEND**

*The Administration and School Board of Oelrichs School District #23-3 reserves the right to amend this handbook at any time during the school year. Parents/guardians will be informed about any amendments that may be adopted.*

## TABLE OF CONTENTS

	Page (s)
1. Mission Statement of Oelrichs School District	4
2. Office Procedures	4
3. School Personnel	4-5
4. Enrollment and Registration Procedures	5-6
5. Student Information Policies	6-8
6. Calendars and Schedules	8-9
7. Academic Class Scheduling Policies	9
8. Required Course of Study	9-12
9. Academic Evaluation Policies	12-15
10. Academic Awards and Scholarships	15-17
11. Student Safety and Health	17-19
12. Student Services	19-22
13. Attendance Policies	23-26
14. Student Conduct and Responsibility	26-29
15. Safe School Policies	29-31
16. Student Discipline Policies	31-34
17. Sanctions	35-36
18. Student Rights and Privileges	36-39
19. Co-Curricular Activities	39-41
20. Parent Involvement	41-42
21. Parent/Student/School Compact	42-43
22. Mandatory Sign-Off Sheet	43

## **1. MISSION STATEMENT OF OELRICHS SCHOOL DISTRICT**

### *1.1. THE MISSION STATEMENT OF OELRICHS SCHOOL DISTRICT*

**“Oelrichs School District is committed to providing a positive place for our students to grow and learn life skills for success.”**

## **2. OFFICE PROCEDURES**

### *2.1. SCHOOL OFFICE HOURS*

Office hours are from 7:00am-4:30pm Monday thru Friday. The office remains closed on Saturdays and Sundays and on all public holidays. During the summer vacation, the office will remain open.

### *2.2. VISITORS TO THE SCHOOL*

1. For safe school reasons, visitors, including parents/guardians, must first report to the school office before going elsewhere in the building.
2. In order to maintain a safe environment, visitors must display a visitor’s sticker at all times while in the building.
3. Visitors who would like to sit in on classes must request permission in advance. Student visitors must be accompanied by an Oelrichs School student at all times. The visiting student and the Oelrichs student must provide the office with a letter from their parents/guardians granting permission.

### *2.3. CONFERENCES AND APPOINTMENTS*

1. The administration may be available for conferences by prior appointment during school hours. Appointments can be set up personally or by contacting the executive secretary.
2. Similarly, teachers can meet for conferences by prior appointment in their prep periods or after school. These appointments can be arranged either personally with the teacher or by contacting the school office.
3. Parents/guardians who would like to sit in on the classes of their student/s need to call and set things up at least a week in advance. Last minute requests cannot be entertained.

### *2.4. TELEPHONE AND FAX*

1. The school phone number is **(605) 535-2631**. The school fax number is **(605) 535-2046**.
2. Teachers and students are not called to the phone during class hours, but messages are passed on to them. In the case of an emergency, the administration needs to be contacted first.
3. Students needing to use the telephone can be done during lunch break or before and after school.

## **3. SCHOOL PERSONNEL**

### *3.1. PERSONNEL LISTINGS*

#### ***Administration***

CEO/Superintendent

Dr. Mitch Stone

School Improvement Director/Principal  
K-12 Reading Specialist  
Business Manager  
Office Manager

LuAnn Werdel  
Sheri Coleman  
Open until filled  
Lee Linehan

Because of possible changes in staffing from the time of printing this agenda and the time when the academic year begins, the list of school staff for the year is provided to students and parents/guardians on the first day of school.

### *3.2. JOB DESCRIPTIONS*

#### ***Dean of Students (DOS)***

The Dean of Students is responsible to the school administration for matters relating to students. The DOS works with students' parents/ guardians and the staff on student-related issues. The DOS assists the school administration in other duties as assigned.

#### ***Director for Athletics/Activities Director (AD)***

The Director for Athletics is responsible for planning and executing the school's athletic programs. The AD also plans and looks after the school's athletic budget. The AD assists the administration in other duties as assigned.

#### ***Teachers***

The primary responsibility of a teacher is toward the teaching of the classes for which they have been contracted and those assigned to them. Teachers also fulfill other outside-the-classroom duties that are necessary for effective operation of the school's programs and any additional responsibilities that may be assigned or delegated to them.

#### ***Paraprofessionals***

Paras are responsible for classroom duties, which are assigned to them by the teacher to whom they are appointed. They are also obliged to fulfill extra-curricular duties and other delegated tasks.

#### ***Guidance Counselors***

The Guidance Counselors are responsible for implementing the school's Guidance Plan. The Guidance Plan focuses on three major areas:

- (1) Educational development and success of students,
- (2) Student personal and social development, and
- (3) Student career development and life planning.

#### ***School Custodians***

The school custodians are responsible for maintaining the cleanliness of the school's buildings and facilities. The custodians also fulfill other responsibilities that are assigned to them by the administration.

## **4. ENROLLMENT & REGISTRATION PROCEDURES**

The following policies govern student enrollment and registration procedures to Oelrichs School District:

#### ***4.1. GENERAL REQUIREMENTS***

1. Students must live in the Oelrichs District #23-3 school area.
2. If a student is transferring from another district, they will be asked to fill out an open-enrollment form if coming in from out of the district.
3. An open-enrolled student will not be allowed to register for school after fifteen (15) days into a semester, unless the student has permission to do so from the Administration and Board of Education.

#### ***4.2. PLACEMENT OF TRANSFER STUDENTS/HOME-SCHOOL STUDENTS***

1. Students who transfer from a school accredited by the State Department of Education to another school accredited by the State Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education, shall be evaluated by the staff of the accredited school to determine the student's proper placement in the accredited school.
3. All new enrollments in Oelrichs Public School #23-3 are "Probationary Enrollments" and remain probationary until the administration receives the student's records from his/her previous school and determine that the enrollment is within guidelines established by Oelrichs School Board Policies and all state and federal laws and regulations.
4. The administration will attempt to obtain student records from previous schools; however, it is the parent's responsibility to obtain records in a timely fashion. If the school does not receive complete records, the student may be denied enrollment.

### **5. STUDENT INFORMATION POLICIES**

#### ***5.1. STUDENT RECORDS POLICY***

1. Official student Information files usually contain these documents:
  - (a.) Academic transcripts and testing scores
  - (b.) Emergency medical release and contact information
  - (c.) Copy of the Birth Certificate
  - (d.) Immunization Record

#### ***5.2. RELEASE OF STUDENT INFORMATION POLICY/CONFIDENTIALITY-FERPA***

1. The Oelrichs Public School, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), has established the following policy on school records:
  - (a.) Parents/guardians are guaranteed the right to inspect and review any and all official records, files, and data directly related to their children.
  - (b.) To insure a complete understanding of the contents of such data files and records, the inspection and review will be done with a school official. Students eighteen (18) years or older will have the same right with the same conditions in reviewing their own files.
  - (c.) Any authorized person desiring to review said records will be asked to sign a statement indicating that they were granted access to the file and that the contents were reviewed with them by a school official.

(d.) Parents have the right to a hearing to challenge any part of the records which they deem inappropriate enough to request a correction or deletion. Complaints can be filed with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SD  
Washington, DC 20202-5901

2. The Oelrichs Public School will prohibit the release of a student's records except for the following circumstances:

- (a.) For use by local school officials.
- (b.) To facilitate the transfer to another school where the student is enrolled.
- (c.) Upon written parental consent specifying the records to be released.
- (d.) For compliance with a judicial order or subpoena.
- (e.) To graduates.

3. All persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the student record for inspection by the parents or student indicating specifically the legitimate educational or other interest that each person, agency, or organization has in seeking the information.

4. The person desiring access to the records must agree not to transfer the information to another person without written consent of the student's parent/guardian.

5. School record remains at Oelrichs Public School after graduation. Schools students desire to attend an institution of higher education, prospective employers, and the student himself/herself may request information from his/her school record. The major items found on the permanent record are:

- (1) Factual information (name of parents, date of birth, address)
- (2) The grades earned
- (3) The results received from taking special tests

5.3. *PARENT PORTAL* (Visit the Superintendent's office for more details and / or to sign up):

1. Parents and guardians having access to the internet and a computer are able to access the current student information twenty-four (24) hours a day and seven (7) days per week. The Internet Campus Parent Portal is located at the following internet address: <https://sis1.ddncampus.net/campus/main.xsl>.

Please contact the school for exclusive passwords for your child's information. Information available on the Oelrichs Parent Portal is as follows:

- a. Current grades posted in teacher's grade book
- b. Assignments due
- c. Behavior
- d. Student Schedule with assignments and current grades
- e. Missing assignments
- f. High School Transcript (Grades 9-12)
- g. Attendance information

#### *5.4. CONFIDENTIALITY OF MEDICAL CONDITION POLICY*

1. A student's medical records and/or conditions are personal. Any discussion, speculation, or disclosure of a student's medical condition shall be considered a serious breach of professional ethics and will be treated as such, unless all concerned parties have agreed to permit such a disclosure.
2. In order to ensure a safe and healthy school environment, school administrators, health officials, and the student's teacher(s) have a right to be informed if a student has a special condition or suffers/carries a communicable disease or infection.

#### *5.5. SCHOOL DAY*

1. The doors of the school building open at 8:00 am. Students will not be admitted any earlier except in cases of inclement weather or an appointment with a teacher.
2. All students not involved in before school activities, are to be under supervision of a teacher. Loitering in the hallways and stairways is not allowed.
3. Students not involved in school related and supervised activities after regular school hours are to leave the school on the afternoon bus (3:45 PM).

#### *5.6. LOST & FOUND*

All articles found in classrooms or hallways should be turned into the Superintendent's office where one may recover his / her property by properly identifying it.

#### *5.7. STUDENT INSURANCE*

1. The School District, together with an insurance company, offers student accident insurance policies at various costs per student in Grades K-12. The policy covers students traveling to and from school, during school hours, and while on school related activities.
2. It is recommended that parents who have students participating in school activities such as band, interscholastic athletics, vocational classes, or other extracurricular activities purchase school insurance. The school, by law carries no individual insurance. Those students participating in interscholastic football will be required to provide proof of accident insurance coverage in order to be eligible for football.
3. Parents should note that the school district assumes no obligation to pay for the medical costs of students injured in school or on school related activities. This applies to those students who are not insured under school's insurance benefits and includes actual medical costs for those pupils who are covered under the present policy.

#### *5.8. BULLETIN BOARDS*

1. General information and special announcements will appear from time to time on the lobby bulletin boards. All school activities must be approved by the Administration and put on the calendar two (2) weeks prior to the day the activity is to take place.
2. Any poster to be placed in the halls by student organizations must be initialed by the sponsoring staff member and submitted to the office for approval.

### **6. CALENDARS & SCHEDULES**

#### *6.1. UNANTICIPATED SCHEDULE CHANGES*



1. When there are changes in the calendar or schedule because of unanticipated reasons (eg: a mechanical breakdown or severe weather conditions, etc.), students and their parents/guardians are advised to listen to the local radio stations.
2. Parents/guardians will also be notified by School Reach (automated calling system of any change in the school schedule including school closings, late starts, or early dismissals.
3. Parents/guardians are advised to call the School Office in the case of doubts regarding any unanticipated changes in the school schedule.
4. Assuming that the school schedule will be changed or that classes will be cancelled, no matter what the reason, will not be accepted as a reason to excuse a student's absence from school or a late arrival.
5. The school will not be liable for delays resulting from weather-related conditions and other circumstances beyond the control of the school.

### *6.2. MONTHLY CALENDAR & NEWSLETTER*

Monthly calendars and newsletter are mailed home. Parents/guardians are advised to check the school website for the latest updates on calendars at: <http://oelrichs.k12.sd.us>

### *6.3. DAILY SCHEDULES*

1. The regular school day begins at 8:00 am and ends by 3:33 pm.
2. The school has schedules with different class timings that are used depending on need or circumstance.
3. A corresponding schedule is followed on days when Early-Dismissal or Late-Start class days are announced (usually because of anticipated weather conditions or for planned school activities).
4. Parents/guardians are expected to leave students in school only when there is supervision. Supervision does not begin until 8:00 am, and lasts until 3:45 pm (when the afternoon bus departs & 5:30 pm for after school programs). The school does not assume responsibility or liability for students who are at school at other times unless they are at school to participate in a school-sponsored and supervised athletic or after-school program.

### *6.6. YEARLY CALENDAR*

The Oelrichs School District Yearly Calendar is posted on the school's website <http://oelrichs.k12.sd.us> and copies will also be sent home with the students on the first day of school.

## **7. ACADEMIC CLASS SCHEDULING POLICIES**

1. Student schedules are based on graduation requirements, the courses offered during the semester, and the student's personal preference. The final determination of a student's schedule and courses rests with the Administration.
2. Students may drop/add a class within the first week during their 1<sup>st</sup> Semester.
3. When circumstances warrant it, the Administration may request home study. This is done strictly on an individual basis.

## **8. REQUIRED COURSE OF STUDY**

### *8.1. COURSES & CREDITS*

1. The following graduation requirements follow the South Dakota Department of Education High School Graduation Requirements (approved by the SDBOE. Nov. 2, 2009).

2. A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- |   |   |
|---|---|
| 1. 4.5 units of Language Arts-must include:<br>Writing – 1.5 units<br>Literature – 1.5 units<br>(must include .5 unit of American Literature)<br>Speech or Debate -- .5 unit<br>Language Arts elective -- .5 unit | 4. Three units of Social Studies –<br>U.S History – 1 unit<br>U.S. Government -- .5 unit<br>World History -- 1 unit<br>Geography -- .5 unit                             |
| 2. Three units of Mathematics – must include:<br>Algebra I – 1 unit<br>*Algebra II – 1 unit<br>Geometry – 1 unit  | 5. One unit of the following:<br>Approved Career & Technology<br>Capstone Experience or Service<br>World Language   |
| 3. Three units of Lab Science – must include:<br>Biology – 1 unit<br>Any Physical Science – 1 unit<br><br>*Chemistry or Physics – 1 unit  | 6. One unit of Fine Arts<br><br>7. One-half unit of Finance or<br>Economics<br>8. One-half unit of P.E<br>9. One-half unit of Health<br>10. Five (5) units of electives |

\*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

Required beginning Sept. 1, 2013 regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credit may be granted for each activity in each school year.

South Dakota high schools must offer a Capstone Experience (Senior Experience, Youth Internship or Entrepreneurship Experience) OR Service Learning. Not all of the options have to be offered, though a school could choose to offer them all, or several, if they

wish. For more information, visit; <http://doe.sd.gov/octe/capstone.asp>. State graduation requirements can be found at: <http://doe.sd.gov/octe/gradrequirements.asp>.

## 8.2. CREDIT CLASSIFICATION

Classification with credit received before the year starts for students. The number of credits received will determine what class the student is a member.

Senior:	17 credits or more
Junior:	11 credits to 16.5 credits
Sophomore:	5 credits to 10.5 credits
Freshman:	8 <sup>th</sup> Grade graduation

## 8.3. BAND/CHORUS AS FINE ARTS CREDIT

1. Participation in Band and/or Chorus for a Fine Arts credit to meet the State Board of Education's high school graduation requirements shall be permitted with the following requirements objectives and evaluation procedures:

### A. Participation Requirements:

- 1) A student will be present for 90% of the Band and/or Chorus rehearsals and all scheduled performances.
- 2) A student may be excused from a performance by the instructor, provided good cause is shown.

### B. Objectives:

- 1) To provide students with knowledge, attitude, and interest in music
- 2) To provide students with ability and expertise in group and solo performance such as concerts, contests, and tryouts for All-State groups
- 3) To instill a sense of responsibility in the students, self-reliance for participation in rehearsals, lessons, and performances plus care of equipment and materials.

### C. Evaluation:

- 1) Students will be graded on participation and attitude in and toward the activity.
- 2) Students may be asked to complete written assignments to enhance knowledge an background in music.
- 3) Students may be given and graded on a written test over musical terms pertaining to the music being taught and performed.
- 4) Passing grade obtained from an average of the above will be required to obtain Fine Arts credit to meet the graduation requirements.

### D. Credit will be earned and graded as follows:

- 1) A student who has participated in Band will be eligible for one-half (1/2) unit of credit providing passing grades are attained per semester.
- 2) A student who has participated in Chorus will be eligible for one-half (1/2) unit of credit provided passing grades are attained per semester.

## 8.4 CREDIT CHECKS

The school counselor will do periodic checks of student grades. Parents/Guardians will be notified of any difficulties/concerns, etc. Seniors' grades will be checked bi-weekly during 3<sup>rd</sup> quarter and weekly during 4<sup>th</sup> quarter. Parents/Guardians will be notified of any difficulties/concerns, etc.

### 8.5 EARLY GRADUATION AND BLENDED LEARNING

1. Graduation in less than four (4) full academic years will be discouraged.
2. Students who will meet the graduation requirements by the end of their first semester senior year or final semester of their junior year must submit a letter of application to the principal no later than the end of the first semester of the junior year. This letter must be signed by the student's parent, have the approval of the guidance counselor and the administration.
3. The student may graduate early at the discretion of the Board of Education.

## 9. ACADEMIC EVALUATION POLICIES

### 9.1. GRADING POLICY

1. Student grading is done comprehensively and, in addition to the student's performance on tests and exams, takes into account the student's effort, participation, and work done during the semester.
2. Semester grades are determined by averaging the two quarter grades.
3. Semester exams are a prerequisite for the second and fourth quarter grades.
4. In high school, an "F" and incomplete grades will receive no (0) credit.
5. All students must meet outcomes in classes with no less than 69% in order to graduate from Oelrichs High School.

### 9.2. PROGRESS REPORTS

Progress reports are compiled and sent at every mid-quarter. It is imperative that parents/guardians follow the recommendations for improvement when students are faring poorly academically.

### 9.3. REPORT CARDS

Report cards are distributed at parent-teacher conferences and/or sent by mail at the end of each quarter. In addition to these quarter grades, a mid-quarter grade will be determined by the teachers and will be made available to students and parents/guardians.

9.4. *GRADING STANDARDS* Permanent grades are determined at the end of each semester. The meaning of academic grades is as follows:

<i>Grade</i>	<i>Scores</i>	<i>GPA</i>	<i>Status</i>
<b>A</b>	93-100	4.00	Excellent Work
<b>B</b>	85-92	3.00	Good Work
<b>C</b>	77-84	2.00	Average Work
<b>D</b>	70-76	1.00	Below Average
<b>F</b>	69 and below	0.00	Failure

### 9.5. FINAL EXAMS POLICY

1. At the end of each semester, final exams that are comprehensive for the semester are conducted in each course offered at school.

2. Students who are absent for the final exam get an “F” on the exam.
3. Final exams will not exceed 10% of a semester grade.

#### 9.6. *ONLINE VERIFICATION OF GRADES*

The web-based computerized grading system (Digital Dakota Network) at Oelrichs makes it possible for parents/guardians to view their student’s grades and the academic performance online. The link for this website can be found at <http://oelrichs.k12.sd.us> Please contact the school office to have access to this facility.

#### 9.7. *FAILING GRADES*

Students in grades 9-12 that fail a core class during the school year will be highly encouraged to attend Summer Enrichment. Students in grades K-6 will attend Summer Enrichment upon recommendation by a teacher or by choice. After School Programs (ASP) will also be available for students failing any class (3:35-5:30). Also, an after school activities bus will available for students who participate in ASP.

#### 9.8. *KINDERGARTEN, MUSIC, & PE GRADING SYSTEM (GRADES K-6)*

##### GRADE EXPLANATION

E	Above Grade Level-Excellent Work
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

#### 9.9. *KINDERGARTEN EXPECTATIONS*

Parents, please remember your child must demonstrate the following tasks independently at school. Help your child study at home with assignments but do not complete the assignments for them.

- Identify basic colors: red, yellow, blue, orange, green, purple, black, white, brown, and pink.
- Identify and reproduce (draw) basic shapes: Circle, line, rectangle, semi-circle, triangle star, diamond, square, heart, and oval.
- Recognize and write first and last name.
- Identify same and different.
- Identify left and right.
- Identify positions: up, down, top, middle, bottom, in front of, between, behind, before, after, beginning, middle, and end.
- Identify, count, and write numerals 0-30 in and out of sequence.
- Count to 100 orally by ones and tens.
- Count backwards from 10-1.
- State address, birthday, and phone numbers.
- Identify fractions to the half.
- Recognize and identify ordinal numbers to the tenth place: first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, and tenth.
- Tell time to the hour.
- Measure length by units.

- Recognize the use of a thermometer to measure temperature.
- Recognize the use of a calendar to tell time.
- Identify the days of the week and months of the year.
- Identify, give the value, and count money: penny, nickel, dime, quarter, and dollar.
- Construct and read information on a picture/bar graph.
- Identify, copy, and construct a pattern.
- Sort objects by color, size, shape, and kind.
- Add and subtract to ten (10) with and without manipulative.
- Identify and write every letter of the alphabet in upper case (capital) and lower case forms in and out of sequence legibly.
- Sequence the alphabet from Aa to Zz.
- Identify beginning consonant sounds.
- Identify ending consonant sounds.
- Identify middle vowel sounds (with teacher assistance).
- Blend letters to create words.
- Retell and sequence events in a story.
- Recall main idea and details of a story.
- Tie shoes, button/snap/zip clothing.
- Demonstrate the ability to work in a group setting and independently in a timely fashion.

#### *9.10. GRADES 1<sup>st</sup>-6<sup>th</sup> PROMOTION/RETENTION*

1. Students must not miss more than twenty (20) total days of school in a school year or ten (10) days in a semester.
2. The Superintendent will make the final determination regarding elementary promotion or retention.

#### *9.11. LATE WORK & MAKE-UP WORK*

All student work that is assigned is due on the assignments due date.

- a. Students who are in school, but turn in work after the due date may face a grading penalty through their teacher's individual classroom policies and expectation.
- b. Students who are absent will have two days to make up missing assignments for full credit.
- c. No late work, with the exception of student work that qualifies under point (b), will be accepted after a grading period (mid-quarter, quarter, semester). \*Unless there has been extenuating circumstances such as a lengthy illness or other excused absences.

#### *9.12. ACADEMIC HONESTY AND CHEATING*

Excellence that comes at the expense of academic honesty is of no value. The school realizes that a choice to cheat, copy, or plagiarize, no matter how small, diminishes one's integrity. Oelrichs is committed in the resolve that any work presented that is not one's own will be treated most seriously. Cheating is not tolerated.

Accordingly, all students at Oelrichs are expected to:

1. Complete original research for all papers, projects, oral presentations, or lab reports.
2. Acknowledge another person's contribution by citing it.
3. Must not permit other students to copy their work -- on papers, projects, oral presentations, or lab reports.
4. Complete quizzes, tests, and examinations without seeking the help of others or offering to help others.
5. The consequence for violating the school's academic honesty policy is as follows:
  - (a) The student is given a zero on work with no make-up possible; and the teacher reiterates the school policy on academic honesty, contacts the parent/guardian and makes a report to administration.
  - (b) Multiple accounts of cheating may cause suspension and/or a student in a failing grade for the class.

## **10. ACADEMIC AWARDS & SCHOLARSHIPS**

### *10.1. NATIONAL HONOR SOCIETY*

The purpose of the National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in secondary school students.

1. Selection into NHS is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirements, students must have a cumulative GPA that equals or exceeds 3.0 on a 4.0 scale.
2. Qualified students are invited to complete the application form that is submitted to a faculty council for review. Selection for NHS membership is by vote of the faculty council based on the above-mentioned four criteria and the completed application form.

### *10.2. HONOR ROLL*

To recognize and encourage its academic high-achievers, Oelrichs has a two-tier honor roll system. Grade point averages are based on a four (4) point grading scale.

1. A Honor Roll -- To qualify for this honor, a student must secure a GPA of 3.5 or higher.
2. B Honor Roll -- To qualify for this honor, a student must secure a GPA of 3.0 or higher.

### *10.3. KINDERGARTEN and 8<sup>th</sup> GRADE GRADUATION CEREMONY*

Kindergarten and 8<sup>th</sup> grade students that are promoted to the next grade may participate in the regular graduation ceremony with the senior graduates or administration has the option to schedule those at other times.

### *10.4 HIGH SCHOOL GRADUATION CEREMONY*

1. Graduation is traditionally held on the third or fourth Saturday in May.
2. It is tradition for the senior class to choose which cap and gown color, commencement speaker, and motto they would like to use.
3. Any students requesting to wear traditional dress must receive prior permission from the administration.

### *10.5. CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN*

The Valedictorian and Salutatorian have the opportunity of addressing their class at the graduation ceremony. Their class sponsor will work with them on their speeches/presentations and approve it with the principal.

1. Only students enrolled in Oelrichs High School from the beginning of their senior year or longer will be considered.
2. Candidates must have attained a grade point average (GPA) of 3.0 or higher based upon eight (8) semesters of high school.
3. The highest GPA will be Valedictorian. The second highest will be Salutatorian. In the event of a tie, GPA will be figured up to the fourth decimal place (or ACT or SAT scores will be considered).
4. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible.
5. Eligible candidates must have participated in at least one (1) co-curricular activity such as sports, drama, music, student council, etc.

### *10.6. AWARD'S DAY*

1. Awards for Academic (Honor Roll), Attendance and Co-curricular excellence will be given during the Award's Day ceremony at the end of each semester.
2. End of the year additional awards are: Academic Excellence in subject areas Grades 9-12, Excellence in Music and Sports, Valedictorian & Salutatorian.

### *10.7. ACADEMIC LETTER*

Students are eligible to letter in academics in grades 9-12. The following criteria will be used in determining eligibility:

1. Grade Point Average (GPA) is based on each nine (9) week period for the first three (3) nine (9) week periods of a school year.
2. A 3.7 GPA will be considered as the cut off.
3. No grade can be lower than a "C".
4. Students must be enrolled in at least four (4) core areas during the time period in question (Math, Science, Language Arts, Social Studies). Need not be all four (4) areas, but they must be taking four (4) core classes.
5. The student must not be in violation of the attendance policy (ten (10) days).
6. A student will not receive a letter if they received Out-of-School Suspension (OSS) or has been placed in In-School Suspension (ISS) for more than two (2) days.

### *10.8. SCHOLARSHIPS*

Students planning to attend some form of post high school education are eligible to compete for scholarship awards. Although application for local scholarships usually is done during the spring semester of the final year of high school, it is necessary to plan early. Most scholarships are given on the basis of academic performance with consideration given for financial need. Academic performance includes:

1. All grades and course work taken in Grades 9-12.



2. Classes with a higher level of study are given more points than lower level class. I.e; A student may have an “A” in Phase 2 English and receive lower points for scholarship placement than a Phase 3 English student with a “B”. Therefore, it is important to strive for academic excellence from the beginning of your high school career.
3. Scholarship application information is available from the guidance office and will be thoroughly covered during the fall of Grade 12.
4. Freshmen, sophomores and juniors wishing to find out more about local scholarships (for planning purposes) are asked to make an appointment with the guidance counselor.

#### *10.9. SCHOLARSHIP FORMULA*

College Preparatory classes taken	25%
Grade Point Average	50%
ACT	25%

\*Senior parents should talk to the guidance counselor if they have any questions and/or would like to see a list of local scholarships.

#### *10.10. REGENT’S SCHOLAR DIPLOMA*

1. The Department of Education and the Board of Regents annually recognize seniors committed to academic excellence by issuing Regents’ Scholar diplomas.
2. Recipients of Regents’ Scholar diplomas are accepted for automatic entrance to any of the six (6) institutions of higher education in South Dakota.

### **11. STUDENT SAFETY AND HEALTH**

#### *11.1. FIRE OR EMERGENCY DRILLS*

These drills are indicated by the fire alarm system. There are maps posted in all classrooms of designated routes to evacuate. Instruction for drills will be given by teachers. Students will move briskly and safely along the prescribed routes and away from the building. They will stay outside until the signal to return is given. It is essential that order be maintained to insure safety to all. An alternate route from each room must be established in case the regular route is blocked.

#### *11.2. INCLEMENT/SEVERE WEATHER*

1. During School Hours: Procedures are in place for each attendance center to ensure the maximum safety for students in the event of severe weather. School personnel will also attempt to contact all parents by phone through an automated delivery service. Please provide the school with updated contact information for proper communication.
2. Before School Hours: In the event of severe weather, the Superintendent’s office may postpone or close school. All “School Cancellations” will be made over the following radio and television stations, usually prior to 6:30am: KILI (90.1FM), Oglala; KCSR (610AM), Chadron; KZSK (97.5FM), Chadron; KOTA-TV and KEVN-TV in Rapid City; and KELO-TV in Sioux Falls. Parents will also be contacted through the automated delivery service. Please provide the school with updated contact information for proper communication.

### *11.3. HEALTH*

1. Students need to be healthy to attend school. Please do not send your child to school when he/she is ill. If your child becomes ill at school, you will be contacted to pick up your child.
2. Oelrichs Public School does not furnish medicines of any kind to students. If your child must have medication of any type, including over-the-counter medicine, given during school hours:
  - (1) You may come to school and give it to the child at the appropriate time.
  - (2) You may bring in or have the student bring in medication(s), accompanied by a note from you; however, each medication must be in a pharmacy-labeled bottle containing the medication and instructions on how/when it is to be given. The medication must remain in the office during the school day with the exception of inhalers for respiratory conditions, which may be in the teacher or child's possession.
  - (3) At the end of the school year, all unused medications sent to school will be returned to parent/guardian who supplied them or destroyed at their request.
  - (4) The school administration will
    - a. Inform appropriate school personnel of the medication.
    - b. Organize a practical plan for assisting students to take medication. The correct time and medication dose should be clearly stated.
    - c. Provide form for parent/physician consent.
    - d. Instruct principal's designee in purpose, time, and amount of dose of medication and how to record on student's medical log.
  - (5) The parent of the child must assume responsibility for informing the administration of any change in the child's health and/or medication needs.
  - (6) The school district retains the discretion to reject requests for the administration of the medicine. (a copy of this protocol will be provided to parents upon their request for the administration of medicine in the school)

### *11.4. HEAD LICE POLICY*

A student with an active head lice infestation likely has had the infestation for one month or more by the time it is discovered. If a child is identified with live lice, the parent/guardian will be notified by the school with written treatment instructions. The parents/guardians will be expected to pick up the child when the live lice are identified. The parents must treat the child using the instructions that were given by the school. The child may return to school the following day only if the treatment was completed. The school will maintain records or documentation of letters sent home regarding head lice.

If there is a third occurrence of live head lice, the parent/guardian will once again be contacted and the child will be sent home. Before the child is allowed to return, the parent/guardian must make arrangements with the school nurse to check their child's head before they can re-enter the classroom. There must be obvious evidence of improvement (no live lice and decreased number of nits) before the child will be allowed back in the classroom.

There will not be routine classroom head checks.

### *11.5 ILLNESS OR INJURY*

1. Students who become ill during the school day should report to the office. If necessary, the principal, after contacting the parents, may approve the student's leaving school. Students are reminded to follow this procedure and to make sure they check out from the office before leaving.
2. Students who are injured at school will be treated and transported as soon as possible to the nearest medical facility available or to the facility designated by the parent/guardian.

### *11.6. COMMUNICABLE DISEASES*

Control of communicable disease should be the primary concern of all parties. Policies and guidelines related to the outbreaks of communicable diseases and illnesses in the schools within this district have been developed with the help of the local health departments to protect the groups as a whole as well as the health of your own child. We ask that parents assist by keeping sick children home. If they have or have experienced any of the following symptoms in the last twenty-four (24) hours, they will need to be kept at home:

1. A fever of one-hundred (100) degrees or higher
2. Signs of a newly developed persistent and/or severe cough
- 3 .Diarrhea
4. Any discharge or drainage from the eyes, ears, or open sores
5. Any rash without documentation from the child's physician or parent explaining the rash and course of treatment.

Students exhibiting any of the symptoms above will be sent home as soon as possible.

## **12. STUDENT SERVICES**

### *12.1 GUIDANCE AND COUNSELING*

1. Students are encouraged to use the school's counseling services.
2. Permission to see a counselor needs to be obtained from the classroom teacher in advance.

### *12.2. LIBRARY*

1. Library hours are from 8:00am-3:30 pm.
2. No books, magazines, or other materials of any kind, may be taken from the library without being checked out at the librarian's desk.
3. Reference books must not leave the library.
4. Magazines may be checked out overnight for class work. All magazine shelves are labeled. Please return magazines to the proper place.
5. All students with overdue books will receive a written reminder to return their books. If, after ten (10) days, a book is not returned, students will be charged the full price of the book plus the flat fee of \$3.00 to cover replacement and processing expenses.

### *12.3. TEXTBOOKS*

1. Textbooks are furnished free of charge to students.
2. In the case of unusual wear and tear, willful destruction, or the loss of a book, students will be charged the cost of the book.

#### *12.4. TELEPHONE*

1. A phone for student use is provided in the high school office. The phone is for local outgoing calls only.
2. Students will not be called to the office to take phone calls unless there is an extreme emergency, in which case, the administration would need to be notified first.

#### *12.5. LOCKERS*

School lockers are school property on loan to the student for the school year. As owners of the lockers, the administration reserves the right to access the lockers for inspection and/or maintenance purposes. (*refer section #15.3*).

1. No student is permitted to lock or otherwise impede access to any locker except with a device approved by the school. Unapproved devices shall be removed and destroyed.
2. Students will be responsible for whatever is in their assigned locker, regardless of whether they claim to have placed a given item within the locker or not. Students experiencing problems with their lockers are encouraged to bring them to the attention of the administration.
3. A fine of not less than \$10.00 will be charged to students who put graffiti on their locker or damage it in any way.

#### *12.6. COMPUTERS, COMPUTER NETWORK, AND ACCEPTABLE USE*

Students are provided with access to computers and a computer network, which includes Internet access. This service is a privilege offered to students to support their educational experience at Oelrichs Public School. The following guidelines are provided so that students are aware of the responsibilities and obligations of this privilege. If a student violates any of these provisions their use or access may be terminated, future access could be denied, and the school's discipline policies may be applied (refer to section #20).

Internet- Terms and conditions as outlined in the Child Protection Act

Privileges – The use of the Internet is a privilege, not a right and inappropriate use may result in a cancellation of those privileges. School administration will deem what is inappropriate use and its decision is final. Faculty, staff and network administrators may request student access be denied, revoked, or suspended.

Students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications can and will be monitored. Students should not under any circumstances expect that messages or files that are created, modified, transmitted, received, or stored on school equipment are private. Students who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary action as determined appropriate by school officials.

Acceptable Use – Internet use must be in support of education and research and consistent with the educational objectives and mission of Oelrichs Public

School. Transmission of any material in violation of any federal or state regulation is prohibited. Users are expected to abide by generally accepted rules of network etiquette.

Unacceptable Uses – The following uses of the school’s computer system and Internet are considered unacceptable for students but are not limited to the following:

1. Users will not use the school’s system to access, review, upload, download, store, print, post, receive, transmit or distribute:

a. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language—this includes any and all forms of cyber bullying whether originating from the school’s system or from an outside computer that impacts Oelrichs students or the school;

c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. Information or materials that could cause damage or danger of disruption to the educational process;

e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;

f. Access social networking sites such as Facebook, Instagram, Twitter, etc. or other similar sites.

2. Users will not use the school’s system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school’s system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school’s system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school districts security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school’s system to gain unauthorized access to information resources or to access another person’s materials, information or files without the implied or direct permission of that person.

6. Users will not use the school’s system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other

persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school's system or any other system through Oelrichs Public School, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school's system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school's system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school's system to offer or provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use.

Filtering – Software is used on all computers and applicable network equipment to block or filter access to depictions that are obscene and found harmful to students.

Limitation on School District Liability – Use of the school's system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school's system. The school will not be responsible for financial obligations arising through unauthorized use of the school's system or the Internet.

Implementation and Policy Review – The school will review this policy with the students at the beginning of the school year and periodically thereafter. The school reserves the right to review and modify any portion of this policy at any time. School administration will conduct a review of this policy no less than on an annual basis.

### *12.7. INTERNET PERMISSION*

Any student who has not returned a district board approved sign-off sheet with parent signature will not be permitted on the Internet. Students who have returned a signed Internet permission sheet to the office may only get on the Internet with a staff member's permission.

### *12.8. SCHOOL BUS SERVICES*

The Oelrichs School Board offers bus services to students and families in the rural vicinity. The school bus will be open to students K-12. The school bus driver and administration have the right to remove any student from the bus and not allow said student to continue to ride the bus. The bus will be monitored by a video monitoring system. There may be service offered to an area when there are fifteen (15) students or more that will be riding the bus daily. The school bus will not leave the hard surfaced road to pick up any students.

### *12.9. SCHOOL BUS RULES*

Riding the school bus is a privilege that can be revoked for non-compliance with school rules, several of which are mandated by state law. The safety of students during transportation to and from school is a responsibility that they and their parents/guardians share with the bus driver and the school. The following school bus rules apply:

1. For safety precaution, students will have assigned bus seats and will not be permitted to change seats or move up or down the aisles without permission of the bus driver.
2. Fighting on the bus is considered a very serious offense.
3. No use of tobacco or alcohol will be permitted.
4. Vulgar language will not be tolerated.
5. Students shall be courteous to the driver at all times.
6. Transportation for school-sponsored events will be approved by the district and all students participating in such events must travel to and from the events by this means. The only exception will be release to the parent, or to persons designated by the parent, in writing.

Violating the school bus policies may result in:

1. Student's name/grade will be reported to the bus driver and a written report will be given to the administration.
2. Depending on the severity, the violator may be, after investigation, warned, or suspended temporarily or permanently from the bus.
3. The wisdom of such action is readily seen when it is realized that pupil disorder on a bus could be the direct cause of great tragedy. Parents are, therefore, requested to give their full cooperation.

## **13. ATTENDANCE POLICIES**

Regular attendance is vital for a student to gain the maximum benefit from an education experience. The focus of the educational program of Oelrichs Public School is the students. The school's responsibility is to provide a program and an environment that enables each student to achieve his/her potential. If the objectives of this philosophy are to be met, regular school attendance by students is essential and will enhance the likelihood that the student will: maintain proper grades, earn required credits, achieve success, and complete high school.

It is important that habits of regular attendance be developed in school in order to prepare students for future responsibilities. Students and parents/guardians must understand that

students miss a vital portion of their education when they are absent from school or late in arriving to school.

Activities that take place in a classroom are a vital part of the teaching/learning process. The discussion that has taken place between a teacher and students cannot be duplicated. Students are encouraged to take full advantage of the educational program provided. Absence from class must be for the most serious reasons.

Absences not considered serious would include work, hair appointments, studying for another class, sleeping in after a previous night's activity, "skip days", being checked out of school early for family activities, etc.

**Parents are responsible for informing the Superintendent's Office of a student's absence prior to the start of class on the day the student will be absent. Calls made any time before 7am or after 5:30 pm may leave a message on the automated system. Call the office at 535-2631.**

### *13.1 ABSENTEE POLICY*

1. In the instance of chronic or irregular absence reportedly due to illness, the school administration will request a physician's statement certifying such absences to be justifiable. Any absence other than an excused absence is considered truancy.
2. South Dakota law requires that all young people who are not eighteen (18) years old or who have not completed the 12<sup>th</sup> grade must attend school. The CEO/Superintendent is the school's truant officer and enforces this law.
3. If a student misses more than ten unexcused (10) days in a semester, there has not been adequate participation in the class to receive credit; therefore, a student will receive a loss of credit.
4. Absences due to school activities, ill (supported by written excuse from a health professional) or for bereavement in the immediate family will be recorded as an excused absence.
5. When a student accumulates five (5) day absences, a letter from the school will be sent to the parent or guardian.
6. An excused absence is for medical issues, death in the immediate family, or weather related.
7. As an incentive, students who have perfect attendance in a semester may opt out of taking final exams. 10 tardies in the same class during a semester will result in the loss of the opt out privilege.

### *13.2. EXCESSIVE ABSENCES*

1. Absences of more than ten (10) days per semester from school are considered to be excessive. If extenuating circumstances exist, students will have three (3) school days to submit an appeal to the administration or be dropped from the class.
2. If dropped, students will not be allowed on campus during times of classes they have been removed from due to attendance (refer to policy #18.6 Attendance Appeal).
3. Excessive absences may be referred to Family Services.



### *13.3. TRUANCY/UNEXCUSED ABSENCES*

1. A truancy/unexcused absence is when a student is absent from a class or school without parent or school permission. These absences are those, which do not come under any of the definitions of excused absences:
  - a. Unauthorized absence from school, if even for one class period (also considered cutting class if the student has already arrived at school, #18.12).
  - b. Any student who tells parents that there is to be no school, etc., on a particular day and stays home.
  - c. Any student leaving class without permission (also considered cutting class, policy #18.12).
2. Students who have unexcused absences will make up the work missed during their absences and may receive a grade of 0 or “F” for that day.

### *13.4. TARDY POLICY*

1. A tardy is given when a student does not arrive to class on time.
2. A student who has been tardy more than five (5) times in any given class per quarter is excessively tardy. After (3) tardies, the student will receive detention.
3. After five (5) tardies, it will be considered a disruption of the learning environment and a discipline step will be given (*refer section #16.11*).

### *13.5. WARNINGS AND DISMISSAL*

1. When a student accumulates five (5) day absences, a letter from the school will be sent to the parent or guardian.
2. Under the No Child Left Behind Act (NCLB), the school is mandated to have improved attendance. If your child does have excessive absences, a student may lose their “Open Enrolled” status, be placed on an attendance contract and/or be dropped from the attendance rolls upon administrative request and board approval.

### *13.6. ATTENDANCE APPEAL*

Students will be allowed to appeal the attendance decision to the administration. All appeals must be made in writing, turned into the Superintendent’s secretary no later than three (3) school days after the eighth (8) absences. At that time, a form will be given to the student to complete. Further appeal to the School Board may also be available.

### *13.7. APPEAL FORMAT*

The appeal must be written and addressed to Oelrichs Public School Administration. The written appeal must include:

1. The reason(s) for any or all existing circumstances that led to the excessive absences.
2. If extenuating circumstances do not exist, an appeal will be denied.
3. The appeal must contain the current date and be signed by the student.

### *13.8. ATTENDANCE APPEAL COMMITTEE*

The Attendance Appeal Committee is created by the school administration to hear appeals on attendance issues. It is made up of appointed school personnel.

### *13.9. SCHOOL ASSEMBLY ATTENDANCE POLICY*

Attendance at school assemblies is mandatory. Absence from a school assembly will be treated as cutting class (*refer section #13.12*).

### *13.10. FIELD TRIP ATTENDANCE POLICY*

All students are required to attend planned field trips because they are part of the school's educational program. Students are required to submit the field trip permission form signed by the parent/guardian before going on the field trip. Those students without signed forms will not attend the trip and will remain at school in a supervised setting. However, in the event of a parent who was not able to sign the document, the Students are required to make arrangements in advance to satisfactorily fulfill their class requirements that they may miss.

### *13.11. OUT-OF-THE-CLASSROOM POLICY*

1. Students need a signed hall pass by their class teacher or an administrator to be outside the classroom during class time.
2. Hall passes cannot be extended beyond five minutes.
3. Students without hall passes, those who over-extend the duration of their hall pass, and those who leave class without the teacher's permission will be marked for cutting class (*policy #13.12*).

### *13.12. CUTTING CLASS*

When a student is found to be cutting class, the student is put on a disciplinary step and marked with an unexcused absence for that class period.

### *13.13. CHECK-OUT POLICY*

1. Leaving school during the school day is not permitted unless the student is personally checked out by a parent or guardian.
2. Students who are checked out of school during a class day are counted as being absent for the periods that the student misses. These class period absences count toward a student's absence total.
3. Students who are not checked out will face disciplinary actions for leaving campus without permission.
4. There is no open campus for any students in the morning after the bus arrives.
5. There is a closed campus at noon with the exception of those seniors in good standing in regards to academics, attendance, and behavior.

## **14. STUDENT CONDUCT AND RESPONSIBILITY**

### *14.1. GENERAL EXPECTATIONS*

Students in the district schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school. All students are to act in a responsible manner in the hallways, at the drinking fountains, on the stairways, in the classroom, and on the bus. All students will obey staff member at all times during the school day and at all school- sponsored activities. In addition, students will:

1. Show consideration for fellow students
2. Create a harmonious school atmosphere.
3. Recognize his/her individual responsibilities and obligations and discharge them in accordance with the school policies.

#### *14.2. CARE OF SCHOOL PROPERTY*

Patrons judge our school spirit and citizenship by what they see in the appearance and care of the building and campus. It is the responsibility of each student to see that school property is kept in good condition. Students will be held responsible for the proper care of all books, supplies, apparatus, and furniture supplied to them by the Board of Education.

1. Students will not be allowed to eat or drink in the classrooms or halls unless approved by the teacher. Students will be allowed to take water bottles to class at the discretion of the teacher.
2. Students who deface or damage school property shall be required to pay for all damages and face possible suspension and/or arrest. Students who damage personal property of others will face similar consequences.
3. Students caught littering the school grounds will serve detention while picking up litter on the school grounds.

#### *14.3. DRESS CODE*

The following are prohibited from Oelrichs Public Schools:

1. Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence that likely cause disruption within the school environment.
2. Clothing and accessories that contain vulgar, derogatory, or suggestive diagrams, pictures, or slogans or works that may be interpreted as racially, religiously, ethically, or sexually offensive.
3. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination.
4. Any clothing which cause or are likely to cause a disruption.
5. Tank tops with low cut arm holes, tube tops, spaghetti straps, mesh tops, sheer tops, halters, or bare midriff tops.
6. Shirts must extend past and to the top pants. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times.
7. All shirts must have a shoulder strap that is approximately two inches (2") wide or wider, or from the collar bone to shoulder area.
8. Leggings or tight fitting spandex type pants, pants with side slits or holes three (3) inches above the knee cap, see-through pants, tights, or leotards worn as outer garments unless worn with shirt or sweater that is at least mid-thigh.
9. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up) and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
10. Dress, skirts, shorts, culottes, and skirts, which are shorter than three (3) inches above the knee. This must be met even if waistbands are rolled or folded over. Side slits must not exceed three (3) inches above the knee.

11. Pajamas, loungewear, and boxer (worn on the outside).
12. Roller sneakers. Shoes must be worn at all times. Athletic shoes or closed shoes with a rubber sole should be worn for Physical Education and recess.
13. Sunglasses inside the building.
14. Head coverings of any kind in the building (except for religious or medical reasons).
15. Hoods on sweatshirts or other clothing must remain down upon entering the building.

#### *14.4. ELECTRONIC DEVICES*

No electronic devices (cell phones, ipads, mp3 players, etc.) are to be used at school without appropriate permission (*refer section 16.9*). These items are allowed before/after school and during lunch only.

#### *14.5. OUTSIDE BEVERAGES*

Outside beverages are allowed in the school with principal's approval. If no permission has been granted, beverages that are found will be confiscated. Continued violations may result in further disciplinary action up to expulsion.

#### *14.6. STUDENT RESPONSIBILITY TO FACULTY AND ADMINISTRATION*

Students should have an amiable relationship with the teachers and other members of the faculty. All faculty members strive to be fair in their dealings with the entire student body. Students should be reminded that over-friendliness could be disadvantageous to both the student and the teacher. Problems that arise between students and teacher are best worked out by conferences between these two persons.

The student-administration relationship is based on an open-door policy. The office of the principal is a place to discuss one's concerns in general; however, most personal problems of individual students will be best solved by seeing the guidance counselor.

Every student is expected to be courteous, respectful, and to refrain from using language that is profane, abusive, or intended to intimidate others in the classroom, hallway, or other areas of the school.

#### *14.7. SEXUAL HARASSMENT*

Sexual harassment includes any deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a nature which is unwelcome. It is the policy of Oelrichs Public School to maintain a working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of this district to harass a student or employee through conduct or communication of a sexual nature.

#### *14.8. CLOSED CAMPUS*

Oelrichs Public School has a closed campus at noon with the exception of seniors who are in good standing in regards to academics, attendance, and behavior. There is no open campus for any students in the morning after the bus arrives.

#### *14.9. DISRUPTION OF CLASS*

**NO STUDENT HAS THE RIGHT TO DISRUPT THE LEARNING OF OTHER STUDENTS**

#### 14.10. HALL PASSES

1. No student shall be in the hall during regular class time without a hall pass issued by the teacher in charge of the student during that time.
2. This includes trips to the restroom, library, and/or office, as well as to any place other than the room to which the student has been assigned.
3. Passage shall be by the shortest and quickest practical route without stopovers at other points and without bothering classes in session.
4. A hall permit shall be issued only as needed and must be turned in at the point of destination or returned to the teacher who originated the pass.
5. Teacher are responsible to insure that any student who their classroom has a hall pass.

#### 15. SAFE SCHOOL POLICIES

These Safe School Policies have been developed to ensure that the school campus is safe.

##### 15.1. SAFE SCHOOL VIOLATION POLICY:

A Safe School violation is defined as any physical or verbal threat or act that endangers the safety of the school community. It also includes off-campus acts that may threaten the school community in any way.

Safe school violations include:

- 1) The possession of dangerous weapons such as firearms, knives, and nun-chuck's, etc. on one's person or in one's bag, locker, or vehicle, and/or their use.
- 2) An object commonly not seen as a weapon is also considered a weapon if the intention is to use it to harm, threaten, or harass another person. In certain circumstances, items such as scissors, chemicals, lighters, belts, buckles, ropes, chains, etc. may be considered to be weapons.
- 3) It is a federal crime to sell drugs in or near a school.
- 4) Drugs, alcohol, and other illegal substance are forbidden on the property of Oelrichs School District. Students found to be in possession of drugs, alcohol, or any other illegal substance will be suspended for up to three days and moved up three steps in the 5-Step Discipline Policy (*refer section #16.2*). They will also be turned over to the authorities.
- 5) Students found selling or distributing drugs, alcohol, or other illegal drugs will be turned over to authorities and may face expulsion. The superintendent shall have authority to modify the expulsion requirement for a student on a case-by-case basis. This policy shall be implemented in a manner consistent with the IDEA and Section 504.

#### **GUN FREE SCHOOL ACT**

**Any student who possesses, threatens to use, or possess a dangerous or deadly weapon shall be subject to expulsion from school for a period of not less than twelve (12) months. The superintendent shall have authority to modify the expulsion requirement for a student on a case-by case basis. This policy shall be implemented in a manner consistent with the IDEA and Section 504**

### *15.2. DANGEROUS OBJECTS ON CAMPUS POLICY*

1. Any staff who finds a student with an object that could pose a threat to the safety of self or of other students shall confiscate the object and turn it into the office. The parents/guardians of the student will be notified, and the object may be picked up only by the student's parents/guardians.
2. Students who see, know about, or find dangerous objects with another student or in the school premises are obliged to inform a school administrator about it.

### *15.3. SEARCH OF STUDENT AND STUDENT BELONGINGS*

1. An administrator, or one designated by an administrator, such as law enforcement officials, may search a student, his/her belongings, and/or vehicle, when there is reasonable suspicion that the student possesses something that is a threat to the life, health, or safety of the student, or another person, or is in violation of school policy.
2. A search of a student's person includes asking the student to empty pockets, roll down socks, take off shoes, roll up pant legs, and roll up shirt- sleeves.
3. A search of a student's belongings includes any personal items that the student may bring into the school and could include the use of canine units in the case of illegal substances.
4. Under normal circumstances, the search of a student's belongings shall be conducted in the school office and in the presence of the student and two staff members.
5. In emergency situations, the school administrators, or their designee, may search student belongings where they are found and without the student being present, e.g. a bomb threat, a weapon threat, etc.
6. Lockers are school property and liable to random searches.
7. All bags must have the owner's name attached to them. Bags that do not meet this standard may be searched at any time.
8. Students on road trips and other school-sponsored off-campus activities are liable to being searched when there are grounds for reasonable suspicion.

### *15.4. SCHOOL SAFETY EQUIPMENT*

1. To facilitate maintaining a safe school environment, Oelrichs School District uses surveillance cameras and video monitoring equipment. Tampering with the surveillance equipment or cameras will lead to suspension or possible expulsion.
2. Tampering with the school fire alarms, fire extinguishers, or school locks will lead to suspension or possible expulsion.

### *15.5. OELRICHS SCHOOL DISTRICT SAFE SCHOOL POLICIES FOR STUDENT AND NON-STUDENTS, INCLUDING PARENTS/GUARDIANS*

Because there have been incidents in schools in the United States and other countries in which parents and other adults have threatened the safety of the school community, Oelrichs has developed this Safe School policy. The purpose of the policy is to keep our school, especially our students, safe. Conduct of students at school sponsored co-curricular activities is also covered by this policy. When, in the judgment of the school principal, a parent/guardian or adult is a threat to the safety of the school community, the principal will:

1. Call law enforcement, when necessary.

2. Make a legal complaint, when necessary.
3. Write a letter of warning to the person documenting the behavior(s) that has been a threat.
4. If the unacceptable behavior continues, the principal will write a letter to the person banning them from the Oelrichs School District and from all school events, whether at home or away.
5. If the person refuses to honor the ban, legal action may be pursued.

#### *15.6. PRIVATE VEHICLES ON CAMPUS POLICY*

Students may drive a personal vehicle to school as long as they have permission from their parents/guardians and provide the office with a parental permission slip. The conditions for driving a personal vehicle to school are:

1. The student must possess a valid operator's license or a Restricted Minor Permit.
2. The student must be an insured driver and provide a copy of the insurance policy and the vehicle's license plate number.
3. The vehicle must remain parked, locked, and unoccupied during school hours, including the lunch break.
4. The student must drive in a safe and prudent manner. Reckless driving results in the loss of this driving privilege.
5. Oelrichs School District will not be responsible for any accidents, theft, or injury that may occur while on school property.
6. Oelrichs School District reserves the right to search any vehicle on its property and the student driving the vehicle to school will be held responsible for anything found in the vehicle, irrespective of whether the student acknowledges putting it in the vehicle or not (*refer section #15.3*).

### **16. STUDENT DISCIPLINE POLICIES**

Student discipline is important, not only because of the school's responsibility to educate students in it, but also because of its potential to jeopardize the educational process. Any behavior that threatens or harms the community needs to be dealt with quickly and judiciously. The Oelrichs School District believes in a positive approach to supporting students in developing a healthy, well-balanced way of life.

#### *16.1 THE FIVE-STEP DISCIPLINARY POLICY*

1. The 5-Step Discipline Policy is an on-going process throughout the school year and carries over from the 1<sup>st</sup> semester to the 2<sup>nd</sup> semester.
2. The 5-Step Discipline Policy is intended to afford a student the opportunity, over time, to realize that certain forms of misbehavior threatens their own education and/or that of others. At the same time, the 5-Step Discipline Policy provides the student with a system of due process.

#### *16.2. STEPS IN THE 5-STEP DISCIPLINARY POLICY*

The teacher/supervisor will make the initial attempt to correct the unacceptable and disruptive behavior of the student. The teacher may take the following actions:

1. Minor disruptions and disturbances in the classroom or in normal daily operation of the school are handled by teachers and may include warnings, student conferences, detention, parent/ guardian phone calls, or any other corrective action the teacher deems appropriate.
2. Teachers report continued disruptions of the learning process to the Administration/Dean of Students and write up the student using a behavior form.
3. When there are major or repeated violations of the student code of conduct including, but not limited to, abusive language, racial slurs, disrespectful action/s towards a teacher, abuse of school property, or cutting classes, the student is referred to the Administration/Dean of Students by the teacher and the student may be placed on one or more steps.
4. Disciplinary steps carry over for the entire year.

***First Step:***

1. The Administration/Dean of Students informs the student that he/she is being placed on step #1.
2. The Administration/Dean of Students records the referral, returns one copy to the teacher, and mails a copy to the student's parent/guardian.

***Second Step:***

1. A disciplinary referral slip is filled out about the incident.
2. The Administration/Dean of Students informs the student that he/she is placed on Step #2.
3. The Administration/Dean of Students records the referral, returns one copy to the teacher, and mails a copy to the student's parent/guardian.
4. A parent/guardian conference will be arranged, if necessary.

***Third Step:***

1. The Administration/Dean of Students informs the student that he/she is on Step #3.
2. The school-counseling department is notified.
3. The student is suspended for 1 to 3 days, depending on the severity of the incident. The suspension could be in-school or out-of-school.
4. If the suspension puts the student over the limit for absenteeism, he/she may be dropped from school.
5. If suspended, the student must be accompanied by the parent/guardian for a conference with the Administration/Dean of Students and a counselor when he/she returns.
6. The Administration/Dean of Students completes the referral, returns one copy to the teacher, and mails a copy to the student's parent/guardian

***Fourth Step:***

1. The student is informed that he/she is being put on Step 4.
2. The student is suspended out-of-school for 3 days. The number of days may be extended by the principal when warranted.
3. Upon returning to school, the student and the student's parent/ guardian will sign a contract.
4. If the suspension puts the student over the limit for absences, the student may be dismissed from school.



5. Failure to comply with the Step 4 Contract may result in dismissal.

***Fifth Step:***

1. The student faces suspension or possible expulsion from school.
2. The student's parents/guardians are informed of the decision and the process of a School Board Hearing.
3. The parents/guardians are requested to meet with the Administration and be given the option of Due Process (*refer section #18.2*).

***16.3. IMMEDIATE AND NON-NEGOTIABLE DISMISSALS***

Even with the 5-Step Discipline Policy there are certain behaviors that will not be tolerated and would result in a student's immediate and automatic expulsion. These are:

1. Safe school violations (*refer section #19.1*).
2. Harassing, assaulting, or striking a staff member.
3. Theft that constitutes a felony amount.
4. Willful and malicious destruction of school, or individual property.
5. Bomb threats, vandalism, false fire alarms, or arson.
6. Harassment, assault, or any form of personal violation, including that of a sexual nature (*refer section #20.5*)
7. Selling or distributing illegal substances on campus (*refer section #19.1*).

***16.4. FIGHT POLICY***

1. Fighting will not be tolerated.
2. Those students who are directly involved in a fight will be suspended for up to three days and moved up three steps in the 5-Step Discipline Policy.
3. Upon further review of the incident, students involved in a fight may be suspended for a longer duration or dismissed.
4. Students found instigating or encouraging fights are also subject to disciplinary penalties.

***16.5. BULLYING, HARASSMENT, AND ASSAULT POLICY***

1. Any form of bullying (including cyber-bullying), harassment, assault, or threatening behavior on a student or a staff member will not be tolerated.
2. Bullying, harassment, assault, and threatening behavior could be in the form of a violent or an intimidating verbal or physical attack, and also includes a verbal or written threat of future physical harm.
3. Unwanted physical contact, obscene gestures, sexually oriented propositions or comments, and/or the display of sexually explicit pictures are also considered forms of harassment.
4. Student(s) engaged in any form of bullying, harassment, assault, or threatening behavior will be suspended for one to three days and moved up on the 5-Step Discipline Policy.
5. Upon further review, those responsible for the bullying, harassment, assault, or threatening behavior may be expelled.

***16.6. DISRESPECT TO STAFF MEMBERS***

1. Students who intentionally threaten or attempt to physically harm a staff member are immediately and automatically dismissed.
2. Students who are disrespectful to a staff member and/or use foul language will be placed on disciplinary step/s and, depending on the gravity of the behavior, may even be suspended.

#### *16.7. SUBSTANCE ABUSE POLICY*

Oelrichs School District recognizes that drugs and alcohol are seriously debilitating and that they are a problem that calls for strong and immediate intervention. Oelrichs supports a chemical dependency treatment program but also insists that families make an effort to ensure that students stay clean. When students are found to use or possess drugs or other illegal substances, they are dealt with in the following manner:

##### ***First Offense:***

1. The student is referred to the Administration/Dean of Students and suspended for no less than three days.
2. Upon returning to school, the student and the student's parent/ guardian must sign a Substance Abuse Contract.
3. The student is moved up three discipline steps (*refer section #16.2*).
4. The student must attend a minimum of four chemical-dependency counseling sessions and complete a drug and alcohol assessment in order to stay in school.
5. In case the student is already on a discipline-step that would entail dismissal, procedures for the second offense are applicable.

##### ***Second Offense:***

A student's second offense during their high school academic career will result in procedures from the first offense and a School Board Hearing to discuss possible expulsion. The student's parents/guardians are informed about the decision.

#### *16.8. TOBACCO POLICY*

Tobacco products are not allowed at Oelrichs School District. Students found using, possessing, or selling tobacco products will be stepped. Students placed on additional steps for tobacco use will have to attend counseling sessions through the Counseling Department.

#### *16.9. DISALLOWED ITEMS POLICY*

Students found possessing and/or using the following items are subject to the 5 step disciplinary policy (*refer to section #16*)

1. Sexually inappropriate books and materials, dice, and any other materials associated with gambling.
2. Lighters, dark glasses, bandanas, hats, stocking caps, hoods and certain other items are prohibited in school. Pets are not allowed in school.
3. Cell phones, Mp3 players, videogame systems, and other personal entertainment devices may not be used during instructional periods but may be used during the lunch break. The administration reserves the right to disallow the use of such devices during the lunch break.

#### *16.10. PUBLIC DISPLAY OF AFFECTION (PDA) POLICY*

1. Students who engage in repeated public displays of affection (PDA) at school or school-sponsored events are referred to the Administration/Dean of Students and may be stepped and/or suspended from school for repeated PDA violations.
2. Students with “hickies will need to cover them up with a band-aid or turtleneck before allowed to play sports or attend class.

*16.11. TARDY POLICY (also refer section #13.4)*

1. Chronic tardiness is a disciplinary problem. The procedure for tardy behavior is as follows:
  - a) First to fourth tardy: Tardies are recorded in the office. Parents are notified at the third tardy.
  - b) Fifth tardy: Student meets with the Administration/Dean of Students and is placed on a discipline step (*refer section #20.2*).
2. Every additional three tardy classes in the quarter after that may result in further action consisting of detention and/or discipline steps.
3. Tardy classes are accumulated per quarter, but the steps that are awarded remain for the entire academic year.

*16.12. RESCINDING OF DISCIPLINE-STEPS*

1. The school provides students with the opportunity to have a discipline step rescinded should they demonstrate an improvement in behavior.
2. The process for rescinding steps is as follows:
  - (a) The student must submit a written appeal to the Administration, not earlier than six weeks after receiving the last step.
  - (b) The appeal must include adequate reason to justify the rescinding of a step and must be attested by at least two faculty members who teach the student.
  - (c) The Administration convenes a Discipline Committee meeting which includes a counselor and another faculty member(s).
  - (d) The discipline step may be rescinded only if the committee arrives at a consensus.
  - (e) The student is informed of the Committee’s decision.
3. Students cannot appeal for a rescinding of steps more than once per year, and a maximum of one step can be rescinded with an appeal.
4. Discipline steps that are accrued for serious offenses such as a safe school policy violation, fighting, etc., cannot be rescinded.

*16.13. INSUBORDINATION*

SERIOUS INSUBORDINATION TO ANY STAFF MEMBER WILL NOT BE TOLERATED AND OUT-OF-SCHOOL SUSPENSION WILL RESULT. ANY FURTHER INSUBORDINATION WILL RESULT IN MAXIMUM SUSPENSION OR EXPULSION

**17. SANCTIONS**

*17.1 DETENTION*

Detention after class/school is used as a means to handle minor offenses in class or in school. Skipping detention is a serious offense and will result in the student being placed on a step in the discipline policy.

### *17.2. IN-SCHOOL SUSPENSION (ISS)*

When a student's actions warrant in-school suspension, the student is isolated in the school, class work will be brought to them, and they are expected to eat lunch in isolation. Time spent in ISS does not count toward the accumulated unexcused absence policy.

### *17.3. SUSPENSION (Out of School Suspension)*

1. Suspension from school or school-sponsored activities is reserved for severe and/or frequent misconduct.
2. Parents will be notified in writing and will have complete custody and jurisdiction of their child during the suspension. Students must complete schoolwork during their suspension. It is the family's responsibility to pick up schoolwork and contact the administration to provide assistance with the schoolwork if necessary.
3. The student and parents/guardians are required to meet with the Administration/Dean of Students before the student returns to school. The student may be required to go through peer mediation or conflict resolution upon return and/or review the established social skills plan. Depending on the severity of the incident, appropriate authorities may be notified.
4. A student who is suspended cannot be on any Oelrichs School District property or at any District sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance, all necessary parties will be notified.
5. All the days when a student is on suspension are marked as unexcused absences and count toward the student's attendance.
6. The length of an out of school suspension is determined by the Administration. Following a review with the Administration and possible School Board Hearing, the student may be placed in an alternative education program. This may be in a separate facility.

### *17.4. DISMISSAL/EXPULSION*

Although reserved for extreme situations, a student may be dismissed/expelled for a seriously wrong act and/or for the repetition of misconduct for which the student has been previously suspended. Dismissal can be immediate and automatic, with a School Board Hearing if the student behavior is deemed to be of a dangerous nature.

## **18. STUDENT RIGHTS & PRIVILEGES**

### *18.1. PROTOCOL*

If parents or students have concerns with what is happening in the classroom, they are requested to follow the chain of command:

1. Try to resolve the problem with the classroom teacher.
2. See the principal
3. If the problem remains, see the superintendent.
4. If there is still a need, appeal may be made to the Board of Education

If there is a problem in the classroom, the teacher should call the parents, or guardian, for a conference. If this does not happen, parents may take the initiative and call the teacher.

### *18.2. DUE PROCESS*

1. Students will be notified orally or in writing of the charges of violation of policies made against them. If the student denies the charges, he/she will be allowed to tell his/her side of the story either orally or in writing (generally in written form).
2. If a long term suspension or expulsion is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall file a required written report with the superintendent by the end of the school day of discovery of the alleged violation.

### *18.3. HARDSHIP HEARING*

1. In the case of a hardship hearing concerning eligibility for extracurricular activities, the Oelrichs School District shall follow the guidelines set forth by the South Dakota High School Activities Association.
2. A favorable vote of the majority of the staff members on the committee will declare the student eligible to participate in extracurricular activities. The student must achieve recommended performance guidelines set forth by the committee and have it accomplished on schedule.

### *18.4. TITLE I*

A school-wide Title I Program is provided for all K-12 student identified as needing extra help in reading or math.

The Federal Education Law, "No Child Left Behind (NCLB)", requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their student. If parent(s)/guardian(s) are/is interested in this information, they may send a request to the building principal who will provide a response.

### *18.5. NOTICE OF NON-DISCRIMINATION AND TITLE IX, SECTION 504, AMERICANS WITH DISABILITIES AND OTHER DISCRIMINATION COMPLAINT PROCEDURES*

It is the policy Oelrichs School District #23-3 not to discriminate on the basis of race, color, national origin, sex, age, handicap or religion in its educational programs, activities, or employment policies, as required by state and federal law. Inquiries regarding compliance with Title IX, Section 504, and Title II may be directed to: The Superintendent or designee, PO Box 65, Oelrichs, SD 57763; phone (605) 535-2631, or the Regional Director, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Ste. 2037, Kansas City, MO 64114, phone (816) 238-0550, TDD (800)437-0833, Fax (816) 823-1404, email: ocrkansascity@edgov.

In the adoption and implementation of this Grievance Procedure, it shall be understood that the Board of Education is not a court of law, and that rules of jurisprudence shall not apply. The procedure is, however, designed to facilitate resolution of the grievance.

Complete proceedings shall be a matter of written record and will be retained in the office of the Superintendent or designee for two (2) school years.

No reprisal of any kind will be taken by or against any person filing a grievance or any person participating in the investigation or resolution of the grievance.

At each procedural level, the complainant shall be given the opportunity to be present and to be heard. During the grievance process, the complainant may provide witnesses and other evidence. Decisions at all levels shall be written and shall include supporting explanations and evidence. Copies of written decisions will be furnished to all interested parties.

For purposes of this Policy, the Superintendent or designee referred to above shall also be the person designated to receive complaints and grievances of discrimination of any nature whether specifically prohibited under Title IX or any other federal or state statute or constitutional provision. The Oelrichs School District will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

A School District student, applicant or employee may initiate a complaint by completing a "Complaint Report Form" (providing supporting statements and evidence in describing the specific nature of the complaint in sufficient detail to permit the involved parties the opportunity to respond). The completed form is to be presented to the Superintendent or designee within 180 calendar days of the date upon which the complainant learned or should have known of the circumstances upon which the complaint is based. If not so presented, the complaint will be considered waived.

Level I: Within ten (10) regular working days of receipt of a written complaint, the Superintendent or designee will confer with the complainant, investigate the incident, and provide the complainant with a written statement of the Level I decision, complete with supporting reasons. In each case, the building principal or immediate supervisor shall participate with the Superintendent or designee in making the decision and writing the Level I report. This decision will indicate whether wrongful discrimination did in fact take place.

Level II: A complainant who does not accept the decision of the Superintendent or designee and building Principal, may within ten (10) days of receipt of the Level I decision, make a written request for a hearing with the Superintendent or designee. The hearing request shall include a copy of the original complaint, supporting statements and evidence, and decisions with supporting statements reached at Level I. Within ten (10) days of receipt of the hearing request, the Superintendent or designee shall meet with the complainant to discuss the original complaint and previous decisions reached, and within ten (10) days of the hearing, provide the complainant with a written decision complete with supporting reasons.

Level III: A complainant that does not accept the decisions rendered at Level I or Level II may, within ten (10) days of receipt of the decision at Level II, file a written request with the Superintendent or designee for a hearing before the Board of Education. Within thirty (30) days of this request, the Board of Education will set a hearing date for the complainant.

The hearing will be scheduled within sixty (60) days from the date of complainant's request. The Board of Education's written decision shall be sent to the complainant within ten (10) days of the hearing.

#### *18.6. GEPA STATEMENT*

All information disseminated by Oelrichs School District #23-3 will be made available in a variety of formats for participants with varying disabilities and learning needs. All web-based information will be fully accessible. Additionally, current and future faculty will learn how to diversity their materials and teaching strategies and make course web sites more accessible for students with disabilities.

#### *18.7. SPECIAL PROGRAM OFFERINGS*

Special Education (SPED) programs are provided to students who qualify for those services. Referral to the program may be made by the student's parents, teachers, or other concerned persons. Services may only be provided with the involvement and agreement of the parent/guardian.

Physical/Occupational therapists are contracted by the district to provide services for students who qualify. These services are not stand-alone and may only be offered in conjunction with other SPED services.

A Speech/Language Pathologist is employed by the district to diagnose and rehabilitate speech and language problems. Students may be referred by parents or teachers.

#### *18.8. "NO CHILD LEFT BEHIND (NCLB)"*

Regarding this federal legislation, it would be impossible to state all the implications of this legislation on school districts. The document is hundreds of pages in length and may be accessed through the Internet. A couple items in the legislation that require schools to notify parents/guardians are listed below:

1. All teachers must be "highly qualified" and parents have the right to inquire about the qualifications of classroom teachers. Inquiries may be made at the Superintendent's office regarding a teacher's certification and areas of endorsement.
2. The legislation requires school districts to release directory information. If you do not wish this information to be shared, you need to indicate that on the registration form.
3. All paraprofessionals (teachers' aides) must have a two year AA degree, 48 College credit hours, or pass a general knowledge test (Praxis).

#### *18.9. FEDERAL PROGRAM COMPLAINT POLICY*

If you would like a copy of the Federal Program Complaint Policy, please contact the Superintendent's office at 605-535-2631 or visit the school's website, <http://oelrichs.k12.sd.us/> ->scroll down to click on "School Board" ->"Click here for Board Policy" -> scroll down to Policy KLD and KLD-R ->click on title and print out.

## 19. CO-CURRICULAR ACTIVITIES

### 19.1. SEASONAL ATHLETIC ACTIVITIES

The seasonal athletic activities may include the following:

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country	Boys Basketball	Track & Field
Football	Cheerleading	
Girls Volleyball	Girls Basketball	

### 19.2. YEAR-ROUND ACTIVITIES

Choral Music and Band are offered and all Oelrichs Junior High and High School students are encouraged to join.

### 19.3. CO-CURRICULAR ELIGIBILITY (INCLUDES BUT IS NOT LIMITED TO BAND, ATHLETICS, FIELD TRIPS, ETC.)

1. Students that participate in any extracurricular activity will be in school the full day after the activity. Failure to do so will result in the student being ineligible the following event/activity. In the event a student has to be absent from school for any reason, the parent/guardian must call in prior to 8:00am that day for it to be an excused absence. Additionally, students who participate in "School-to-Work program are of course exempted from this requirement if they have proof of attendance at work on the following day.
2. Students that participate in any extracurricular activity will be in school ALL day on the day of the activity. However, if you are enrolled in a school-to-work program, this fulfills the requirement of being in school all day
3. Student must be in school the last regular school day of the week to participate in a non-school day activity.
4. Eligibility of students will be determined on a weekly basis. The student will need to be passing all classes as of Monday morning at 8:00am. An initial eligibility check will be made by the Athletic Director/Superintendent on Wednesday in order to notify students that they have a "D" or "F". The student must practice during the ineligible week but will not play or participate in any activities, contests, or performances.
5. Coach(es)/Teacher(s)/Sponsor(s) will establish a study time and/or a practice time to coordinate with the regular event/practice.
6. Students carrying incompletes for a semester will be ineligible until the work is made up.

### 19.4. PARTIES, DANCES, and OTHER ACTIVITIES

All students may invite a person of their choice to a school dance or school sponsored activity under the following guidelines:

1. The guest is a school-age student and is currently enrolled in a high school or junior high school program.
2. If the student has graduated the year before, they will need to be approved by the Superintendent.



- 3 .A sign-up sheet will be provided at each dance or activity for non-Oelrichs School dates that will include the guest’s name, phone number, and current school enrollment.
4. The school reserves the right to not allow any student to attend.

#### *19.5. FUND RAISERS*

The Board of Education is aware of the need to conduct fund raisers to support student programs and activities. However, it is the desire of the Board that student sponsors and administrators are sensitive to overwhelming demand for donations that is made on community members and local merchants and businesses.

1. Students shall not make house-to-house sales.
2. The principal will monitor all fund raising activities and each sponsor will be aware of what other groups are doing so that the community is not overburdened.
3. Planning for such activities should be done collectively by all sponsors at the beginning of each school year.
4. The superintendent shall ensure that the level of activity is appropriate and not excessive.
5. Solicitations for fundraisers from outside organizations are not allowed on school property or to be included with information sent home with the students without prior approval from the superintendent.

### **20. PARENT INVOLVEMENT**

#### *20.1. PARENT INVOLVEMENT POLICY*

Oelrichs Public School shall:

1. Hold an annual meeting to inform and explain to parents their school’s participation in the School-wide Plan, and their right to be involved.
2. Coordinate and integrate parent involvement with early childhood programs in the community and in the school
3. Work with a Family Leadership Group, which meets at least once a month from September through May.

a. The Family Leadership Group membership shall consist of parents, administration, teachers and community members.

The purpose of the council shall include:

- a. Meeting with School Improvement Team to evaluate plans, programs, and Consolidated Application planning.
- b. Help with parent involvement activities.
- c. Help implement surveys to gather input regarding program design and priorities for programs and activities.
- d. Involvement of parents in the development of training staff.
- e. Being informed regularly on state and federal guidelines.

Offer a minimum of one annual meeting to Title I parents. The purpose of this meeting shall include but are not limited to:

- a. Inform parents about applications, funding, and program guidelines.
- b. Involve parents in program recommendations and revisions.
- c. Provide parent training sessions.

- d. Provide parents supplemental materials and activities to help achieve district goals.
- e. Assist in parent and community involvement.
- f. Provide parents with information about state academic content standards.

Provide parents of participating children with:

- a. Periodic communications regarding school programs, announcements, activities and policies. Policies are also available at any time by request.
- b. Parent/teacher conferences held at least two times per year.
- c. Their child’s individual assessments result through parent/teacher conferences.
- d. Student progress reports at the mid-term and end of each quarterly grading period.
- e. Provide activities and programs that will promote and provide opportunities for student, parent and community connections.
- f. Timely notification of long-term substitute teachers.
- g. Timely information concerning school programs, curriculum, assessments, and student proficiency levels.
- h. Timely assessment and accountability notification if the school goes into school improvement.

A Parent Involvement Policy and Parent/School Compact will be developed using input from each group and will be reviewed annually.

## **21. PARENT/STUDENT/SCHOOL COMPACT**

### **Student Agreement**

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- 1. Attend school regularly and take pride in our school.
- 2. Come to class each day with pens, pencils, paper, and other necessary tools for learning.
- 3. Complete and return homework assignments when due.
- 4. Observe regular study hours.
- 5. Abide by rules of student conduct.

### **Parent/Guardian Agreement**

I want my child to achieve; therefore, I will encourage him/her by doing the following:

- 1. See that my child is punctual and attends school regularly.
- 2. Support the school in its effort to maintain proper discipline.
- 3. Establish a time for homework and review regularly.
- 4. Encourage my child’s effort and be available for questions.
- 5. Stay aware of what my child is learning through attendance at parent/teacher meetings.
- 6. Read with my child and let my child read.
- 7. Understand that I have the opportunity to visit classrooms and volunteering as needed.

**Teacher Agreement**

It is important that students achieve; therefore, I shall strive to do the following:

1. Provide homework assignments for each child.
2. Be available to provide assistance for parents so they can assist with assignments.
3. Encourage students and parents by providing information about student's progress.
4. Help each child grow to his/her potential.
5. Demonstrate professional behavior and a positive attitude.

**Administrator Agreement**

I support this form of parent involvement; therefore, I shall strive to do the following:

1. Provide an environment that allows for positive communication between the students, parents, and teachers.
2. Encourage teachers regularly to provide homework assignments that will reinforce classroom instructions.
3. Enforce school handbook policies consistently and fairly.
4. Demonstrate professional behavior and a positive attitude.

**SIGN-OFF SHEET**

STATEMENT TO BE READ AND SIGNED BY STUDENT/PARENT

**I UNDERSTAND AND ACCEPT MY PERSONAL RESPONSIBILITY FOR FOLLOWING ALL INFORMATION AND EXPECTATIONS PRESENTED IN THE STUDENT/PARENT HANDBOOK**

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STUDENT SIGNATURE

DATE

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PARENT SIGNATURE

DATE