

Shannon County School District 65-1

NON-DISCRIMINATION STATEMENT

The Shannon County School District does not discriminate on the basis of disability, race, color, national origin, sex or age in access to employment in, or in the provision of, any of Shannon County School District's programs, benefits, or activities. The following person has been designated to handle inquiries regarding this policy:

Dr. Margo Heinert, P.O. Box 109, Batesland, South Dakota 57716, **(605) 288-1921**.

Grievance procedures for 504/ADA/Title IX are available in each school office by request to the principal.

Shannon County School District 65-1

MISSION STATEMENT

Empower all students to become life-long learners in a culturally diverse, changing, and technological world reflecting the Lakota values as the foundation for enhancing the well being of self, family, and the community.

VISION STATEMENTS

- ◆ Children, staff, and community are filled with confidence and respect for self and others based on Lakota values.
- ◆ Collaborative planning and teaming among staff, parents, community and students exists throughout the district.
- ◆ Students perceive school as a nurturing environment with a student-centered curriculum.
- ◆ Students are highly motivated, actively learning, and are consistently attending school.
- ◆ Students, family, school personnel, and community have mutual respect and regard for all.
- ◆ The schools are safe, clean, drug and alcohol free environments.
- ◆ Low teacher/student ratio supports the student-centered curriculum.

BELIEF STATEMENTS

STUDENTS AND LEARNING

- ◆ All Students deserve a safe, nurturing environment.
- ◆ All students must take responsibility for their action and demonstrate ethical values.
- ◆ All students have the right to a positive cultural identity.
- ◆ All students have a right to an education which will prepare them for a rapidly changing, technological world.
- ◆ Students, staff, families, and the community need to be partners in learning.

TEACHERS AND TEACHING

- ◆ All teachers are entitled to a safe teaching environment.
- ◆ Teachers must be supported by students, families, staff, and the community.
- ◆ Teachers must collaborate with colleagues, students, parents, and the community.
- ◆ Teachers must nurture students by recognizing students' individual learning styles.
- ◆ Parents are an essential part of education as a child's primary teacher.

SCHOOL AND SCHOOL DISTRICT

- ◆ Schools shall reflect the cultural beliefs and values of the community.
- ◆ Schools must be student-centered, creative, and provide learning at all levels.
- ◆ Schools must provide an inviting, positive environment for students, staff, families, and the community for all to be active partners in learning.
- ◆ Schools must provide safe environments.
- ◆ Decisions shall be based on the school mission, vision, philosophy, and student outcomes.

STUDENT OUTCOMES

FAMILY

Students will be effective interpersonal relators who

- ◆ model, develop, and maintain a positive self-concept.
- ◆ practice and encourage open, honest communication.
- ◆ evoke trust, empathy, and sensitivity for others.
- ◆ achieve a balanced life with values and purpose.

LEARNERS

Students will be life-long learners who

- ◆ amplify the skills needed to access our technological world to further personal learning.
- ◆ attain personal goals through self-directed motivation.
- ◆ analyze, monitor and evaluate knowledge and information throughout life.

CULTURE

Culturally enlightened students who

- ◆ Exhibit Lakota values in all aspects of life.
- ◆ Contribute to the well being of the Lakota people.
- ◆ Honor and uphold Lakota spirituality, beliefs, and morals.
- ◆ Develop a tolerance and appreciation for other cultures.

PRODUCERS

Proactive student producers who

- ◆ Create/use innovative techniques to impact the economy of the community.
- ◆ Model decision-making processes based upon cultural values.
- ◆ Integrate interpersonal skills to facilitate community involvement.

COMMUNITY

Culturally enlightened citizens who

- ◆ Demonstrate community culture and spirituality with respect, knowledge and understanding.
- ◆ Evaluate, promote and participate in community and national government and decision making in the global world.
- ◆ Describe pride in community.
- ◆ Work to preserve and enhance the environment.
- ◆ Contribute to the well-being of self, family, and all Lakota people.

TITLE I PARTICIPATION

The Shannon County School District believes that parent participation enhances the child's chance for success. Therefore, we encourage and support parental involvement in the Title I Compensatory Education Program. Guidelines to achieve parental participation include:

- Parents of eligible Title I students will be notified in a timely manner that their child has been selected for eligibility to participate in the District's Title I Program.
- An annual meeting will be held where all parents of eligible children are invited. The purpose of such a public meeting is to discuss with parents the programs and activities carried out with Title I funds and to inform parents of their rights to consult in the design and implementation of the Title I project.
- A parent advisory council will be organized each year for the purpose of soliciting parent input and maintaining on-going communication among parents, teachers, and administrators. Parent suggestions in the planning, development, and operation of the program will be solicited.
- Conferences will be held during the school year with individual parents and teachers to discuss placement and/or student progress. Consultation between parents and the school will focus on cooperation to achieve student and program objectives.
- Parent information concerning the Title I program, materials, and suggestions for parents to help promote the education of their children at home will be provided during the school year.
- The Title I staff will provide timely responses to parent's recommendations in regard to specific concerns.

(Legal Reference: The Improving America's Schools Act of 1994; Public Law 103-382)

AGE REQUIREMENT FOR ENTRANCE TO KINDERGARTEN & FIRST GRADE

To enter Kindergarten, state law requires that a youngster must be five years before September 1st. A birth certificate will be required upon registration for kindergarten.

To be eligible for first grade, a pupil must be six years old on or before September 1st.

BIRTH CERTIFICATE REQUIREMENT

The 1988 Legislature passed Senate Bill 2 requiring a certified copy of your child's birth certificate for school records. All students who are entering Shannon County Schools for the first time must present a certified copy of a birth certificate. The elementary school will make a copy of the original document to be included with the child's school records. A certified copy of a birth record may be obtained from the South Dakota Department of Health, Vital Records Office, 523 East Capitol, Pierre, South Dakota 57501. Anyone having questions concerning birth records may also call the Vital Records Office at 773-4961. That is also the number to call to find the address of the appropriate office in any other state to obtain birth records. Birth records may be obtained from the Register of Deeds in the county of birth, except for children who are adopted. Records for children are available only at the appropriate state office. A minimal fee will be charged for this service.

LEGAL GUARDIANSHIP

The school must have written documentation of legal guardianship in situations in which there is a question of custody. If there is a change of guardianship or custody, the school needs to be notified in order to ensure that we fulfill our responsibility to students enrolled in our schools.

STUDENT ENROLLMENT & CLASSROOM ASSIGNMENT

Parent request will be considered, however, weight will also be given to the relationship already established within the school family structure and available classroom space.

SCHOOL HEALTH PROGRAM

The Shannon County School Health Program is to assist the family in procuring and maintaining good health of the child. The key word is assist. The school assumes no responsibility for injuries or illness that started outside of school. If a child becomes ill at school he/she will be taken home. It is the responsibility of the parent to take the child to the clinic, if that need is determined. If a child is seriously injured at school the nurse or designee will transport the child to the hospital, the parent will be notified, and take responsibility for the child.

IMMUNIZATION REQUIREMENTS

South Dakota law requires all new kindergarten students to have a second MMR (Measles, Mumps and Rubella) vaccination before they can be enrolled in school. In addition, your child (ren) will need proof of the following immunizations before starting school in the fall:

- DPT (diphtheria, tetanus and pertussis) given after age 4;
- OPV (polio) given after age 4;
- TB (tuberculosis) skin test

You may contact your local physician or the Public Health Service in Pine Ridge, S.D. for further details.

COMMUNICABLE DISEASE

The school administration or school health personnel may exclude from school any student who shows evidence of departure from normal health, who has been exposed to a communicable disease, or whose presence is certified by a physician to be detrimental to the health or cleanliness of other students. The parent or guardian will be notified of the reason for the student's exclusion from school.

A student who has been excluded from school for the above reasons may be readmitted when school health personnel, with concurrence of a licensed physician, determines that no evidence of the disease or detrimental condition exists.

Exclusions extending beyond five (5) school days will be referred to the School District's special education director for evaluation and possible homebound instruction. Teachers will make every effort to provide materials for the student's use at home.

LEGAL REFERENCE: SDCL 13-28-7.3

ADMINISTERING MEDICATIONS TO STUDENTS

Students will not be permitted to take medication while at school unless such medicine is administered by the school nurse under specific written request of the parent or guardian and, in the case of prescription drugs, with written instructions by the student's physician. Such request must include a full release from the responsibilities pertaining to the administration and consequences of such medications and be presented to the principal by the student's parent or guardian.

WHENEVER POSSIBLE, MEDICATION SHOULD BE GIVEN AT HOME. EVERY EFFORT SHOULD BE MADE TO AVOID DISPENSING MEDICINE DURING SCHOOL HOURS.

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the nurse. All medications will be kept in and dispensed through the nurse's office.

ATTENDANCE

The school attendance laws of South Dakota and Oglala Sioux Tribal Resolution 69-42 require that children must attend school regularly. The only excused absences from school generally involve student illnesses or death in the family.

If you have legitimate reasons for your child missing school, send a note to the principal's office as early as possible so arrangements can be made. Keep in mind that a great deal of learning takes place every day at school and excessive absenteeism can create problems that are difficult to overcome for your child. When your child is absent from school, a written note must accompany the student upon returning to school.

We are obligated to notify the Tribal Court after a child has accumulated three (3) days of unexcused absences. Parents will be contacted by phone or the Home School Coordinator.

available other learning enhancements opportunities (e.g., summer school, 21st Century Community Learning Centers, alternative studies).

Any student who does not attend school regularly and/or take advantage of the district's learning opportunities jeopardizes his/her promotion to the next grade.

LEGAL REFERENCE: SDCL ch. 13-27

CROSS REFERENCE: JEA, JED, JEDA, JEDB

Attendance Policy

ABSENCES, EXCUSED AND UNEXCUSED

Through cooperation with parents, strict adherence to guidelines in regard to tardiness and unexcused absences, and diligence in investigating the causes of absences, the Shannon County School Board will endeavor to reduce tardiness and truancy.

The Shannon County School District truancy officer, building principal or designee, will be responsible for enforcing the compulsory of attendance laws that require attendance, provide for penalties if parents and guardians do not carry out their responsibilities and establish procedures for referral of truancy violations to the proper authorities. In accordance with SDCL 13-27-14, the Board will appoint the truancy officer at the annual meeting. In the absence of appointment, The Board President is the truancy officer. The building principal or his/her designee will serve as truancy officer for each building.

The Shannon County School Board, administrators and staff recognize that student achievement is directly related to student attendance. If children are to be successful in school, it is imperative that they have a regular and consistent attendance. Students who have poor or sporadic attendance or regularly miss portions of classes because of tardiness do not receive the same learning opportunities as those who have few absences or tardies. Although the school district supports after-school tutoring and summer school as a means to help address the issue, the actual classroom instructional time is the most effective learning strategy for students. Therefore the district's attendance policy has been amended and is effective March 1, 2006.

1. Any student who has 17 or more excused or unexcused absences during one school year jeopardizes his/her promotion to the next grade. Parents will be kept informed of their child's absences on a regular basis and are requested to work collaboratively with the district to make sure their child attends school regularly;
2. Any student who has accumulated 10 absences, excused and unexcused, will be dropped from enrollment from the building he/she attends;
3. Any student who has 5 consecutive unexcused absences will be dropped from enrollment from the building he/she attends;
4. Tardiness will be accumulated by minutes that the student is late. When the total number of tardies equals 300 minutes, it will be calculated as one day or portion thereof and will be included as part of the 5 or 10 absences mentioned above;
5. If a student is dropped from enrollment, the parent or guardian must re-enroll the student through a conference with the building administrator or designee. The parent and child must agree to sign an attendance agreement which will include mandatory participation in tutoring and/or Saturday sessions. Transportation for Saturday sessions is the responsibility of the parent/guardian. Saturday session will be held from 8:30 – 12:30;
6. If a student is dropped from enrollment four times, he/she will be suspended from school for the remainder of the trimester in which the 4th enrollment drop has occurred. Any additional drops from enrollment after the suspension has been met may result in additional suspensions;

STUDENT PARTICIPATION

It is the feeling of the administration that if a child is well enough to be in school, he/she is well enough to participate in the entire school program. This would include the recess period. Exceptions to these rules are made if the child becomes ill during the school day, or has returned from a serious and prolonged illness.

SCHOOL VISIT

Parents play an important role in the education of their children and are encouraged to visit the school at any time and often. A close partnership between parents and school greatly increases the probability that your child will get the best education possible. On the day of your visitation please check in at the office first. When you are in the class observing, please do not try to hold a conference with the teacher about your child. Make an appointment to confer before or after school.

DISMISSING CHILDREN FROM CLASS EARLY

On occasion, a child may need to be taken out of class for a short period or for an early dismissal. Please come to the office and sign the student check out sheet with the office staff. No child will be allowed to leave his/her classroom to leave school early without clearance from the school office. Students will only be allowed to leave with their legal guardian as recorded in the office. A student who leaves school without obtaining permission or signing out will be considered truant.

SCHOOL RECORDS

Pupil's school records are confidential. Authorized school personnel, state and federal education officials, and persons with court orders may inspect student records. All others must have the parents' permission. Since parents have an interest in the educational development of their child, they may inspect their child's school records at any time. In addition, they may have incorrect records corrected and must be allowed to put their own explanation in the records with which they disagree. School officials can interpret the content of the file or explain what is meant by certain tests. Custodians of the records in public schools may make school records available only to individuals who are legally authorized to see them.

The following policy governs the collection and administration of student records:

1. A student's permanent record file shall include only this information; Identifying data (including names and addresses of the parents or guardian), birth date, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, and possibly medical records;
2. Any other records shall be made available only to the student or parents or guardian of the student and the school staff. All records shall be governed by strict safeguards for confidentiality and shall not be available to others in or outside of the school event without the consent of the parent. These other records shall be considered temporary and shall be destroyed when the individual leaves the school.
3. All records shall be open to challenge by a student or the parents or guardians of the student;
4. A student's opinion shall not be disclosed to any outside person or agency;
5. A student shall be free from punitive actions in evaluations of academic competency and in college/job references because of individual opinions.

CONFIDENTIALITY OF INFORMATION

It is the goal of the Shannon County Schools to provide full educational opportunity to all children with special needs, aged birth to twenty-one (21), consistent with the timetables established in the South Dakota State Plan for Part B of the Education of the Handicap Act. Pursuant to this goal, the Shannon County District shall:

Develop and implement policies and procedures on the confidentiality of information consistent with Part B of the Education of the Handicapped Act and the Family Education Rights and Privacy Act.

The parent of a child in need of special education and related services shall be afforded, in accordance with school board policy, an opportunity to inspect and review all education records concerning the identification, evaluation and educational placement of the child and the provision of a free appropriate public education of the child. *(Adopted: 05/29/91)*

PUBLIC NOTICE

To be in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988, the Shannon County Board of Education hereby makes the following annual public notification of its intent to disclose to the press, media and others authorized by school officials personally identifiable data designated as Directory Information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing and submitted to the student's principal within 15 days after publication of this notice.

The following information will be entitled Directory Information:

- a. Student's name, address, and telephone listing.
- b. Student's date and place of birth.
- c. Student's major field of study.
- d. Student's participation in officially recognized school activities and sports.
- e. Weight and height of students who are members of athletic teams.
- f. Dates of student attendance.
- g. Degrees, honors, and awards a student receives.
- h. Any other form of information which denotes accomplishments, achievements, or special recognition given to a student.
- i. Most recent previous educational agency or institution attended by a student.
- j. Individual and group photographs pertaining to any of the above activities.

The FERPA information which must be annually provided to parents and eligible students must include a statement that the parent or eligible student has a right to do the following:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are accurate, not misleading, or otherwise in violation of the student's education records;
- c. Consent to disclose of personally identifiable information contained in the student's education record, except that which FERPA and the regulations in the school's comprehensive plan authorize disclosure without consent;
- d. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the FERPA and the district's comprehensive plan;
- e. Obtain a copy of the district's policy and where copies of the district's policy are located.

SCHOOL CANCELLATION ANNOUNCEMENT

Information concerning cancellations of school because of bad weather will be broadcast over radio stations KCRS-Chadron, KSDZ-Gordon, and 90.1-KILI Porcupine and KEVN and KOTA television stations.

PHONE CALLS TO SCHOOL PERSONNEL

If a parent or guardian needs to contact a child's teacher or principal, they should be contacted during regular working hours of the building site. Regular work hours are from 8:00 A.M. to 4:00 P.M. Teachers and Aides will not be called to the phone during instructional time except in an EXTREME emergency (ex. death, serious injury or illness to immediate family member). We ask that you respect the teachers' privacy and conduct school business during the regular work day, as much as possible.

FIRE AND DISASTER DRILLS

For the safety of our students and staff, fire and disaster drills are held throughout the school year. Students are instructed in the correct procedure for evacuation and should listen carefully to ensure safe practices are followed. Instruction for evacuation is posted in each classroom.

1. Check the instructions in classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk, no talking. Move quickly and quietly to the designated area.

FIRE ALARMS

The purpose of fire alarms is to let the occupants know there is a reason to evacuate the building as quickly as possible. Fire and disaster drills are for practice and are authorized and/or scheduled by the administration.

TRIPPING A FIRE ALARM BY A STUDENT OR ANY PERSON NOT AUTHORIZED TO DO SO, WILL RESULT IN SEVERE DISCIPLINARY ACTION.

TRANSPORTATION

Shannon County Schools believe all students can behave appropriately and safely while riding on a school bus. Any interference that prohibits the driver from doing his/her job or prevents other students from receiving safe transportation will not be tolerated. The school is responsible for the safety and well-being of all students from the time they board the bus until they are dropped off after school. Students must ride their assigned bus to and from school. Bus assignments are temporary and changes can be made only through administrative approval.

Students who come to school on the bus will return on the bus unless they have a note from the parents and either signed or initialed by a school staff member. Students will not be allowed to go home with another student without written permission by parents/guardians of the student.

STUDENT CONDUCT ON BUSES

When a student is boarding, riding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary discipline to maintain control.

In view of the fact that a bus is an extension of the classroom, Shannon County Schools requires students to conduct themselves in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct him/herself properly on a bus, such instances will be brought to the attention of the building principal/dean of students. The building principal/dean of students will inform the parents of the misconduct and request their cooperation in stopping the student's behavior.

Shannon County Schools provides bus service and attempts to ensure safe and orderly busing. In order to do this the following rules must be adhered to:

- Follow directions of the driver
- Stay in your seat.
- Keep all parts of the body in the bus
- No pushing, cussing, or fighting at any time
- No smoking, chewing or spitting permitted
- Never open the bus door (emergency door is only for emergencies)
- Vandalism of any kind is prohibited
- Respect the other persons space

The following items will not be allowed while riding the bus to and from school or during school hours:

- Sunflower Seeds
- Chewing gum
- Laser Lights
- Soda Pop

Students who have become a serious disciplinary problem on the school bus may have their riding privileges suspended for up to five (5) days by the principal. In such cases, the parents of the student involved become responsible for seeing that their children get to and from school safely. Transportation costs for those students who have had their bus riding privileges suspended will not be reimbursed.

LEGAL REFERENCE: SDCL 13-32-2.

DRESS CODE POLICY

Since school attire impacts the quality of learning and the attitudes of those involved in the education process, school attire should be appropriate to the educational process. Therefore, no student is to wear clothing or accessories including hats, buttons, etc. that display alcohol, drugs, tobacco or gang paraphernalia; nor should a student wear anything pornographic, sexually explicit (e.g. playerz 69), or obscene (e.g. language); nor should a student wear clothing which has been identified with current gang-like attire. Inappropriate and immodest clothing will not be allowed in the Shannon County Schools. Examples of clothing that are inappropriate and immodest are: shirts that reveal the mid-section of the body or too much of the torso, pants that reveal the mid-section of the body or lower back, single strap shirts, spaghetti strap shirts, tank top undershirts, sleeveless jersey shirts, tube top type shirts, see through shirts, mesh shirts, caps, headsets and walk mans.

Repeated violations of this dress code policy will be considered non-compliance and can be subject to suspension (in school or out of school).

Parents/guardians are asked to work with their students to ensure that students are appropriately dressed. The cooperation of parents/guardians is requested in this area of proper attire.

PUBLIC DISPLAY OF AFFECTION

Students who engage in repeated public displays of affection (e.g. kissing, **hickys**) on school grounds or during school sponsored events will be referred to the Dean of Students/Principal for appropriate disciplinary action.

STUDENT DRUG/ALCOHOL REGULATIONS

To provide for the structure and resources necessary for positive learning experiences, the Shannon County School Board here by implements the following procedures governing student drug/alcohol abuse while on campus or while participating in school sponsored activities of Shannon County Schools:

Tobacco products are not allowed at Shannon County Schools and will not be tolerated. Students using or carrying any tobacco product will be dealt with in the following way:

- 1st Offense: Student will be suspended for one day (could be in school or out of school) and the parent will be notified. Student will be required to participate in a Tobacco awareness program.
- 2nd Offense Student will be suspended for 3 days and notification of reason for suspension will be made to parent. Student will be required to return with parent and a plan for a program will be initiated.

The possession, use, or distribution of marijuana, alcohol, pills/drugs not prescribed by a doctor for the individual, inhalants, or any other harmful substance is not permitted. It is a federal crime to sell drugs in or near public elementary schools and the School District intends to uphold the law in this matter.

- 1st Offense reason Student will be suspended for a **minimum** of 3 days and notification to parent for reason will be sent home with student. Student will be required to participate in a Drug/Alcohol Awareness Program. **COURT/LAW ENFORCEMENT WILL BE NOTIFIED IMMEDIATELY.**
- 2nd Offense Student will be suspended for up to 10 days with the possibility of Recommendation of Expulsion to the School Board with Approval of the Superintendent. Student will return to school with Parent and a contract for counseling/services will be drawn up prior to Student being allowed back. **COURT/LAW ENFORCEMENT WILL BE NOTIFIED IMMEDIATELY.**

Use of drugs authorized by a medical prescription from a registered physician will not be considered a violation of these rules.

ASSAULT, BULLYING, PHYSICAL HARASSMENT

Assault/Bullying/Physical harassment of one student by another student or group of students will not be tolerated. The student or students committing the assault/bullying/harassment may be suspended from school for a period of one to three days. Continued assaults/bullying/physical harassment may result in additional suspensions and/or expulsion.

Assault/bullying/physical harassment is defined as any word, look, sign, or act that threatens or causes physical or emotional hurt upon a person's body, feelings, or possessions.

THREATENING A STAFF MEMBER

Students who intentionally threaten the safety of or attempt to physically harm a staff member will be recommended for long term suspension and possible expulsion by the Shannon County School Board.

Foul language used towards a staff member either directly or indirectly will result in the student being placed in ISS or out of school suspension.

STUDENT SUSPENSION/EXPULSION

Generally, suspension may be imposed when a student's behavior creates a threat to his/her own or other's safety. Behavior such as fighting or committing assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making false alarms or bomb threats; lewd or threatening behavior or language; or possession of beer or alcoholic beverages or other chemical substances on the school premises or at school activities may result in suspensions.

***In-School Suspension**

When a student's actions warrant in-school suspension, he/she will be isolated in the in-school suspension room. Class work will be brought to them. They will eat lunch in the ISS room.

*** Suspension**

Suspension from school or school activities is the discipline given for severe or frequent misconduct. The student and parents/guardians are required to come to the school and meet with the Dean of Students/ Principal before the student will be allowed back in school.

The days students are on *Out of School Suspension* are counted as unexcused.

1st Offense 1 Day/ISS or Out of School

2nd Offense 3 Days/ISS or Out of School

3rd Offense 5 Days/ISS or Out of School

4th Offense 10 Day Out of School

5th Offense Recommendation of Expulsion to the School Board with the Approval of the Superintendent.

***Depending on the Offense of the Student, he/she may be placed on a 1, 3, 5, 10 day or long term suspension to the fit the offense for which that student is being suspended.**

Ex. *Weapon to school – 5, 10, or long term

Drugs—3, 5, 10

Skiping class (AWOL) – 1 Day

Students who are guilty of continued misconduct/ Suspensions and therefore interfere with their and others opportunity to learn may be recommended to the Board of Education for expulsion from school.

***13-32-7 Possession of Firearms on elementary or secondary school premises or vehicle as misdemeanor.....**

Hearing procedures as established by state regulations and will be followed for all students who receive short or long-term suspensions or expulsions.
(SDCL 13-32-1 through 13-32-7)

GRIEVANCE PROCEDURE

Complaints or any problems should be brought to the attention of the school principal. If the problem is not resolved in a reasonable time frame, the complainant should then call the superintendent. If the principal and/or the superintendent do not rectify the problem within a reasonable amount of time, the school board should then be notified.

Please follow the proper procedure for filing a grievance or complaint.

SCHOOL COMMUNICATION SERVICES

Students are not allowed to use the telephone without permission of the school principal or other authorized school staff. Telephones are for staff use only.

COMPUTER/INTERNET

Students will adhere to school policies and procedures for the use of computers and the Internet service. Any violations will result in the loss of privileges. Computer and the Internet are for classroom projects and school use only.

STUDENT BILL OF RIGHTS

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

- Learn in a disruptive-free environment
- Know what is expected of them at all times in every area of the school
- Be protected from physical harm
- Have their positive behavior recognized
- Have their personal property protected
- Have their concerns heard
- Be treated with kindness, care and respect

SHOW RESPECT FOR PERSONAL, SCHOOL, AND PUBLIC PROPERTY

State law makes the students and parents financially responsible for damages and defacements of school property. (This includes school buses.) This law will be enforced as necessary. Payment for damages will come in the form of cash or work. Respect school property. Supplies, desks or other school property will be replaced by the student who does the damage. If the students willfully destroy

school property, suspension and subsequent expulsion may be necessary. If you accidentally damage school property, you should report it to a teacher or the office immediately.

STAFF IN-SERVICE

Occasionally students may not be coming to school on order to allow teachers to participate in an in-service. We want our teachers to be continually updated on effective instructional strategies; an in-service allows us to do this. A monthly calendar from each building will inform you of this in-service date.

HOW TO GET INVOLVED

It's easy to become involved in your child's school. Express your interest, offer your help and when contacted respond eagerly and positively. Active participation is welcomed. Involved parents inspire and motivate students. Your example may be the best teacher of all. Each school has an organized parent group (PTAC).

Establishing a relationship of good communication with your child's teacher is a bonus for everyone. There are also a number of ways parents can assist the teacher in the classroom.

Please do choose to become involved! We will all benefit!

WHAT PARENTS CAN DO TO HELP THEIR CHILD

- Insist on your child's prompt and regular attendance at school. They need to be on time because the teacher has planned activities for them.
- Encourage and help your child to give proper attention to health, personal cleanliness, and neatness of dress. Children should dress appropriately for weather conditions.
- Provide a place for study and homework. Be available to help and encourage your child to complete assigned tasks at school.