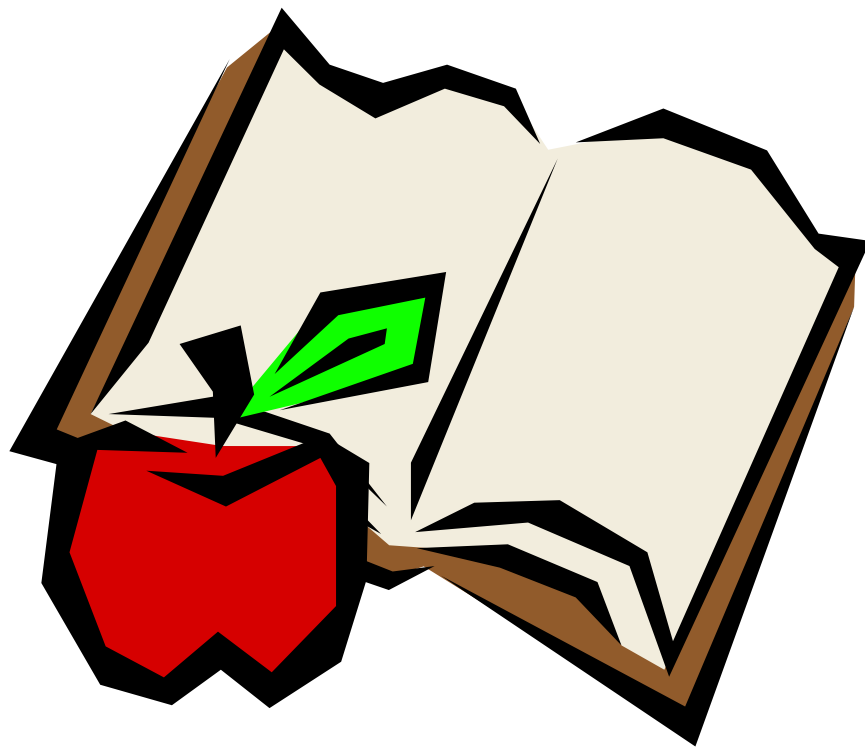


ELEMENTARY EDUCATION HANDBOOK



FOR THE RAPID CITY AREA SCHOOLS

PARENTS + STUDENTS + SCHOOL = SUCCESS

APPROVED BY BOARD OF EDUCATION April, 2009

MISSION STATEMENT FOR RAPID CITY AREA SCHOOLS

The mission of the Rapid City Area Schools is to provide all students equal access to an excellent educational program, as defined by our Educational Philosophy and by our Instructional Standards.

EQUAL EDUCATION OPPORTUNITIES STATEMENT

The Rapid City Area School District No. 51-4 provides equal education opportunities for all its students and does not discriminate against students on the basis of race, color, creed, religion, sex, ancestry, disability or national origin in the educational programs or activities.

Inquiries concerning sex discrimination may be directed to the Assistant Superintendent of Human Resources (394-4014), at 300 6th Street, the Rapid City Area School District's designated Title IX compliance official, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

Inquiries concerning race, color, creed, religion, ancestry, disability or national origin, may be directed to the Director of Curriculum, Instruction Assessment & Gifted Education Services (394-4053), Chapter I and II Coordinator, 300 6th Street, Rapid City, South Dakota.

Students or parents have access to student school records. A student grievance procedure is set forth in the Handbook of the Policies, Procedures and Practices of the Rapid City Area School District in the principal's office.

NONDISCRIMINATION STATEMENT

The Rapid City Area School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, age, gender, marital status, religion, public assistance or disability, national origin or veteran status.

Inquiries concerning the application of Title VI or Title IX may be referred to the Assistant Superintendent of Human Resources at 300 Sixth Street, Rapid City, South Dakota 57701 (394-4014) or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, Fax: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Inquiries concerning application of the Section 504 may be referred to the Director of Special Services at 300 Sixth Street, Rapid City, South Dakota 57701 (394-4035).

DISCRIMINATION/HARASSMENT POLICY

AC*1

- I. The Rapid City Area School District will not tolerate racism, discrimination, harassment, exploitation, and victimization of students, school employees, non-employees or any persons who are invitees of the Rapid City School District for any reason, including but not limited to race, color, ethnic background, national origin, religion, creed, age, sex, citizenship, political affiliation, mental, and/or physical challenge, sexual orientation or preference or status as a veteran. The Rapid City School District is committed to providing an environment free from harassment and other forms of discrimination for students, school employees, non-employees and its invitees. The school district includes school facilities, school premises, school vehicles, and non-school vehicles used to transport students, employees, non-employees and invitees to school-sponsored activities/functions, and any other area where the Rapid City School District has control of the premises.

- II. Discrimination or harassment by board members, administrators, employees, non-employees, invitees, parents, caretakers, students, vendors and others doing business with the school district are prohibited. Individuals whose behavior is the subject of a complaint of this policy will be subject to the discrimination/harassment procedures of the district and may result in disciplinary action. Such disciplinary action may include, but is not limited to conciliation, mediation, training, suspension, expulsion, reprimand or termination of employment.

III. CONFIDENTIALITY

- (A) A complaint or report of discrimination or harassment and/or an investigation of discrimination or harassment are to be held in strict confidence, except such materials or information may be disclosed as necessary for the performance of the duties and obligations required under this policy.
- (B) Criminal investigation materials may only be released or disclosed in accordance with state law.

IV. RETALIATION

- (A) The Rapid City School District also prohibits, retaliation against any person because that person has asserted, or has assisted another person to assert a discrimination or harassment complaint with the school district or with any state or federal agency, or because that person has testified, or participated in any manner in an investigation, proceeding or hearing concerning a complaint of discrimination or harassment. Retaliation is also a violation of federal and state law, and may lead to disciplinary action against the offender.

08/17/06

If you believe you have been the subject of harassment or discrimination, contact the principal, counselor or any other trusted adult in your building.

A. Definitions

When used throughout all sections discussing public complaints, the terms set forth below shall be defined as follows:

1. Day: All days from Monday through Friday, inclusive, except when the day is a legal or school holiday.
2. District official: The principal of the school where the event triggering the complaint occurred, the district assistant superintendent or director, the superintendent or any member of the school board of education.

B. Purpose

The board of education recognizes the right of individuals and groups to present complaints concerning school personnel, curriculum, policies, instructional materials, services and facilities.

Constructive criticism of the schools is welcome when it is motivated by a sincere desire to improve the quality of the education program.

This policy is intended to strengthen a close working relationship between patrons and the schools. It is also intended to serve as the grievance procedure for Section 504 of the Rehabilitation Act of 1973. This policy is not intended to address terms and conditions of employment. Employee complaints must be processed in a manner consistent with negotiated agreements between the district and its employees.

The board of education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

C. Expectations

The board of education encourages parents and other citizens to express their concerns, to ask questions and to take an active interest in the schools' educational program and the school environment by attending board of education meetings and school functions, visiting the schools and meeting with teachers.

The board of education believes that public complaints are best handled and resolved as close to their origin as possible, and that district teachers, administrators and staff should be given every opportunity to consider the issues and render decisions prior to involvement by the board of education. The board of education expects these district employees to receive complaints courteously and to promptly take appropriate action as warranted by the complaint.

D. Board of Education Involvement

Whenever a written complaint is made directly to the board of education as a whole or to an individual board of education member, the individual or group involved will be advised to take the complaint to the superintendent who will advise them of the appropriate district employee or administrator to handle the

complaint. If the complaint is about the superintendent, it should be referred to the president of the board of education.

Matters unresolved at lower administrative levels and brought before the board of education must be in writing and must specifically identify the relief requested.

- E. **Timeframe Limits Applicable to Filing Complaints or Requesting Review**
Every effort shall be made to promptly resolve complaints. A seven (7) day period is the maximum time period, which may elapse before a district official receives a written complaint. Unless mutually agreed, any complaint received after the expiration of the seven (7) day period will not be timely and will not be acted upon.

If the district official does not issue a written decision within the seven (7) day timeframe provided by this policy, the complainant may request review at the next level. (See policy KL-P.)

Unless mutually agreed, seven (7) days is the maximum allowable time between the date a decision is rendered and the date a written request for review must be received at the next level. See Policy KL-P for information regarding the progression of review through administrative levels. Should the complainant fail to properly request review in a timely manner, the complaint shall be deemed abandoned.

Reviewed 6/13/00

Dear Parents,

The Rapid City Area Schools are committed to quality education. Communication is an important part of that commitment and certainly parents head the list of people with whom to communicate.

This handbook was written for parents by a team of administrators, teachers, parents and other representatives of the Rapid City Schools to provide you with a general overview of what is offered to students through the early years of their education. It is approved by the Board of Education and is considered policy.

We sincerely hope you find this handbook helpful. Our intent is to provide greater understanding of the instruction your child receives in the Rapid City Schools and to focus on the important role of the parent.

Please conclude that this publication is a token of our commitment to the success of learning and the direct relationship of students and their families to that success.

We encourage your communication at any time.

Sincerely,

The Rapid City Area Schools



PROFILE OF THE RAPID CITY AREA SCHOOLS

PHILOSOPHICAL

Caring for children and placing their welfare above all other decisions accurately summarizes the philosophical profile of the Rapid City Area School District.

ANALYTICAL

Evaluation of the school learning climate by outside evaluators revealed a profile of public confidence. The three most outstanding features for which people praised the Rapid City District were:

1. The quality of education
2. The physical facilities
3. The attitude of teachers and administrators

DEMOGRAPHICS

Fifteen elementary schools boast a “neighborhood school” flavor. These schools feed into five middle schools, two senior high schools and the academies. These schools can take pride in their teacher/student ratio.

School enrollment figures fluctuate at around 13,000 students. Certified staff numbers about 950 and classified staff is approximately 450. The district encompasses 448 square miles.

The demographics of Rapid City reveal a heterogeneous population which fluctuates at around 77,200 (including the three-mile radius of Rapid City).

Ellsworth Air Force Base employs approximately 4,000 military and civilian personnel and, as a military installation, contributes both to the economy of Rapid City and to the mobility factor in the Rapid City Schools.



I. GENERAL SCHOOL RULES

AGE REQUIREMENT FOR ENTRANCE TO KINDERGARTEN AND FIRST GRADE

To enter kindergarten, state law requires that a youngster must be five years old on or before September 1. A certified 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 1.

ANIMALS AT SCHOOL

Please keep pets at home. Animals on the playground constitute a real hazard. For the children's protection, it may become necessary that the school call the animal shelter to pick up animals that run free.

Pets should not be brought to school without teacher or principal approval. Be sure the pet is not ill. Pets brought to school for show and tell activities should be taken back home thereafter. Students will not be allowed to touch the pets. Pets should be caged or on a leash.

ASSIGNMENT OF STUDENTS TO SCHOOLS

The Board of Education has the legal authority to determine which school a child will attend. Generally, students will be required to attend school in the attendance area in which they reside, unless special permission has been granted by the superintendent or his designee.

The Board will make every effort to maintain class sizes which promote efficient and effective learning. Classes exceeding maximums will be adjusted by requiring new enrollees to attend the nearest school that has available space.

ATTENDANCE/ABSENCES/EXCUSES/TRUANCY

Students are expected to attend school regularly. This is a parent responsibility. Parents are asked to call the school when a student is to be absent. If a call cannot be made to the school, the students are required to bring a written excuse from their parents or guardian upon their return to school.

A student must be in attendance at school for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation if extenuating circumstances exist.

If a child is tardy 90 minutes or more, they will be marked absent for one half day. This will include excused tardies for medical appointments.

If attendance is irregular or absences frequent, parents will be contacted by the principal or truancy officer. Students in grades K-8 who have 20 or more absences for the school year (excused or unexcused) will be retained unless the attendance requirement is waived by the attendance committee or the student may be required to complete a summer school program.

ATTENDANCE/ABSENCES/EXCUSES/TRUANCY - Continued

The attendance requirement waiver will be considered for students who have had unusual circumstances that affect their ability to attend school such as prolonged medical problems. The attendance committee composed of the principal or designee, the classroom teacher, a teacher representative, and the parent/guardian of the child will consider the waiver. Waivers will be considered providing there is documented evidence provided by the parent/guardian of the child's medical problems or unusual circumstance and the child is capable of succeeding at the next grade level.

South Dakota statute requires compulsory school attendance for all children between the ages of six (6) and sixteen (16). If a student begins kindergarten at age five (5) that student shall be subject to the requirements of compulsory attendance.

“Truancy” is any absence for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It is also an irregular attendance pattern which defeats the intent of compulsory attendance.

When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings to be brought against the parent/guardian. Prior to such actions the principal shall have:

- A. Communicated with the student's parents/guardians to discuss the student's truancy or have attempted to meet and been refused.
- B. Offered an opportunity for educational counseling with school personnel and the student/parent/guardian.

BASIC INSTRUCTIONAL PROGRAM

The curriculum of the District will encompass learning experiences to meet the needs, abilities, interests and emerging self-image of each pupil. The curriculum will be broad in scope and provide for a wide range in rate, readiness and potential for learning through a balanced instructional program. The Board is committed to the importance of reading skill development as the basic element in each student's education. The Board recognizes that the improvement of specific reading skills of children should be continuous throughout their elementary education.

Therefore, the first priority of the elementary instructional program will be proficiency in reading through a planned sequence of reading skills and language experiences beginning in the kindergarten program.

The second priority of the instructional program will be each student's mastery of the fundamentals of mathematics beginning in the kindergarten program.

BICYCLES/SKATEBOARDS/ROLLERBLADES AND SAFETY

If parents approve, students may ride their bicycles to school but, because it is not possible to provide supervision of the grounds at all times, the school cannot assume responsibility for the bicycles. Due to the lack of supervision, we also suggest that each of the bikes be locked in some fashion. This is, however, no guarantee that a bike will not be removed. **There is to be no bicycle riding/skateboards, Heelys, or rollerblades on the playground or on school campus.**

We strongly recommend that the primary students not ride their bicycles to school alone.

BIRTH CERTIFICATE REQUIREMENT

All students who are entering the Rapid City Area 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. State statute requires a certified copy of your child's birth certificate for 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 605-773-4961. That is also the number to call to find the address of the appropriate office in any other state to obtain birth records. That office maintains a directory for all states. Birth records may also be obtained from the Register of Deeds in the South Dakota County of birth, except for children adopted or born out-of-wedlock. Records for those children are available only at the state office. The fee either in the county or state office is \$10.

BOOKS AND EQUIPMENT

The children of the Rapid City Schools are provided with the necessary books for their classes. Each child is responsible for the good care and return of the books and equipment that he/she receives from the school. Restitution for lost or damaged books or equipment is expected. This is true of textbooks as well as library books. Workbooks used in the classrooms are furnished and are to be handed in at the end of the school term. The district will dispose of these materials.

CELL PHONES

Cell phones may not be used in the building during the school day and they must be turned off and placed in backpack or locker. If students are in violation of this rule, the cell phone will be considered a nuisance object (See infractions and consequences in the Appendix).

Students that must make a phone call must use the office phone.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups may use the school facilities when they are not being used for school or student events. This includes playground reservations for Little League, soccer, etc. Should you wish to rent the facilities, you may check with the office of the principal at each attendance area. The principal's office is responsible for the rental of the building to be used after 5:00 p.m.

COMPUTER USE/ACCESS

The Rapid City Area School District offers computer/network access to students/staff for educational purposes in various instructional activities. The Rapid City Area Schools invites any parent to inform schools in writing if there is an objection to their child using the Internet

ATTENDANCE/ABSENCES/EXCUSES/TRUANCY - Continued

with these activities. This document contains the Acceptable Use Policy for the use of the Rapid City Area Schools' network.

Section 1

1. The district computer/network resources are to be used for educational purposes only. The term "educational purposes" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Internet access has not been established as a public access service or a public forum. The RCAS District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in RCAS District Policy JFC (STUDENT CONDUCT) and the law in your use of the Internet.
3. You will not use district resources for personal gain. You will not post personal contact information about yourself or other people. Personal contact information includes name, address, telephone, school address, work address, etc.
4. Users are expressly denied access to certain Internet forums, discussion groups, usenet news-groups, chat rooms, listservers, web sites and/or home pages, etc. that contain or address materials that could be construed as offensive. In addition, such addresses may not be "bookmarked," hot-listed or otherwise included in individual user directories. If you mistakenly access inappropriate information, you should immediately tell your teacher or another RCAS District employee. This will protect you against a claim that you have intentionally violated this policy.
5. Copyright of a work produced by a student using district facilities shall reside with the originator. When there is more than one originator, the ownership of each originator's contribution shall be considered separately.
6. You will not copy software or download/install software unless under direct instruction from district staff. You will not download/install/use peer-to-peer file share applications or create peer-to-peer file sharing on the district network.

Section 2

1. You will not attempt to gain unauthorized access to the Internet or any computer/network system or attempt to break any passwords to go beyond your authorized access. You will not share district-provided passwords or security codes with other people. You will not probe any computer/network systems for security weaknesses or use resources to capture network traffic or data, either from within or without the district network.
2. You will not make deliberate attempts to disrupt any computer/network system or to manipulate or destroy data by any means, including computer viruses.
3. You will not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal or gang activity, threatening the safety of a person or persons, etc.
4. You will not use or post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in public messages, private messages, and/or material posted on Web pages.
5. You will not use a false identity when sending/receiving messages.

The RCAS District will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. The RCAS District is not responsible for the accuracy or quality of information obtained through or stored on the system. The RCAS District will not be responsible for financial obligations arising through the unauthorized use of the system.

Computer/network communications and storage areas are to be used for educational purposes only and are not private. District staff may review files and communications to ensure that RCAS systems are being used responsibly.

Failure to comply with any of the above terms and conditions shall result in disciplinary action and may become subject to legal action, either civil or criminal, as appropriate.

CORPORAL PUNISHMENT

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior or the use of physical force in an attempt to modify the behavior, thoughts or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the public schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator or other school personnel.

Restraint or force by a staff member may, however, be used in the following situations:

- ▶ for the purpose of self-defense
- ▶ to prevent the student from injuring himself/herself or others
- ▶ to protect property of the school or others

CURRICULUM DEVELOPMENT

The Rapid City Area School District curriculum development process is based upon a system of subject area and grade level advisory committees and summer curriculum development done by staff writing teams. The committee system is based upon K-12 representation for all areas and benefits from citizen input in the form of community advisory committees who meet and review the curriculum.

Curriculum development is regarded as an ongoing process in the Rapid City Area School District. The Board of Education supports the curriculum assessment and development process monetarily in terms of compensation for staff members and also in terms of textbook adoptions. The Board also provides support through the policy adoption process. All major curriculum projects are subject to Board review and approval.

The District's curricular program falls under the supervision of the Assistant Superintendent of Student Achievement. The Rapid City School District maintains a strong program of curriculum and instruction through the support of the Board of Education and the participation of high-quality staff members.

Curriculum guides are available for review in the library, the principal's office in each building, and/or the District Office of Instructional Programs.

PUBLIC NOTICE OF THE INTENT OF THE RAPID CITY AREA SCHOOL DISTRICT NO. 51-4 TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION REGARDING STUDENTS OR FORMER STUDENTS

DIRECTORY INFORMATION

The Rapid City Area School District designates the following personal information about a student as Directory Information:

1. Name
2. Address
3. Date of Birth
4. Social Security Number
5. School Attending
6. Dates of Attendance
7. Parents or Guardian of Student
8. Participation in School-Recognized Activities
9. Weight, Height, Age and Grade of Members of Athletic Teams
10. Awards Received
11. Individual and Group Photographs and Videos Pertaining to School Activities

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION:

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the Directory Information by notifying the principal of the student's school in writing which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time.

Educational records will be forwarded, without prior parent notification, to another school in which a student plans to enroll or has enrolled.

DISABILITIES: REQUIRING CLASSROOM ACCOMMODATIONS

The following is a description of the rights granted under Section 504 to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities;

6. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
7. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student was placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. File a 504 grievance if you have a disagreement with the school;
15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
16. File a complaint with the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Boulevard, Denver, Colorado, 80204-3582.

In the Rapid City Area School District, Troy Volesky, at 394-4035, is responsible for assuring compliance with Section 504.

DRESS EXPECTATIONS/LANGUAGE

We realize parents and students are subjected to numerous advertising pressures in terms of dress and grooming. To assist you in your student's grooming decisions and the purchasing of appropriate school clothing, Rapid City Area Schools has established the following dress and grooming standards.

DRESS EXPECTATIONS/LANGUAGE --CONTINUED

Student Appearance – Standards:

- a) Students will wear clothing that does not promote or advertise alcohol, tobacco, or any product that is illegal for use by minors.
- b) Students will not wear hats, caps, or any headgear in the building during the school day without permission from the school administration.
- c) Students will not wear bare midriff or muscle shirts, spaghetti straps, extreme shorts, or sagging pants/shorts.

To encourage student respect for an educational environment, students shall maintain a reasonable standard of wearing apparel and appearance that is not disruptive to the educational process. Questionable apparel will be brought to the attention of the administration. An administrator may request a change in attire when a student's dress is not appropriate.

FOOD SERVICES

A lunch program is available in all of the elementary schools in Rapid City. A breakfast program is offered in schools where there has been a demonstrated need. Only the parents who feel they may qualify for free or reduced lunches need to complete the lunch/breakfast application requiring family income information and return it to school. A certain percentage of the family applications are checked each year for accuracy of the reported family income.

In the elementary schools, students can bring their own sack lunch from home if they so desire.

If your child will be tardy for school and you want the child to have a hot lunch that day, it will be necessary for parents to call the school and notify them before 8:45 a.m. daily. Extra lunches are not ordered.

GUIDANCE AND COUNSELING

The counseling program in the Rapid City Schools is a part of the total school program focusing both on the individual needs of the student and on concerns common to all students. The primary emphasis is prevention activities.

As a means of helping students become academically successful, group and individual counseling opportunities are available to all students. The emphasis of these activities may include goal setting, critical thinking, relating to others, understanding self, organization skills, and other student centered needs.

Parent permission for student involvement is commonly obtained for small group counseling and regularly scheduled individual counseling when done on a long-term basis. Permission is generally not obtained for involvement in classroom guidance activities nor in short term counseling situations such as career counseling, academic planning, financial aide/scholarship assistance, determination of need for counseling services and issues involving the personal safety of the student.

HOMEBOUND

It is the policy of the Rapid City Board of Education to provide services when a medical or psychological condition is substantiated as the cause for an extended absence. The Homebound program provides a means for students to maintain all or part of their education which may be in jeopardy due to an extended absence from school.

STUDENT ELIGIBILITY REQUIREMENTS INCLUDE:

- a. Current enrollment in the Rapid City Area School District;
- b. Anticipated absence of twenty (20) school days or more;
- c. A referral from the student's building principal or designee;
- d. Appropriate authorization from a physician or psychologist through the Homebound application process;
- e. The development of a Homebound Education Plan (HEP) to identify the educational needs of the student to include attendance, courses, grading, service delivery.

TERMINATION REQUIREMENTS INCLUDE:

- a. Notification of the home school by the Homebound staff;
- b. Written report summarizing the student's performance while enrolled in Homebound to include grades and attendance;
- c. Home school acceptance of grades or credit from the Homebound program upon a student's re-entry into the regular education program.

HOMEWORK

Homework is recognized as a valuable instructional tool. The purpose of homework is for review and practice of skills previously taught and to foster lesson enrichment, clarification, and application.

Homework assignments communicate to parents current class activities and study topics. Although students are expected to assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework by: promoting a positive attitude toward homework; providing a consistent time and suitable place for study; making available, if possible, resource materials; assisting with drills; checking the student's work for neatness and accuracy; and arranging with the teacher for limited homework assignments when the child's physical condition necessitates it.

Time allotments to be considered when assigning homework maximum times:

Grades 1-3	Once or Twice A Week	30 Minutes, Maximum
Grades 4-5	Two or Three Times A Week	½ - 1 Hour, Maximum
Children are also encouraged to read nightly in addition to the above homework guidelines.		

This will be based on the time it would take an average pupil to do the work by applying himself diligently. It should be understood by everyone involved that long-term out of class projects may be assigned.

I. GENERAL SCHOOL RULES - Continued

HOW TO GET INVOLVED

It is easy to become involved in the Rapid City Schools! Express your interest, offer your help....and....when contacted, respond eagerly and positively. Involved parents inspire and motivate students. Your example may be the best teacher of all.

Each school has a policy of encouraging parent/community involvement. Every elementary school has an organized parent group (PTA-Parent Teacher Association or PTO-Parent Teacher Organization); or in the case of middle and senior high schools, a SCIC-School/Community Improvement Council. Contact your school to find out when the parent group meets. Active participation is welcomed.

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 check with the office to see how you can help.

Without exception, there are doors open to you. Your opinions, insights, and suggestions are important to us.

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

INSTRUCTIONAL PROGRAM STANDARDS AND BENCHMARKS

The following instructional standards and benchmarks represent the knowledge and skills emphasized in the instructional program. It is expected that students will apply and transfer the knowledge and skills gained in any one category to the challenges presented in any other.

Our instructional program should promote student mastery of an essential core of knowledge.

- /// Students demonstrate proficiency in the core areas of language arts, math, science, social science and technology.
- /// Students demonstrate math skills at appropriate level on teacher tests.
- /// Students demonstrate grade appropriate spelling, grammar, punctuation and vocabulary on teacher tests.
- /// Students demonstrate appreciation of arts and humanities.

Our instructional program should emphasize problem-solving skills.

- /// Students identify facts needed.
- /// Students identify the question.
- /// Students offer a solution.
- /// Students analyze and assess results.
- /// Students apply knowledge to real life situations.
- /// Students use appropriate decision making skills.

Our instructional program should emphasize the acquisition of excellent communication skills.

- /// Students read at grade level.
- /// Students write accurate, complete and structured sentences.
- /// Students communicate ideas in written and verbal form.
- /// Students write legibly.
- /// Students follow and give directions.
- /// Students demonstrate active listening skills.
- /// Students comprehend technical information.

Our instructional program should emphasize the development of citizenship skills.

- /// Students model appropriate behavior.
- /// Students follow classroom rules.
- /// Students respect authority.
- /// Students are exposed to the operation of local, state and federal government.
- /// Students are exposed to community and world cultures.
- /// Students demonstrate school/civic pride.

Our instructional program should emphasize the development of vocational and employment skills.

- /// Students show regular attendance, punctuality, and have assignments in on time.
- /// Students cooperate with others.
- /// Students have effective work habits and ethics.
- /// Students have exposure to various occupations.

Our students should be taught to plan and secure their future career.

- /// Students demonstrate cooperation in team situations.
- /// Students show awareness of employment skills.

Our students should be taught the skills necessary to maintain a healthy body.

- /// Students have personal hygiene knowledge.
- /// Students have regular fitness programs.
- /// Students show positive mental attitude.
- /// Students have knowledge of lifetime sports and leisure activities.
- /// Students follow a healthy lifestyle.

INSURANCES – DENTAL/CASUALTY

Student accident insurance is available through Guarantee Trust Life Insurance Company, and Dental accident insurance is available from the Delta Dental Plan of South Dakota. Applications for these insurance plans are sent home with students during the first few days of school. If you fail to receive these insurance forms, please contact the principal's office.

LIBRARY SERVICES

Each Rapid City Area School includes a Library Media Center which is staffed by a library media specialist and/or a library clerk. The building level library media center is supported by a district-wide Resource Center that provides, on a daily delivery basis, audiovisual materials for both teacher and student use throughout the curriculum.

LIBRARY SERVICES - CONTINUED

Local production capabilities include laminating, lettering and other graphic production. A terminal for Internet access to the Resource Center collection of curriculum supplemental materials is located at North Middle School.

The library media specialist and library clerk assist teachers and motivate students in the use of learning resources located both at the school sites and at the Resource Center. The library media specialist involves students in individual, small and large group instruction in reference and research skills; participates as a member of the teaching team in planning units of study and/or individual educational plans (IEP's); and promotes the reading of quality literature. Parents, as well as all school patrons, are cordially invited to visit their school's library media center or the district Resource Center, located at North Middle School, at any time.

LOST AND FOUND ARTICLES

All articles that are found should be left in the office or in a box near the office. If your child has lost an item, he/she should check there first. Students finding articles are also asked to bring them to the office or place them in the "lost and found" box. Items that remain here at the end of the school year will be sent to the Salvation Army or some other organization.

MARKING PERSONAL ITEMS

In order to avoid a few problems of identification, it is recommended that children's lunch boxes and clothing, such as jackets, coats, caps, sweaters, and overshoes, be marked so that identification is possible in case of a loss or mix up. Such marking should not be made on the outside so anyone can see it. Students should not bring toys or electronic devices to school.

MONEY

When money is being brought to the school, please enclose it in an envelope labeled with your child's name, room number, and purpose. Children should be discouraged from bringing extra money to school. Students are **not** allowed to loan or give money to other children, nor are they permitted to trade or sell items to other students.

MOVING

Please inform the school in advance if you anticipate a move to another school. This will ensure that the proper transfer forms will be ready on the day the students leaves.

OPEN ENROLLMENT REQUESTS

The District will accept all students who are legal residents of another South Dakota district that wish to enroll, provided the District's facilities are able to accommodate the students without adversely affecting the quality of the educational program. The determination of whether the District's facilities can accommodate a particular student will be determined solely by the District.

The District may deny application for any of the following additional reasons:

1. The applicant has been convicted of possession, use or distribution of any controlled substance, including marijuana and is under suspension pursuant to **SDCL 13-32-4.3**;
2. The applicant is under suspension or expulsion.

PARENT/NON-PARENT VOLUNTEERS

Parent and non-parent volunteers are needed by the classroom teachers for various activities during the school term. Please let your child's teacher know if you would be willing to serve as a room parent or do volunteer work. Volunteers must provide their Social Security Number so they are included in the district's workman's compensation program.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled each school year. You will be sent a schedule and invitation for these conferences. Should there be other times during the year when you would like to have a conference with your child's teacher, feel welcome to contact the teacher and/or principal to schedule a conference.

I. GENERAL SCHOOL RULES - Continued

PHYSICAL EDUCATION

Dear Parents,

Your child is participating in a physical education class in the Rapid City Area School District. In a recent physical education and health education curriculum adoption, the school board adopted a comprehensive health-related physical fitness program based on the National Association for Sports and Physical Education's (NASPE's) health-related fitness standards and South Dakota State Physical Education and Health Standards.

Our physical education teachers have attended training and are using the Fitness Gram program as a part of their physical education classes at the following grade levels: fifth, seventh, and ninth. The purpose of this letter is to provide you with information about the Fitness Gram and to invite you to discuss it with your child and/or your child's physical education teacher.

Below you will find answers to questions that you may have about the Fitness Gram assessment:

What – Fitness Gram is a comprehensive health related fitness and activity assessment and computerized reporting system. Reports that can be shared with parents include the following: aerobic capacity, body composition, muscular strength, endurance, and flexibility.

How – Student height and weight are recorded and entered into the software along with data from physical activity. The software automatically produces a report for the student. Using the report and supported by the teacher, the student can set improvement goals. Future activity data can also be recorded and new reports can be produced demonstrating student progress. Grades will not be affected by Fitness Gram scores but each student will be expected to participate in the program.

Where – Weight information will be gathered and recorded in a private setting. Student progress will be discussed privately.

When – Assessments are given periodically so that the student can track their progress.

Why – Along with the state and national standards that support the importance of health and physical education we are faced with several youth health crises, specifically in the areas of diabetes and obesity. In addition, the current No Child Left Behind Act placed a significant emphasis on the importance of student achievement; we know that physical health and fitness impact our ability to maximize learning.

In closing, we are excited about the opportunity to help youth establish physical activity as a part of their daily lives. If you have any questions or concerns, please contact your child's physical education teacher.

Sincerely,

Katie Bray
Asst. Supt. of Student Achievement

I. GENERAL SCHOOL RULES – Continued

PICTURES

The Rapid City Area Schools arrange for students to have their pictures taken each year. Proper notification will be sent home by the school. Money for the pictures is paid directly to the photographer at the time the picture is taken. If there is a concern, contact the school. However, the photo company makes the decision on retakes and reimbursements for unhappy customers.

RAPID CITY AREA SCHOOLS PRESCHOOL PROGRAM

District sponsored preschool programs are located in various elementary schools throughout Rapid City serving children ages 3 – 5 years old. Certified staff provides programming to meet each child's individual needs. Students may be placed in the preschools through the special education guidelines or enrolled as preschoolers from the community. Tuition requirements may apply. The Rapid City Area Schools younger special needs students, ages birth through two, are provided programming depending on their individual needs. Please call 394-1813 for more information.

RECESS AND COLD WEATHER

If your child is too ill for recess, they probably should be kept at home.

Please have your child dress for inclement weather. A cap, coat, mittens and proper footwear are necessary. It does not hurt to leave a cap and gloves in their backpack at all times. During cold inclement weather, students may have a shortened recess or no recess at all. Children should arrive no earlier than fifteen minutes before the first bell. If the wind chill factor is zero or below, we will allow the students to come in before the bell rings, and they will stay in during recesses.

STANDARD BASED REPORT CARD

It is the philosophy of the Board that students will respond more positively to the opportunity for success than to the threat of failure. The district shall seek, therefore, in its instructional program to make achievement both recognizable and possible for all students. It shall emphasize achievement in its processes of evaluating student performance.

The format of the standard based report card defines standards for each grade and determines how well students are progressing to meet specific well established benchmarks.

Assessment and benchmarks will be based on many factors such as student performance levels, oral and written assignments, class participation, special assignments and research activities.

The standard based report card benefits students and parents/guardians. It allows students to be more aware of what is expected of them. It provides parents with a more detailed outline of the expectations in each of the major academic areas.

The Rapid City Area Schools believes that your understanding of what is expected of your child and how well he or she is progressing towards the goals at his or her grade level is very important. We look forward to working together to provide your child with the knowledge and tools to be successful and to reach his or her fullest potential.

SCHOOL SUPPLY LIST

Parents will be provided with a suggested supply list by the schools at the end of the school year.

Items for special projects may be requested during the year.

SPECIAL EDUCATION PROGRAM/SERVICES

The Rapid City Area Schools offer special programs/services within the following disability areas:

- Speech/Language Therapy
- Hearing Impaired/Deaf
- Mentally Disabled
- Learning Disabled
- Emotionally Disturbed
- Early Intervention Programming
- Visually Impaired/Blind
- Traumatic Brain Injury
- Autism
- Other Health Impaired
- Orthopedically Impaired

Services are available for ages birth to twenty-one. **Special services or evaluation may be pursued by contacting the building principal.**

STUDENT PERSONAL TRANSFER REQUESTS

A request for transfer of an elementary school child will be considered for approval where class size permits additional enrollment. Personal transfer requests will be considered as soon as accurate enrollment information is known.

Transfer students may be moved to another school at any time to make room for students who reside in that attendance area. Transportation is the responsibility of the parent. Once granted, enrollment will continue unless a bona fide change of residence occurs, a student is moved to another school to accommodate class size, or a subsequent transfer application is approved.

When an elementary student on a personal transfer advances to middle school, the parent needs to request another personal transfer at the City School Administration Building.

STUDENT RECORDS

All parents and guardians of students under the age of 18 and all students 18 years or older have the right pursuant to the Family Education Rights and Privacy Act of 1974 to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and

fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available on request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parent of a student under the age of 18, except for the following:

1. The teachers and officials of this school district who have a legitimate educational interest in such information.
2. There has been a Federal request for submission of student records in connection with the student's application for financial aid.
3. Requests from federal, state, county or local agencies having legitimate interests in the student's records and having the power of judicial order or subpoena.

No staff member shall remove a cumulative file from campus without prior written permission from an administrator.

No staff member is allowed to release student information to the press. Professional courtesy requires that staff members do not discuss student behavior or achievement in public. The District will occasionally release to the public certain directory type information which may include a student's name, address, telephone listing, date and place of birth, weight and height, photograph/images, major field of study, dates of attendance, academic and extracurricular awards, distinctions, and participation. This information may appear in the form of news releases to news media, school publications, school video conferencing systems, and printed programs of officially recognized activities and sports. However, parents/guardians may provide written notification to the Rapid City Area Public Schools not to release directory type information.

The District's policies restrict individually identifiable information of students from being published on the district web site or the educational cable TV channel. Occasionally students may be involved in educational activities for creating video or web projects that may be shared with the public via the district web site or the educational cable TV channel. These projects may include group photos or first names (no individual photos or last names would be published without permission). Parents/guardians may provide written notification to the Rapid City Area Public Schools not to use group photos or student projects involving their child on the district web site or the educational cable TV channel.

STUDENT WELLNESS

The Rapid City Area School District promotes healthy schools by supporting wellness, good nutrition, regular physical activity, mental health, and a healthy learning environment, as part of the total learning experience. A healthy, well nourished and physically active child is more likely to be academically successful.

For the complete Student Wellness Policy, refer to District Code EFBA.

Nutrition Education

At each grade level, nutrition education shall be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary

to promote their health. Nutrition education shall be incorporated into the school day as often as possible. The primary goal of nutrition education is to promote students' healthy eating habits.

The Guidelines for Celebrations, Rewards and Incentives are:

- -Schools limit celebrations that involve food during the school day. Each celebration should include no more than one food and beverage that does not meet Standards for Foods and Beverages.
- -Rewards and incentives shall be given careful consideration as to the messages they convey.
- -Classroom treats: Only foods that are commercially prepared will be allowed in classrooms.

- **Acceptable healthy foods, snacks and beverages are:**

animal crackers, graham crackers, whole grain crackers
Fresh vegetables and fruit, single-serve canned fruit, dried fruit,
Pretzels, fat-free popcorn, rice cakes, fruit and grain bars that do not contain
nut products
beef jerky, 95% fat free string cheese
yogurt, preferably non-fat, low-fat or light
water, milk, non-fat or low-fat (1%) juice fruit and vegetable that contains 100%
juice

Vending machines shall not be available to students in the elementary schools. Carbonated (soda) drinks have been eliminated. Nut and seed products need to be evaluated regarding student allergies. The sale of food or beverages as a fund raiser shall not take place from one hour before and one hour after the breakfast and lunch service.

Physical Activity

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand short and long-term benefits of a physically active and healthful lifestyle.

Physical education classes and physical activity opportunities shall be available for all students. Students shall not be denied physical education class time to complete academic assignments from other subject areas.

All elementary school students may have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged to engage in moderate to vigorous physical activity. When feasible, recess shall occur prior to lunch to ensure appropriate healthful food intake.

Student Wellness and Mental Health

Student's social and emotional development is an essential support to school readiness and academic success. Support services provided by school nurses, school social workers, school psychologists, and school counselor will be available for students with social and emotional difficulties that impact learning.

THE ACADEMICALLY GIFTED EDUCATION PROGRAM (TAG)

The Board of Education is dedicated to providing a comprehensive program for the identification and education of the academically gifted (TAG) child. The gifted child is an individual who, by virtue of outstanding abilities, is capable of high performance. A gifted student's talent must be recognized and encouraged by a program that is truly challenging. To provide a comprehensive program for the gifted child, the Board of Education recognizes the following:

- Early identification of the gifted child shall be accomplished through a multifaceted approach.
- The program should emphasize a differentiated curriculum and instruction as appropriate to the needs and abilities of the students.
- The primary objective of the educational program shall be the development of the gifted child's abilities.
- Active parental involvement is viewed as an integral and crucial ingredient of a quality gifted program. Every effort should be made to foster parental involvement in all aspects of their child's educational program.

The placement and progress of the gifted child will be continually evaluated and documented. A Talented Education Plan (TEP) will be written for every identified gifted child. The TEP will be evaluated and revised annually. Parents will be invited to join the committee that writes, evaluates and revises the TEP.

**RAPID CITY AREA SCHOOL DISTRICT
ASSESSMENT PLAN**

DISTRICT CODE IL-E

LEVEL	DISTRICT-WIDE TESTING	STRATEGIES / ACTIVITIES	PERSON RESPONSIBLE	TIMEFRAME
Grade K	<ul style="list-style-type: none"> ▪ Screening 		Dir. of Special Services	Established dates: Spring through Fall
Grade 1	<ul style="list-style-type: none"> ▪ CBM (Literacy) ▪ Text Reading Level (TRL) 		Principal Principal	On-going On-going
Grade 2	<ul style="list-style-type: none"> ▪ CBM (Literacy) ▪ Text Reading Level (TRL) 		Principal Principal	On-going On-going
Grade 3	<ul style="list-style-type: none"> ▪ Dakota STEP * ▪ CBM (Literacy) ▪ Text Reading Level (TRL) 		Principal Principal Principal	Spring Annually On-going On-going
Grade 4	<ul style="list-style-type: none"> ▪ Dakota STEP* ▪ NAEP ▪ CBM (Literacy) ▪ Text Reading Level (TRL) 		Principal Principal Principal Principal	Spring Annually Spring – odd years only On-going On-going
Grade 5	<ul style="list-style-type: none"> ▪ Stanford Writing Assessment* ▪ Dakota STEP* ▪ CBM (Literacy) ▪ Text Reading Level (TRL) 		Principal Principal Principal Principal	Winter Annually Spring Annually On-going On-going
Grade 6	<ul style="list-style-type: none"> ▪ Dakota STEP* ▪ Gates/MacGinite Reading Assessment 		Principal Principal	Spring Annually Spring Annually
Grade 7	<ul style="list-style-type: none"> ▪ Stanford Writing Assessment ▪ Dakota STEP* ▪ Gates/MacGinitie Reading Assessment 		Principal Principal Principal	Winter Annually Spring Annually Spring Annually
Grade 8	<ul style="list-style-type: none"> ▪ Dakota STEP* ▪ Gates/MacGinitie Reading Assessment ▪ NAEP 		Principal Principal Principal	Spring Annually Spring Annually Spring – odd years only

*State mandated assessments

Pilot Math Assessments - a variety of math assessments are being piloted but will not be included in the Assessment Plan until pilot completion and recommendation for formal adoption.

DACS – available grades 3 through high school as a diagnostic tool.

LEVEL	DISTRICT-WIDE TESTING	STRATEGIES / ACTIVITIES	PERSON RESPONSIBLE	TIMEFRAME
Grade 9	<ul style="list-style-type: none"> ▪ Gates/MacGinitie Reading Assessment ▪ 		Principal	December and April Annually
Grade 10	<ul style="list-style-type: none"> ▪ Stanford Writing Assessment ▪ Gates/MacGinitie Reading Assessment 		Principal Principal	Winter Annually December and April Annually
Grade 11	<ul style="list-style-type: none"> ▪ Dakota STEP* ▪ Gates/MacGinitie Reading Assessment 		Principal Principal	Spring Annually December and April Annually
Grade 12	<ul style="list-style-type: none"> ▪ Gates/MacGinitie Reading Assessment 		Principal	December and April Annually

*State mandated assessments

Pilot Math Assessments - a variety of math assessments are being piloted but will not be included in the Assessment Plan until pilot completion and recommendation for formal adoption.

DACS – available grades 3 through high school as a diagnostic tool.

TITLE I

Title I is a federally funded program and is available in qualifying elementary schools. Schools qualify based on the number of children from low-income families. Once a school qualifies for Title I services, every child in the school who falls within Title I selection criteria may be served regardless of family income.

The intended purpose of Title I is to provide supplemental help in curricular areas, and help children develop a positive attitude about learning.

Parents' "Right to Know" The No Child Left Behind law requires local school districts to annually notify parents, who have children attending Title I Schools, about the right to request information on the professional qualifications of their children's teachers. Please contact the Rapid City Area School District Human Resources Office to obtain the qualifications of your child's teacher.

Title I – Parent Involvement

1. The Rapid City Area School District will hold a district-wide Title I parent meeting each year. Title I Schools will send parent representatives to this meeting with each school determining the number of parents who will attend. The parents will work with the Title I Director to write and/or review the parent involvement policy and discuss parent involvement at the building level..
2. Each Title I School will develop a parent involvement policy and parent/school compact. A team of school staff, parents, and interested community members will meet on a regular basis at each school to establish the compact and parent policy.
3. The LEA (Local Education Agency) will provide the following services:
 - a. **Coordination:** The Title I Director will meet annually with the school principals and parent representatives to discuss parent involvement.
 - b. **Technical Assistance:** The LEA will provide the necessary assistance and tools to evaluate and establish successful parent involvement.
 - c. **Other Support:** The LEA will assist the schools with parent concerns about Title I and make recommendations to assure parent participation.
4. Schools will submit a parent involvement survey to the LEA annually. This survey will be based on the requirements of The Improving America's Schools Act.
5. The LEA will establish contact with other programs that benefit children, such as: Head Start, Even Start, and the Black Hills Parent Resource Network. Each school will be made aware of contact people, addressees, and telephone numbers of the agencies.
6. The LEA will collect parent involvement evaluations and the results will be reviewed at the spring district-wide parent meeting.
7. The annual evaluation will be reviewed with the parents and revisions implemented as appropriate.

TITLE VII/INDIAN EDUCATION

Through the Title VII Office, resources are provided that supplement the regular school program. This office organizes, staffs and secures financing to insure the implementation of programs that affect Indian children.

TRANSPORTATION

The school district's policy is to provide bus transportation to elementary and middle school students who live more than 2½ miles from their assigned attendance center. Kindergarten students will be bused one way only. However, parents of bus eligible kindergarten students may be reimbursed for mileage if they transport their youngsters at noon.

All transportation questions are to be referred to the building principal or to the office in charge of transportation. The telephone number to call is 355-3707. The same conduct which is expected of students in the classroom is expected on the bus. Parents will be notified should a problem exist that may require immediate action or student suspension from the bus.

If buses are unable to travel due to severe winter weather, announcements will be made on all major area radio stations from 6:00 a.m. on throughout the morning.

WHAT PARENTS CAN DO TO HELP THEIR CHILD

- /// Insist on your child's prompt and regular attendance at school.
- /// Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress. Children should dress appropriately for weather conditions. Set acceptable home standards.
- /// Provide a place for study and homework. Be available to help and encourage your child to complete assigned tasks at school.
- /// Insist that your child bring home any communications from school.
- /// Encourage your child to take part in school activities and activities provided within the community.
- /// Emphasize the importance of completing tasks at school and the importance of listening and following directions of teachers and other adults at school.
- /// Insist that your child follow school rules. If your child is involved in an infraction, help him/her to face the problem and resolve it. Children must be held accountable for their actions; for what they say and for what they do.
- /// Take an active part in parent-teacher activities.
- /// Emphasize the importance of the educational opportunities that will be provided for them. If you have a comment, concern or suggestion, please contact the teacher or principal.

II. HEALTH PROCEDURES

HEALTH PROCEDURES - NURSING DEPARTMENT

The Rapid City Area Public Schools students benefit from the services of registered nurses. The nursing staff provides services throughout the district. Typical services provided by the nursing staff include:

- /// Consultation with students, staff and parents regarding health issues
- /// Assisting with health related referrals in the community
- /// Monitoring and investigating communicable diseases
- /// Coordinating health screenings to include vision, dental, scoliosis, height and weight
- /// Following up on safety and accident reports
- /// Supporting special education
- /// Providing health education and classroom presentations which may include:
 - ▶ Puberty, Menstruation
 - ▶ Hygiene
 - ▶ Child Abuse Prevention
 - ▶ Heimlich Maneuver

IMMUNIZATIONS -STUDENTS

To comply with South Dakota State law, the following procedures have been developed:

1. At the time of initial entrance of a student into the Rapid City Area Schools, the appropriate certification or one of the alternative statements will be required from the parent or guardian.
2. All students who initially enroll in the Rapid City Area School District will have all state required age appropriate immunizations completed or in progress before they attend school.
3. All kindergarten students who enroll will have all age appropriate immunizations completed before the first day of attendance.
4. Students in grades 1-12 entering the Rapid City Area Schools will be allowed two weeks to present verification of their completed immunizations. If the proper certification is not presented by that time indicating that the immunizations have been completed, the student will be excluded from attendance.

If you have religious or personal objections to any of the immunizations, a waiver form is required and available from your school's office. Your child will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps or rubella.

II. HEALTH PROCEDURES - Continued

MANAGING STUDENT FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

A family with a food allergic child should:

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school.
- Provide written medical documentation, instructions and medications as directed by a physician using the Food Allergy Action Plan as a guide.
- Educate the child in the self-management of their food allergy.
- Review policies/procedures with the school staff, child's physician and the child.

Students with food allergies should:

- Not trade food with others.
- Not eat anything with unknown ingredients or known to contain an allergen.
- Be proactive in the care and management of their food allergies and reactions, based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

MEDICATION PROCEDURES

Only those medications that need to be given before lunch or at noon will be given at school. For other medication times, contact your school nurse. Any student requiring medication must have a medication form filled out and signed by a parent or guardian. Forms are available in your school office or you may reproduce the parent consent form included in this handbook. The form is valid for the current school year only. It is necessary to notify the school's office immediately if a prescription is discontinued or modified. Any changes in medication dosage or time will require a new form.

Refill of the prescription shall be the responsibility of the parent or guardian. Medication must be brought to school in the **original** container which is labeled with student's name and dosage, and will be kept in a locked, safe place in the office. This policy applies to ALL medication at school including temporary or "over the counter" drugs such as Tylenol, cough syrup, etc. If you have any questions call your school's office.

For the safety of all students please note it is recommended that all medications be delivered and retrieved by an adult and that NO medication is transported on the school bus.

II. HEALTH PROCEDURES - Continued

MEDICAL TREATMENTS (ACCIDENT/INJURY)

Emergency Care: The school will give immediate attention for reported cuts, scratches, abrasions, etc. With more serious injuries, the staff will give immediate attention and parents will be contacted.

Serious injuries include symptoms of shock, excessive bleeding, head or back injury with loss of consciousness or inability to move limbs. Depending on the severity of the injury or condition and availability of the parents, an ambulance may be called. CPR will be initiated if indicated and trained personnel are available.



PARENT CONSENT FORM

I authorize the Principal/Designee of _____ School to administer

_____ to my child _____
 (Name of Rx and Dosage) (Name)

Grade/Teacher _____ At the time indicated below (check which)

- 1) _____ Medication at _____ o'clock
- 2) _____ As is necessary to control asthma or wheezing for which this medication was specifically prescribed, but no more often than every four hours.
- 3) _____ As is necessary for _____

The medication shall be provided in a bottle showing the name of the pharmacy, student's name, physician's name and the **dosage** of the medication to be given.

I absolve the school personnel of all responsibility for any unforeseen development or reaction attributable to the administration of the above name medication. **It is the responsibility of the child to come to the office to take his/her medication.**

This authorization will terminate completely on _____
 (Specific Date)

 (Date of Authorization) (Parent/Guardian Signature)

Physician signature/instructions for dose(s) other than noontime _____

DATE/TIME/INITIAL	DATE/TIME/INITIAL	DATE/TIME/INITIAL	DATE/TIME/INITIAL

II. HEALTH PROCEDURES – Continued

District code: **JHCC-P-1**

COMMUNICABLE DISEASE GUIDELINES FOR STUDENTS

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

Disease and Incubation Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months – 5 years	Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health’s School Children with AIDS Policy shall be used as reference.
Chicken Pox 14-21 days	The student may attend school after all pox are dry and scabbed.
Fifth Disease (Erythema Infectiosum)	The student may attend school if there is no fever. Often times the student does not see a physician.
Cytomegalovirus (CMV)	The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants, as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Giardiasis	The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Enteric Infection (Giardia Salmonella, Shigella, Campylobacter, Rotovirus, E-Coli, Pinworms)	The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered.
Impetigo	The student may attend school if treatment is verified and area is dried.
Hepatitis A 15-40 days	The student may attend school if treatment is verified and area is dried.
Hepatitis B 45-160 days	Treat all blood as potentially infectious. Universal precautions, as posted in all schools, shall be enforced. Student may attend school.

Rubeola (Red, Hard, Measles) 8-14 days	The student may attend school after a minimum of seven days. Students who have had contact with Measles may attend school if immunization is up to date.
Infectious Mononucleosis (Glandular Infection) 2-6 weeks	The student may attend school as directed by the physician. The student may need adjusted school days and activities.
Mumps 12-21 days	The student may attend school after swelling has disappeared.
Pediculosis (Lice, Crabs)	The student may attend school after treatment. After repeated infestations of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis)	The student may attend school after the eye is clear, under treatment or with physician's written permission.
Plantar's Wart	The student may attend school. Student should not be permitted to walk barefoot.
Ring Worm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Rubella (German measles – 3 days) 14-21 days	The student may attend school after a minimum of four days. Students who have had contact with rubella may attend school if immunization is up to date. Prevent exposure of pregnancy.
Scabies (7 year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.
Influenza 3-7 days	The student may attend school if no fever. Good hand washing should eliminate risk of transfer of infection.

Revised 6/13/00

III. EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

In case of bad weather or other emergencies, Rapid City radio and television stations will announce school closings, delays in opening and early dismissal. We request that parents and students listen to the stations when there is a threat of bad weather. Normally, announcements about closing school will be made by 6:00 a.m. This information will also be posted in the banner on the district website at www.rcas.org. In case of a district wide late start, there will be no morning kindergarten.

We also urge parents to use their own judgment about whether it is safe for a child to leave home to wait for a school bus. Schools may be open at times when weather conditions prevent the buses from making their scheduled trips.

Parents should make arrangements early in the school year for a child to go to a neighbor's home in case school is dismissed early (as when severe weather conditions are forecast) if no adult will be at the family home. **This information MUST be on file in the school office for your child's safety.**

FIRE AND DISASTER DRILLS

Fire drills are held on a regular basis and children are instructed on procedures in the event of such an emergency. The building is inspected for fire hazards at frequent intervals. Tornado drills and lockdown drills are held at a minimum of once per year.

Children are instructed on procedures in case of a disaster. Everyone must take cover when the **DISASTER WARNING** is given until the "all clear" is sounded.

Each building has an emergency plan for various situations. Copies of the building's plan are available at the school.

IV. STUDENT DISCIPLINE

**RAPID CITY AREA SCHOOL DISTRICT
RAPID CITY POLICE DEPARTMENT
PENNINGTON COUNTY SHERIFF'S OFFICE
PENNINGTON COUNTY STATE'S ATTORNEY'S OFFICE**

SCHOOL THREAT ASSESSMENT RESPONSE (S.T.A.R.) PROTOCOL

Mission Statement: The purpose behind this protocol is to provide a mechanism to assure that threats of violence in a school environment are addressed whenever possible, before they occur. The process necessarily involves a variety of elements, ranging from student, parent, teacher, staff member and administration involvement to law enforcement and other criminal justice participation. The protocol is designed specifically for those violence issues that affect schools and the students who attend those schools. It is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. NOTE: This protocol is applicable during any school sponsored event or function, whether the event or function is on school property or not.

Definitions: For purposes of this protocol, the following definitions apply:

1. Threatened Acts of Violence: Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.
2. Rapid City Area School Staff Member: Any employee of the Rapid City School District.
3. Rapid City Area School Administrator: Any Rapid City School District principal or their designee.
4. STAR Team Members: STAR Team officers and deputies, responsible for first response and threat assessment, shall include all Rapid City Police Department and Pennington County Sheriff's Office School Liaison Officers. These personnel shall be referred to generally as STAR Team Officers. Additionally, the STAR Team shall consist of three (3) designated prosecutors from the Pennington County State's Attorney's Office, who shall be referred to as STAR Team prosecutors.

It is essential that any student, parent/guardian, staff member, or school administrator assume that any threat is serious enough to report it immediately to the appropriate authorities and cooperate in providing a statement of information regarding the threat. Once the information has been gathered and assessed, the STAR Team Officer and school administrator shall convene and determine options for follow-up action. The actions may include several consequences ranging from a warning to suspension/expulsion and arrest. Specific procedures regarding the STAR protocol are available in the principal's office.

IV. STUDENT DISCIPLINE – Continued

STUDENT CHEMICAL USE/ABUSE

The following Rapid City School District procedures are to be followed in case of student chemical use/abuse. On a day-to-day basis, situations occur which constitute possible student chemical use and/or abuse and require direct action by building staff.

- a. The student who appears to be under the influence of chemicals during the school day.
- b. The student whose behavior and/or academic performance is deteriorating to the point that chemical use and/or abuse is suspected.

Building principals have several obligations concerning these situations:

- a. To see that staff is alert to signs and/or behaviors that indicate immediate or long-term use and/or abuse. (Staff in-service for this purpose is available upon request from the Office of Special Services.)
- b. To designate a specific staff person to whom suspected chemical abuse situations are to be reported.
- c. To see that the suspected abuse situation is brought to the attention of the student's parents. *(See below* for crisis situations.)*

It is the policy of the Rapid City Area Schools that the use of illicit drugs and the unlawful use of drugs and alcohol are wrong and harmful. Current Board of Education Policies clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises, or as a part of any school activity. Violation of Board Policies could result in suspension or possible expulsion from school.

A consultation with parents and/or student is to be held by the principal or designee and should include discussion of the student's behavior as well as possible referral for assessment or treatment. A list of local referral agencies that provide evaluation and/or treatment is to be made available to the parents, if appropriate.

When cooperation is lacking to the point that parental efforts are not adequate to alleviate the student chemical abuse, the principal will consider the reporting of child neglect to the office of the State's Attorney.

**NOTE: If a situation occurs wherein the behavior of a student under chemical influence is immediately threatening self or others, police authorities may be called to deal with the matter. Parents should be contacted as soon as possible and informed of the action taken.*

IV. STUDENT DISCIPLINE– Continued

STUDENT CONDUCT

It is the student’s right to participate in appropriate school-sponsored activities which may be held outside regular school hours. It is also the student’s RESPONSIBILITY to respect the rules and authority of school officials in the same manner as is done during regular school hours on school-owned property.

Policy JFC

Under current Board of Education policies, students who exhibit the following kinds of behavior while on school property or participating in a school-sponsored activity are subject to suspension from school or possible recommendation for expulsion pursuant to procedural due process:

- A. Students including those 18 years or older, who consume, possess, buy, sell, give away or are under the influence of a controlled substance, including alcohol, tobacco or other chemicals.
- B. Students found guilty of altering school records, of forging signatures of parents, teachers or other school personnel, or of forging signatures of doctors or employers, or knowingly using a falsified document.
- C. Students found guilty of stealing or damaging the property of the school or of other individuals within the school jurisdiction.
- D. Students who willfully disobey or defy reasonable directions given by school personnel (insubordination).
- E. Students who are guilty of attendance policy violations, truancy, tardiness.
- F. Students who possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use weapons or firearms of any kind. Students are prohibited from bringing to school or school-related activities any weapons or firearms. This prohibition will normally not apply to school supplies, such as pencils, compasses and the like, unless they are used in a menacing or threatening manner. If a student has intentionally brought a firearm onto school premises, the expulsion shall be for not less than one year. The superintendent or the superintendent’s designee may modify a firearm-related expulsion on a case-by-case basis.

The following terms as used in this policy are defined as follows:

“Firearm” as defined in SDCL 13-32-7

“Weapons” will include objects not commonly considered as such, but modified for use as weapons, facsimiles of weapons, or replicas or toys that look like weapons, or as defined by SDCL 13-32-7.

- G. Students found guilty of possessing, transmitting, buying, selling, using or bringing on to school property items such as inhalants/oils of cinnamon, pepper water, mace or any toxic substance that can do physical harm, externally or internally to self or others.

IV. STUDENT DISCIPLINE - Continued

- H. Students found guilty of physically or verbally assaulting students or school personnel.
- I. Students found guilty of harassment or discrimination against students or school personnel as defined in Policy **AC*1-P**
- J. Students found guilty of rumor spreading or agitation of a conflict situation which can result in a fight by other people.
- K. Students who exhibit inappropriate and disruptive behavior including profanity, inappropriate dress, parking and driving violations on school property and trespassing.
- L. Students found guilty of making threats or acts, which cause emergency procedures to be implemented for the building.
- M. Students found guilty of behavior, which threatens to do physical violence or other inappropriate activities to a person or their property.
- N. Students found guilty of Habitual Disobedience.
 - 1. Habitual disobedience is defined as behavior by students who have been advised on more than one occasion of their inappropriate behavior and the nature of it, including but not limited to disobeying a teacher; and despite being so advised and directed to cease behaving inappropriately, continue to behave in an inappropriate manner.
- O. Inappropriate behavior is defined as students who conduct themselves in such a manner as to disrupt the educational process and impede the learning of themselves and/or other students, and when requested to cease such behavior are disobedient and continue such behavior.
- P. Disruptive behavior is behavior that detracts from maintaining classroom discipline; unnecessarily draws attention to the students involved away from classroom activity; and prevents those students and/or other students from their pursuit of learning.

Revised 7/10/00

V. APPENDIX

DISCIPLINE GUIDELINES

Students attending our schools are required to conduct themselves with respect for self and others through their actions, their language and their dress. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self- discipline.

APPLYING THE DISTRICT-WIDE RULES

1. The consequences for misbehavior described in these regulations are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm and consistent for all students in the Rapid City Schools. They apply to all students in any school or other district buildings, on district property, in district vehicles or school buses, and at school or district events. *Consequences listed are minimums.* The building administrator has the latitude to modify penalties. Additionally, the administrator will have the authority to enforce other reasonable disciplinary action found warranted by the situation. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. a disabled student whose misbehavior is related to his or her disability.) Notes and facts regarding violations and consequences will be recorded.
2. Because it is not possible to list every misbehavior that occurs, the administration and staff reserve the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate district staff.
3. Progressive discipline will be used in conjunction with existing district policy. Complete copies of the district suspension and expulsion Policy JFC are available from all principals' offices.
4. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian conference, fine, restitution, detention, removal from class, in-school suspension, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, and recommendation to alternative services.
5. Each building may develop a handbook with rules and regulations specific to their unique needs. A copy of school rules will be provided to students/parents.

APPLYING THE DISTRICT-WIDE RULES – Continued

INFRACTIONS	CONSEQUENCES				
OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
CLASS I Truancy	See District Code: JEDP/JEDA-P				
CLASS II Abuse, Verbal Dishonesty, Scholastic Dress/Grooming Inappropriate Behavior Nuisance Objects Gambling Skipped Detention Vandalism, Minor	Warning to One Hour Detention Student Contract	1-5 Hours Detention Student Contract	3-5 Hours Detention to 3 Days In-School Suspension (ISS) Parent Contact	3-5 Hours Detention to 3 Days ISS Parent Contact	3-5 Days ISS Parent Contact
CLASS III Assault, Verbal False Reporting Possession of Fireworks or Ammunition Bullying Instigating Pushing, Shoving, Scuffling, Tripping, Rough Play Profanity Technology Misuse Gang Activity	Warning to 1-5 Hours Detention	3-5 Hours Detention to 3 Days ISS Parent Contact	3-5 Days ISS Parent Contact	5-10 Days ISS Parent Contact	5-10 Days Out of School Suspension (OSS) Parent Contact
CLASS IV Fire Alarm Harassment, Sexual, Racial, Disability Insubordination Profanity directed at staff Theft, Receiving Stolen Property Tobacco, Possession, Use Trespassing	Warning to 1-5 Hours Detention to 1-3 Days ISS/OSS	3-5 Hours Detention to 3-5 Days ISS/OSS	3-5 Days OSS	5-7 Days OSS Referral to Law Enforcement When Appropriate	7-10 Days OSS Referral to Law Enforcement When Appropriate

APPLYING THE DISTRICT-WIDE RULES – Continued

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
CLASS V Possession, Use, Distribution of Alcohol/Chemical Burglary Possession, Use of Explosives Falsifying, Modify School Records Robbery, Extortion Vandalism, Major	3-5 Hours Detention to 3-5 Days ISS/OSS	10 Days OSS Referral to Superintendent for Administrative Action			
CLASS VI Arson Assault, Physical Bomb Threat Endangerment of others Fighting Sexual Misconduct Weapons	5 Days Suspension Referral to law enforcement	5-10 Days OSS Referral to Law Enforcement When Appropriate	10 Days OSS, Referral to Law Enforcement, Referral to Superintendent for Administrative Action		
CLASS VII Assault, Aggravated Firearms: Possession of, (including airgun, pellet gun, or look-alike gun to include water guns)	10 Days OSS, Referral to Law Enforcement, Referral for one calendar year expulsion by Board of Education				

DEFINITIONS

ABUSE, VERBAL: The use of language which is obscene, threatening, intimidating, or which degrades other people. Verbal abuse which is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

ALCOHOL OR CHEMICAL, POSSESSION OR USE: Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia where possession or use is prohibited by South Dakota or federal law. Further recommendations such as possible chemical assessment may also be required.

ARSON: Intentional destruction or damage to school property or other property by means of fire.

ASSAULT, AGGRAVATED: Committing an assault upon another person with a weapon, or assault which inflicts great bodily harm upon another person.

DEFINITIONS – Continued

ASSAULT, VERBAL: Language toward another person that is intended to cause fear of bodily harm or death.

ASSAULT, PHYSICAL: Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

BOMB THREAT: Intentionally making, publishing or conveying in any manner a bomb threat pertaining to a school location.

BULLYING: Teasing, coercive behavior and other offensive or mean-spirited conduct.

BURGLARY: Entering any school location without consent and with the intent to commit a crime (e.g. vandalism or theft).

BUS CONDUCT: Students will obey instructions given by the driver, assist the driver in keeping the inside of the bus clean and enter and leave the bus in an orderly manner.

Non-acceptable behavior includes moving about in the bus while it is in motion, throwing objects within or out of the bus, pushing, yelling and stomping of feet or abusive language.

Opening or closing of windows without driver's permission and extending head or arms out the window will not be allowed.

Non-acceptable carry on items: Food or drink other than lunches, glass objects, animals, sharp instruments and large musical instruments which present a potential safety hazard. See district code **JFCC**, Consequences per school bus incident.

DISHONESTY, SCHOLASTIC: Scholastic dishonesty, which includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion. Academic consequences may also be assigned.

DRESS AND GROOMING: Dress and grooming on a school location in the following manner is prohibited:

Wearing clothing which includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promotes or advertises alcohol, chemicals, tobacco or any product which is illegal for use by minors.

Wearing clothing and other items or grooming in a manner which represents and/or promotes threat/hate groups including gangs or supremacist groups.

Wearing clothing or grooming in a manner which is sexually explicit or which conveys sexual innuendo or which may be construed as sexual.

Wearing any headwear or jacket during the school day without permission from the school administration.

Wearing of clothing or grooming which is potentially disruptive to the education process or which poses a threat to the health and safety of self or others.

ENDANGERMENT OF OTHERS: Threats or acts which cause emergency procedures to be implemented for the building.

DEFINITIONS – Continued

EXPLOSIVES, POSSESSION AND/OR USE: Possessing or using any compound or mixture, which can cause an explosion.

FALSE REPORTING: Deliberately reporting false information about the behavior of a student or staff person.

FIGHTING: Engaging in any form of mutual combat where blows are exchanged.

FIRE ALARM, FALSE: Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.

FIREARMS: Possession of firearms (including airgun, pellet gun, or look-alike gun to include water guns) on school premises, in vehicle or at school related activities.

FIREWORKS OR AMMUNITION, POSSESSION: Possessing or offering for sale any type of fireworks bullets or ammunition.

GAMBLING: Gambling, including but not limited to playing a game of chance for stakes or possession of gambling devices. (Video games, machines and other items used to promote a game of chance).

GANG ACTIVITY: Gang group related activity, the use of graffiti, emblems, symbolism, hand signs, slang, tattoos, jewelry, discussions, clothing, etc.

HARASSMENT: Racial, sexual and religious harassment and violence as defined in the district policy. Reprisal or retaliation for a complaint of harassment.

INAPPROPRIATE BEHAVIOR: Is defined as students who conduct themselves in such a manner as to disrupt the educational process and impede the learning of themselves and/or other students, and when requested to cease such behavior are disobedient and continue such behavior. Behavior must be defined.

INSTIGATING: Spreading rumors or agitating a conflict, which may escalate conflict between others.

INSUBORDINATION: Deliberate and defiant refusal to follow an appropriate direction given by a staff member.

NUISANCE OBJECTS: Possession, use or distribution of any object which causes distractions, such as pagers, radios, cell phones, laser pointers, squirt guns, games, etc.

PROFANITY: Language or gestures directed at another, which are obscene, vulgar, abusive or discriminatory.

PUSHING, SHOVING, TRIPPING, WRESTLING, ROUGH PLAY: Physical contact that could harm others accidentally or intentionally.

DEFINITIONS – Continued

ROBBERY OR EXTORTION: Taking property from another person by use of force, threat of force or under false pretenses

SEXUAL MISCONDUCT: Engaging in sexual contact or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

SKIPPING DETENTION: Failure to report to after school detention which has been assigned by school staff.

TARDY: If a student is not in the classroom after the bell has rung, the student is considered tardy.

TECHNOLOGY MISUSE: Misuse of computer equipment, deletion or violation of password-protected files, computer programs or data or system files; inappropriate accessing of files, unethical use of information or violation of copyright laws.

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY: The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property.

TOBACCO POSSESSION OR USE: Possession or using tobacco in any school location, in district buses or vehicles or at district events.

TRESPASSING: Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the staff of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time and or arrest.

TRUANCY: Truancy means any absence (by a student under age 16) for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance. When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings to be brought against the parent/guardian. Prior to such actions the principal shall have:

- Communicated with the student's parents or guardians to discuss this student's truancy or have attempted to meet and been refused.
- Offered an opportunity for educational counseling with school personnel and the student, parent or guardian. See district code **JED-P**.

UNIQUE SITUATIONS: Discipline situations which arise which are not covered by these guidelines will be handled on a case by case basis. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school district's needs.

DEFINITIONS – Continued

VANDALISM, MINOR ACTS: Littering, defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school district, other students, staff members, or other individuals.

VANDALISM, MAJOR ACTS: Littering, defacing, cutting or damaging, property, technology or telecommunication equipment that belongs to the school district, other students, staff members or other individuals where damages are \$500 or more.

WEAPONS: Students are forbidden to possess, transfer, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use weapons or firearms of any kind. Students are prohibited from bringing to school or school related activities any weapons or firearms of any kind. This prohibition will normally not apply to school supplies, such as pencils, compasses and the like, unless they are used in a menacing or threatening manner.

Weapons will include objects not commonly considered as such, but modified for use as weapons, facsimiles of weapons, or replicas or toys that look like weapons, or as defined by SDCL 13-32-7.

V. APPENDIX

RAPID CITY AREA ELEMENTARY SCHOOLS	PHONE
General Beadle	394-1841
Black Hawk	787-6701
Canyon Lake	394-1817
Corral Drive	394-6789
Grandview	394-1829
Horace Mann	394-1847
Kibben Kuster	394-1813
Knollwood	394-1851
Meadowbrook	394-1821
Pinedale	394-1805
Rapid Valley	393-2221
Robbinsdale	394-1825
South Canyon	394-1801
South Park	394-1833
Valley View	393-2812
Wilson	394-1837
RAPID CITY AREA SECONDARY SCHOOLS	
Dakota Middle School	394-4092
North Middle School	394-4042
South Middle School	394-4024
Southwest Middle School	394-6792
West Middle School	394-4033
Central High School	394-4023
Stevens High School	394-4051
The Rapid City Academy	394-4048
RAPID CITY AREA SCHOOLS ADMINISTRATIVE OFFICES	
Superintendent of Schools	394-4031
Finance, Budget & Community Development	394-4026
Student Achievement	
Elementary	394-4037
Secondary	394-5147
Support Services	394-4105
Buildings & Grounds	394-4045
Food Services	394-4061
Support Services	394-4105
Transportation—& Special Education Transportation Coordinator	355-3707
Title VII/Indian Education	394-4071
Curriculum, Instruction, Assessment, & Gifted Ed. Services	394-4053
Staff Development	394-4067
Human Resources	394-4014
Special Education & Student Related Services	394-4035