

# **SENIOR HIGH HANDBOOK**

**Adopted by Board of Education, April, 2009**

**RAPID CITY AREA SCHOOL DISTRICT 51-4**

**2009-2010 School Year**

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## **Central High School**

**433 Mt. Rushmore Road**

**Telephone: 394-4023    Fax: 355-3041**

## **Stevens High School**

**1200 44th Street**

**Telephone: 394-4051    Fax: 394-1820**

## **Rapid City Academy**

**Lincoln Building, 1315 Quincy**

**Telephone: 355-3087    Fax: 355-3091**

**Jefferson Building, 21 St. Joseph Street**

**Telephone: 394-4048    Fax: 394-6941**

**Career Learning Center Building, 730 E. Watertown**

**Telephone: 394-6718    Fax: 394-4050**

**Oyate Education Program, 730 E. Watertown**

**Telephone: 390-1453    Fax: 394-4050**

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The Senior High Handbook is approved by the Board of Education and is considered policy. We welcome any suggestions or comments from students, parents, faculty or administration that would help improve this book. Mail your comments to Assistant Superintendent Katie Bray, 300 Sixth Street, Rapid City, SD 57701.

# I. SIGN OFF SHEET

## ACKNOWLEDGMENT FORM

### RAPID CITY AREA SCHOOLS

SENIOR HIGH  
STUDENT/PARENT HANDBOOK

STUDENT'S NAME \_\_\_\_\_

(PLEASE PRINT)

GRADE \_\_\_\_\_

MIDDLE SCHOOL ATTENDED: \_\_\_\_\_

\_\_\_\_\_ Dakota  
\_\_\_\_\_ Southwest

\_\_\_\_\_ North  
\_\_\_\_\_ West

\_\_\_\_\_ South

TEACHER WHO PRESENTED HANDBOOK \_\_\_\_\_

(PLEASE PRINT)

### STATEMENT TO BE READ AND SIGNED BY STUDENT/PARENT

I HAVE RECEIVED A COPY OF THE RAPID CITY AREA SCHOOLS SENIOR HIGH STUDENT/PARENT HANDBOOK.

I HAVE BEEN GIVEN THE OPPORTUNITY OF RECEIVING AND/OR DISCUSSING ALL OF THE INFORMATION CONTAINED IN THE STUDENT/PARENT HANDBOOK.

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

\_\_\_\_\_ DATE \_\_\_\_\_

(STUDENT SIGNATURE)

I HAVE RECEIVED A COPY OF THE RAPID CITY AREA SCHOOLS SENIOR HIGH STUDENT/PARENT HANDBOOK. I HAVE HAD THE OPPORTUNITY TO REVIEW THE MATERIAL AND INFORMATION IN THE HANDBOOK AND ACCEPT MY RESPONSIBILITY FOR HELPING MY SON/DAUGHTER TO UNDERSTAND AND LIVE UP TO ALL EXPECTATIONS, GUIDELINES, AND POLICIES PRESENTED IN THE HANDBOOK.

\_\_\_\_\_ DATE \_\_\_\_\_

(PARENT SIGNATURE)

THIS FORM MUST BE SIGNED AND RETURNED TO THE PRESENTER.

PRESENTERS WILL TURN IN ALL ACKNOWLEDGMENT FORMS TO THE OFFICE.

The Senior High Handbook is approved by the Board of Education and is considered policy. We welcome any suggestions or comments from students, parents, faculty or administration that would help improve this book. Mail your comments to Assistant Superintendent Katie Bray, 300 Sixth Street, Rapid City, SD 57701.

# II. GENERAL SCHOOL POLICIES/PROCEDURES & INFORMATION

## RIGHT TO A SAFE AND ORDERLY LEARNING ENVIRONMENT

### ***RIGHTS OF STUDENT***

Every student has a right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected and protected.

### ***RIGHTS OF STAFF***

Every staff member has a right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected and protected.

### ***VIOLENCE FREE SCHOOLS***

Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things. Injury or discomfort is based on how it is perceived, regardless of the intent. Violence in school is unacceptable and will not be tolerated.

## BOARD OF EDUCATION

Douglas L. Kinniburgh  
Sheryl Kirkeby  
Arnie Laubach  
Leah Lutheran  
Daphne Richards-Cook  
Bret Swanson  
Wes Storm

## SCHOOL OFFICES

Superintendent	394-4031
Student Achievement, Elementary & Secondary	394-5147
Finance, Budget & Community Development	394-4026
Buildings and Grounds	394-4045
Curriculum, Instruction, Assessment, & Gifted Ed.	394-4053
Human Resources	394-4014
Special Education & Student Related Services	394-4035
Staff Development	394-4067
Title VII/American Indian Education	394-4071
Principal, Central High School	394-4023
Principal, RC Academies	394-4048
Principal, Stevens High School	394-4051

## **ATTENDANCE POLICY**

School Board Policy states that failure to excuse an absence within one school day of the student's return to school will result in an unexcused absence and a zero for the work missed in each unexcused class. Students may be excused by a note or by a call to the Attendance Office. Acceptable excuses per board policy include: (1) personal and family illness; (2) emergencies; (3) leaves of educational value (must be pre-approved); and (4) family leave. **Students who are on campus but not in scheduled classes cannot be excused. Students arriving later than 15 minutes after class begins are considered unexcused.**

The Rapid City Area School District recognized that students, parents/guardians, teachers and administrators each have responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in the Rapid City Area School District must attend classes regularly every day school is in session until the completion of the school term.

### **STUDENT RESPONSIBILITY**

Students are required to be in school every day.

In the event a student is absent, the student or parent/guardian is responsible for contacting his/her teacher(s) to obtain make-up work. The student must complete that work within the designated amount of time.

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.

### **PARENT/GUARDIAN RESPONSIBILITY**

Parents/guardians are required to send students to school every day.

Because of the concerns with the safety of each student, parents/guardians are to contact the school prior to 10:00 a.m. of the day the student is absent.

When the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student is required to bring written verification of the reason for the absence on the day, or within one (1) full school day of the student's return to class. An unverified absence will be considered truancy.

In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.

### **TEACHER RESPONSIBILITY**

At the beginning of each semester, or whenever a new course begins, the teacher will distribute the criteria and explain the basis upon which grade and credit for the class will be awarded. Grades will not be lowered as punishment for lack of attendance, although class participation may be a part of the grading criteria.

Teachers are responsible for taking attendance and informing the attendance office personnel of students who are absent from class.

Teachers are expected to emphasize the importance of good attendance in order to experience success in class.

Teachers are responsible for providing assignments and make-up work in a timely manner and setting expectations for completion.

## **ADMINISTRATOR RESPONSIBILITY**

The District will be responsible for establishing attendance procedures and for informing students and parents/guardians of these requirements at the beginning of each school year.

It is the responsibility of school officials to have accurate records of student schedules.

The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data at each attendance quarter.

If a student is absent for three (3) or more consecutive days, office personnel will assist with acquiring assignments.

## **EXCUSED ABSENCES**

The following guidelines will be accepted as valid reasons for a student to be excused:

Personal and family illness.

Emergencies.

Leaves of educational value.

Family Leave.

**Examples** of excused absences include:

Medical appointments

Funeral of immediate family member

Wedding of immediate family member

Preapproved college visits

Preapproved vacations (limited)

Court appearance

Driver examination

Other absences deemed excused by administration.

Parent(s)/guardian(s) must contact the school orally, or in writing, to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. Schoolwork missed must be made up.

Students needing to be excused for appointments must have a written note or a phone call from the parent to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to report to the Attendance Office when leaving and upon returning.

School personnel will attempt to notify parents of student absences.

## **UNEXCUSED ABSENCES**

An unexcused absence will result in a student earning a zero for any work missed during the unexcused absence.

A student who is on campus but not in his/her regularly scheduled class will be considered unexcused (a teacher cut).

Any absence that is not explained by a parent/guardian within one (1) full school day of a student's return to school will be considered unexcused.

Truancy proceedings as outlined in the policy may be initiated if deemed necessary.

The administration retains discretion in asking for documentation of any medical absences.

Although no credit can be earned for unexcused absences, students are encouraged to obtain assignments and complete missed work in order to remain current with the class content.

**Examples** of unexcused absences include:

Work  
Shopping  
Haircuts  
Trips not preapproved by administration  
College visits not preapproved by administration  
Absences without knowledge of parent/guardian  
Etc.

## **TARDY**

Students are expected to report to classes on time. A student is considered tardy if he/she is not in the classroom when the final bell rings.

## **TRUANCY**

“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:

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

**School Personnel will attempt to notify parents of student absences via:**

- Phone Dialer
- Phone Contact
- Letter
- Personal Contact

## **CAFETERIA/COMMONS GUIDELINES**

The Commons/cafeteria is a place for studying, respectful conversation, and having lunch. Students are to respect these purposes with their behavior.

### **ALL STAFF HAVE THE AUTHORITY TO:**

Regulate students’ movement within the Commons and the building as well as to regulate who enters and who leaves the building during class or lunch periods when the supervisor feels there is a need.

Regulate the number of students at a cafeteria table if needed or desired by the supervisors.

Keep students from sitting on tables.

Require students to clean up the area where they are sitting.

Require students to return their trays, dishes, and silverware to the kitchen.

Require students to observe the purposes of the Commons or leave the Commons.

Require students to sit in a designated area to enhance their ability to supervise the Commons. Students who do not respond appropriately may also be escorted to the office for insubordination.

Report students to the office who do not comply with supervisor requests and reasonable directives for the Commons and all other rules that apply to behavior.

Require students to observe supervisory requests for orderly passage to and from classes.

Prevent students from taking food out of the Commons unless supervised by another staff member.

Do anything reasonable to ensure a safe situation for all.

## **CELL PHONES**

Cell phones may not be used in the building during the school day and they must be turned off and out of sight. Consequences will be as stated in the discipline matrix in Section V of this handbook.

### **CELL PHONE MATRIX**

1<sup>st</sup> Offense: Cell phone is confiscated and may be picked up at the end of the student's class day.

2<sup>nd</sup> Offense: Cell phone is confiscated for 3 consecutive school days and a parent must pick up. Detention is assigned.

3<sup>rd</sup> Offense: Cell phone is confiscated for 5 consecutive school days and a parent must pick up. Detention is assigned.

4<sup>th</sup> Offense: Cell phone is confiscated for the remainder of the year. Parent may pick up cell phone at the end of the year.

The use of a cell phone in committing other offenses will be dealt with according to the matrix for that offense, i.e., harassment, transmission of inappropriate materials, etc.

## **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 with these activities. All Computer 'CD-ROM', 'magnetic' and 'Flash' media needs to be checked for viruses PRIOR to being used on any computer owned/ operated on the RCAS computer network. All media found to contain viruses or damaging software will be confiscated and turned over to Computer Technical Support/Computer Security. This document contains the Acceptable Use Policy for the use of the Rapid City Area Schools' network.

### **Section 1 (Technology Misuse, Class Three)**

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.

Internet access has not been established as a public access service of 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 for the in RCAS District Policy JFC (Student Conduct) and the law in your use of the Internet.

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.

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.

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.

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 (Technology Misuse, Class Four)

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.

You will not make deliberate attempts to disrupt any computer/network system or to manipulate or destroy data by any means, including computer viruses.

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.

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.

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.

### **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:

Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;

Have the school district advise you of your rights under federal law;

Receive notice with respect to identification, evaluation, or placement of your child;

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;

Have your child educated in facilities and receive services comparable to those provided to students without disabilities; (see Emergency Procedures in this handbook)

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;

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.

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.

Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;

Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;

Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

A response from the school district to reasonable requests for explanations and interpretations of your child's records;

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.

File a 504 grievance if you have a disagreement with the school

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;

File a complaint with 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](mailto:OCR.KansasCity@ed.gov).

In the Rapid City Area School District, the Director of Special Services, at 394-4035, is responsible for assuring compliance with Section 504.

# **DISCRIMINATION/HARASSMENT**

## **NON-DISCRIMINATION STATEMENT**

The Rapid City Area School District No. 51-4 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, Title VII, or Section 504 may be referred to the Human Resources Office at 300 Sixth Street, Rapid City, South Dakota 57701 (394-4014); or to the Office for Civil Rights, . 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.

## **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.

## **DRUGS, TOBACCO AND ALCOHOL**

In accordance with Federal law, the Board of Education prohibits the drug-related use, possession, concealment, or distribution of tobacco, alcohol, drugs or drug-related paraphernalia by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, prescription drug, anabolic steroid, or dangerous controlled substance as defined by State statute, chemicals that release toxic vapors, or substance that could be considered a “look-alike” controlled substance. **Compliance with policy is mandatory for all students.** Any student who violates this policy will be subject to disciplinary action, in accordance with due process up to and including expulsion from school. When required by State law or Board Policy, the District will also notify law enforcement officials. **The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful.**

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the school and community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **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 6<sup>th</sup> Street, the Rapid City Area Schools District’s designated Title IX compliance official, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC.

Inquiries concerning race, color, creed, religion, ancestry, disability or national origin, may be direct to the Director of Curriculum, Instruction, Assessment & Gifted Education (394-4053), Chapter I and II Coordinator, 300 6<sup>th</sup> 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.

## GRADING SCALE

The district-wide grading scale will be: letter grade A will represent outstanding work; the grade B, better than average work; the grade C, average work; the grade D, below average work; and the grade F, failing. The letter grade will have these percentage values:

93-100	=	A
85-92	=	B
77-84	=	C
70-76	=	D
Below 70	=	F

### Normal Courses

A = 4 grade points  
B = 3 grade points  
C = 2 grade points  
D = 1 grade point  
F = 0 grade point

Advance Placement and Post-Secondary courses taken through Dual enrollment that are transferable for college credit as approved by South Dakota Board of Regents

A = 5 grade points  
B = 4 grade points  
C = 3 grade points  
D = 1 grade point  
F = 0 grade point

### Credits for Class Standing

5 credits = sophomore status  
11 credits = junior status  
16 credits = senior status

\*Only students with junior/senior status have open campus privileges.

## PUBLIC COMPLAINT POLICY

The Rapid City Area School District recognizes the right of individuals and groups to present complaints concerning school personnel, curriculum, policies, instructional materials, services, and facilities. Therefore, anyone having a complaint may file a public complaint (see policy KL). The policy, process, timelines, and forms may be obtained at every school and at the City/School Administration Center from a district official.

## SEARCHES; LOCKERS, DESKS, VEHICLES & OTHER STORAGE AREAS

When warranted, the administrator(s) may conduct inspections of student vehicles, student lockers, desks and/or storage areas. Cigarettes, alcohol, pornographic literature, squirt guns, illegal substances, drug-related paraphernalia, weapons, look-alike weapons, or other questionable material(s) that are not allowed in school, may not be stored in the lockers or vehicles. Responsible student(s) will be dealt with according to the parameters established in this handbook. Lockers should be kept neat and clean at all times. No staff member is allowed to check a locker without prior permission from an administrator.

All lockers, desks, and other storage areas provided for student use remain the property of the District. At no time does the District relinquish its exclusive control of lockers, desks or storage areas provided for the convenience of the students. These lockers, desks and storage areas are subject to inspection, access for maintenance, and search by District officials for any reason, at any time, without notice, without student consent and without a search warrant. A student using the locker, desk, or storage area has no expectations of privacy in that locker, desk or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed or destroyed.

The School District reserves the right to make use of any civil or community resource (i.e., Law Enforcement Canine Team) to search the lockers, vehicles, desks, or storage area in order to maintain the safety and orderliness of its schools.

All personal items must be removed from the lockers by the end of the school year and students are advised not to have/keep large sums of money or valuable items in their lockers or at school.

Parking on campus is a privilege, not a right. VISUAL INSPECTIONS OF VEHICLES WILL BE MADE ROUTINELY BY SECURITY STAFF.

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities (Administration) may search school property such as lockers, desks or storage areas used by students or the person or property, including vehicles of a student parked on school district property.

A personal search of a student may be conducted by the principal or designee when he/she has reasonable suspicion to conduct a search of that student or objects or clothing in the student's possession or control.

## **REGISTRATION/WITHDRAWAL FROM SCHOOL**

Students who qualify for admission to District schools should provide the following documents to facilitate registration:

- Completed registration forms
- Birth certificate or other appropriate documentary evidence
- Immunization records
- Court orders of placement papers and applicable proof of residency

Arrangements to withdraw from school are to be initiated in the Guidance Office. In order to withdraw from school, students will obtain a withdrawal form stating why they are leaving. The withdrawal form requires the signature of the student, parent, teachers, and a member of the library staff.

## **SCHOOL FACILITIES**

The school facilities are for all students.

School buildings, lockers, books, supplies and all educational facilities and equipment are paid for by the parents and other taxpayers.

Punishment will be severe to those who steal or destroy school property and restitution or replacement will be expected.

Smoking is not allowed in any building, on school grounds, or at school-sponsored activities.

Loitering is not allowed in the restrooms or in the parking lots.

## **SOCIAL FUNCTIONS**

All school-related social activities shall have adequate adult supervision. Parents, community members and/or staff chaperones will intercede in any inappropriate conduct and will report such conduct to the administration. Social activities must receive advance permission from the administration.

## **STUDENT APPEARANCE**

To encourage student respect for an educational environment, students shall maintain a reasonable standard of wearing apparel 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.

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

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco or any product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit/distracting or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing any headwear, coats, or trench coats in the building during the school day without permission from the school administration.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others: chains and spikes.
- Wearing of pants/shorts that are sagging.
- Bare midriff, muscle shirts, spaghetti straps or extreme mini-skirts and shorts are too informal for the school setting. Shoes are required by state health laws.

## **STUDENT ASSISTANTS/AIDES GUIDELINES**

Any student wishing to be a student assistant/aide in the offices or classroom must sign a confidentiality statement. Duties are assigned as applicable to each position.

## **STUDENT FUND RAISING**

The Board will permit fund raising by students in school, or school property, or at any school-sponsored event only when the profit there from is to be used for school purposes on an activity connected with the schools. Fund raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Students or teachers wishing to hold a fundraiser are expected to inquire in advance at the school office to obtain guidelines for conducting fund-raising activities.

## **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, and/or military purposes. (Opt-Out notification: If you as parents wish to "opt out" of the release of information to the military, please come to the Guidance Office where we will provide you with a form to sign.)
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, photograph/images, major field of study, weight and height, 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, parent/guardians may provide written notification to the Rapid City Area 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 Schools not to use group photos or student projects involving their child on the district web site or the educational cable TV channel.

This information may appear in the form of news releases to news media, school publications, and printed programs of officially recognized activities and sports. The Rapid City Area Schools invites any parent or adult student to inform them if there is an objection to the release of any or all of the above designated information.

## **STUDENT SCHEDULE INFORMATION**

It is always challenging to schedule students effectively; therefore, the following guidelines are helpful. Students should check with counselors, teachers, and parents/guardians if they have questions.

All students in grades 9, 10, 11 and 12 are encouraged to enroll in a minimum of six (6) courses per semester, and must meet all graduation requirements.

Any course not offered at one school may be taken by students from the non-offering school providing space is available. Students must provide their own transportation.

For a complete listing of coursework available to students, please see the Rapid City Area Schools Course Listing Handbook. The handbook is available on-line and in the guidance office of each high school. In addition to standard coursework, the Rapid City Area Schools offers vocational technical coursework to all students both at the high school site and through a dual enrollment partnership with Western Dakota Technical Institute. Please see the Non-

Discrimination Statement in this handbook with regard to all students being able to participate in the educational programming offered by the district.

Personal transfer requests for students that wish to change schools during the school year must be filed with the Assistant Superintendent's office. (See District Policy JECC).

Students participating in activities governed by SDHSAA must meet specific requirements relative to enrollment and grade requirements. The website is SDHSAA.com.

Students must have successfully passed four classes in the previous semester and be enrolled in four classes in the present semester.

Parental/guardian approval is recommended on all final registration decisions.

Students who have failed core classes must re-register for these classes to meet graduation requirements.

**After registration, student schedules will be changed only** to balance class sizes, repeat a failed course, meet graduation requirements, meet college entrance requirements and to accommodate special circumstances at the discretion of the building principal. Changes will be made only through a counselor or the registrar with administrator approval. Students who are dropped administratively from a course or drop a course without administrative approval or who failed to register for classes for which they have pre-registered will receive a "Withdraw-Fail" for the entire course (semester or year) and it will figure into their GPA as a zero.

**Graduation Reading Requirement:** Students in grades 9 through 12 who have not met the district's reading requirement must continue to enroll in reading until the 9.0 grade level reading equivalency is met. Students must demonstrate the 9<sup>th</sup> grade level of reading proficiency on a district adopted standardized test in order to graduate.

Students must give their course planning careful consideration and should check with counselors, parents/guardians, and teachers if they have any questions.

## **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. The primary goal of nutrition education is to influence students' eating behaviors.

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
- non-carbonated drinks under 20 grams of carbohydrate per 8 ounce serving may be offered

Product contents of student vending machines shall adhere to the standards for foods, beverages and content guidelines. The sale of vending products shall not take place from one hour before and one hour after the breakfast and lunch service. 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. One unit of high school physical education in grades 9-12 shall be required. Students shall be encouraged to take physical education classes as electives after completing the required physical education credit.

### **Student Wellness and Mental Health**

Student's social and emotional development is an essential support to school readiness and academic success. The Rapid City Area School District will incorporate social and emotional development into its education program. Support services provided by school nurses, school social workers, school psychologists, and school counselors will be available for students with social and emotional difficulties that impact learning.

**RAPID CITY AREA SCHOOL DISTRICT  
ASSESSMENT PLAN    District Code IL-E**

LEVEL	DISTRICT-WIDE TESTING	STRATEGIES / ACTIVITIES	PERSON RESPONSIBLE	TIMEFRAME
Grade K	Screening		Dir. of Special Services	Established dates: Spring through Fall
Grade 1	CBM (Literacy) Text Reading Level (TRL)		Principal Principal	On-going On-going
Grade 2	CBM (Literacy) Text Reading Level (TRL)		Principal Principal	On-going On-going
Grade 3	Dakota STEP * CBM (Literacy) Text Reading Level (TRL)		Principal Principal Principal	Spring Annually On-going On-going
Grade 4	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	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	Dakota STEP* Gates/MacGinitie Reading Assessment		Principal Principal	Spring Annually Spring Annually
Grade 7	Stanford Writing Assessment Dakota STEP* Gates/MacGinitie Reading Assessment		Principal Principal Principal	Fall Annually Spring Annually Spring Annually
Grade 8	Dakota STEP* Gates/MacGinitie Reading Assessment NAEP		Principal Principal  Principal	Spring Annually Spring Annually  Spring – odd years only

LEVEL	DISTRICT-WIDE TESTING	STRATEGIES / ACTIVITIES	PERSON RESPONSIBLE	TIMEFRAME
Grade 9	Gates/MacGinitie Reading Assessment		Principal	December and April Annually
Grade 10	Stanford Writing Assessment Gates/MacGinitie Reading Assessment		Principal Principal	Winter Annually December and April Annually
Grade 11	Dakota STEP* Gates/MacGinitie Reading Assessment		Principal Principal	Spring Annually December and April Annually
Grade 12	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 – High School as a diagnostic tool.

### **Gates/MacGinitie Reading Assessment: grades 8-12**

The district has a graduation requirement that a student must demonstrate achieving the ninth (9.0) grade level reading proficiency on a district adopted standardized test. Students who do not demonstrate that ability must continue to take reading classes until they reach the required reading level.

## **TEXTBOOK ISSUE AND COLLECTION**

All textbooks are furnished by the school district. An inventory of the books is to be taken before issuing them and again when they are returned. All books must be accounted for as they are a major budget item.

When textbooks are issued, teachers will have each student fill out a book card. These are retained by the teacher for end of course check-in. Students need to be reminded that filling out the book card is their commitment to return the book in the same condition in which it was received, or fines will be assessed. Also, students must be made aware that whenever they return a book, they need to get the book card and keep it until the report card arrives. It is their receipt. If the book is damaged, the teacher keeps the book card, assesses the fine and turns it into the office.

Students should put both the teacher name and their name in the front of the book so that it can be returned easily if it is lost.

## **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.

## **WEAPON-FREE SCHOOL—ZERO-TOLERANCE**

**WEAPONS:** Students are forbidden to possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or to 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 include, but are not limited to firearms, pocket knives, tools with a knife blade, metallic knuckles, ammunition, clubs, bats, sticks, chains, pipes, razors, or any other object used in a way that threatens to inflict bodily injury on another person. The possession or use of articles not generally considered weapons may be prohibited when in the principal's or designee's judgment a reasonable apprehension of danger or intimidation exists to the student in possession, other students, staff, or school property by virtue of possession or use.

Students in possession of weapons are subject to disciplinary actions which may include long-term suspension or expulsion from school.

# III. HEALTH PROCEDURES

The students of the Rapid City Area Public Schools 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 may include accident reports.
- Supporting special education.
- Providing health education and classroom presentations.

## IMMUNIZATIONS — STUDENTS

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

At the time of initial entrance of a student into the Rapid City Area School District, the appropriate certification or one of the alternative statements will be required from the parent or guardian.

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.

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. Students will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps or rubella.

## 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.

Education 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**

Emergency Care (minor): 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 if possible.

Emergency Treatment: Serious injuries include symptoms of shock, excessive bleeding, head or back injury with loss of consciousness or inability to move limbs. An ambulance will be called and parents will be contacted immediately if possible.

## **ILLNESS**

Students who are ill at school should be sent or escorted to the attendance office. Parents will be contacted.

## **REQUEST FOR MEDICATION ADMINISTRATION**

If a parent or student requests that school personnel administer, assist or house the medication, the following guidelines are to be followed:

A "*Medication Consent*" form shall be completed and on file.

The form shall be signed and dated by the student's parent/guardian at least on an annual basis.

Written instructions, signed and dated by the student's parents/guardian and by the student's physician shall accompany the medication.

The student's parent/guardian shall inform the school, in writing, of any changes or discontinuation of medication.

The student assumes responsibility for both presenting himself/herself on time and for taking the prescribed medication.

The student's parent shares the responsibility to instruct his or her child to appear for the dispensation of the medication at the designated time.

Only authorized school personnel shall administer medications to students.

Medication left over at the end of the school year should be picked up by the parent/guardian or the school will appropriately dispose of the medication.

**Attention** — Schools do not provide health records; this is the parent's responsibility.

## 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 immuno-suppression 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, Rotavirus, 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.
Disease and Incubation Period	Rules for School Attendance
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

## **IV. EMERGENCY PROCEDURES**

All necessary precautions will be taken to guard the safety and well-being of students and staff during any emergency situation.

Each school has an emergency plan and lockdown procedures that will be followed as needed. Lockdown drills will be conducted periodically.

An Accessibility Contingency Plan is available at each school site for students with disabilities which outlines the plan as well as those persons responsible for implementing the plan in the event of an emergency and/or emergency evacuation.

### **FIRE DRILL PROCEDURES**

Fire drills will be conducted periodically. For all alarms, all students and staff must leave the building. We need to assume that each time the alarm sounds, there could be a fire. We must insure that all hallways and stairways are clear. To accomplish this, staff will do the following:

- Check all classroom doors to see that they are closed.
- Insure that all staff and students are moving toward the exit. No one is to stop and put books away, get coats, etc.
- Check restrooms.
- Insure that stairways are clear and that all students and staff are outside.
- Upon completing tasks move outside.
- Do not move toward a fire or smoke.
- Keep students 100 feet from the building.

Students are to cooperate fully with staff during a fire drill.

### **TORNADO/WIND STORM PROCEDURES**

- Warning procedures will be issued over the intercom system.
- All students and staff are to move to center hallways and shelters. If center hallways have exterior glass exposure, use interior classrooms and closets that provide protection.
- Students and staff that are in the gymnasium would stay in that portion of the building. Move students and staff away from areas of glass.
- Students and staff should sit down on the floor with their heads between their knees.
- Students and staff will be released to leave the building as soon as authorization has been received from appropriate school personnel.

### **SCHOOL THREAT ASSESSMENT RESPONSE (STAR)**

The school district, the police department, the sheriff's office and the state's attorney's office have collaborated on a School Threat Assessment Response (STAR). Following STAR protocol insures that all threats of violence are addressed and appropriate consequences forthcoming in an effort to keep our students safe from threats of violence.

## **LIAISON OFFICER**

The Rapid City Police Department and the Pennington County Sheriff's Department in cooperation with the Rapid City Area Schools, provides specially trained School Liaison Officers and Deputies to each school to act as a readily accessible link between the law enforcement community and the students, parents, staff, and school. Their purpose is not only to protect students and staff, but to provide assistance to the school's administrators and parents, instruction to students, investigation of criminal activity, and to deal with other police matters concerning the schools or students.

# V. STUDENT DISCIPLINE POLICIES

## DISCIPLINE MATRIX

### APPLYING THE DISTRICT-WIDE HIGH SCHOOL PROGRESSIVE DISCIPLINE PLAN

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

### MISBEHAVIOR

Including but not limited to:

OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	HABITUAL DISOBEDIENCE 4 or more offenses	OTHER LIKELY CONSEQUENCES AS APPROPRIATE:
Class One (per semester)					
Tardy to class ID violation Lunch violation	1 <sup>st</sup> Warning	2 <sup>nd</sup> Warning	3 <sup>rd</sup> Warning	1-4 hours detention for each	Parent/Student conference Additional excessive tardiness may result in loss of class for disruption (see class three)
Class Two (per year)					
Inappropriate behavior: dress/grooming, inappropriate language/profanity, littering, loitering, parking lot violations, detention violation, nuisance objects, closed campus violation, non-participation	Detention	S (1-3 days), parent contact	S (3-5 days), parent contact Counselor referral	S (5-10 days), parent contact Counselor referral	Loss of class Citation/(fine) Student contract Loss of privilege Item confiscation Police referral/arrest
Cell Phones	Confiscated Pick up at end of student class day	Confiscated 3 school days. Pick up by parent. Detention/ISS	Confiscated 5 school days. Pick up by parent. Detention/ISS	Confiscated remainder of school year. Loss of all cell phone privileges. Detention/ISS	

OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	HABITUAL DISOBEDIENCE 4 or more offenses	OTHER LIKELY CONSEQUENCES AS APPROPRIATE:
Class Three (per year)					
Insubordination, scholastic dishonesty, false reporting, misrepresentation, pornographic materials, verbal abuse, minor vandalism, technology misuse (see policy section 1), tobacco (use, possession, or distribution), gang activity (non-threatening), general harassment, intimidation/ threat, instigation, trespassing, disruption of school, pushing, shoving, scuffling	Detention/S (1-3 days), parent contact  S (1-3 days) if verbal abuse is directed at staff	S (3-5 days), parent contact Counselor referral S (5 days) if verbal abuse is directed at staff	S 5 (days), parent contact Counselor referral S (10 days) if verbal abuse directed at staff	S (10 days) pending further administrative action. Parent contact	Citation/(fine) Loss of privilege Police referral/arrest Restitution Harassment procedures Student contract STAR Protocol Program referral Loss of class
Class Four (per year)					
Theft, , false emergencies, major vandalism, retaliation, technology misuse (see policy section 2), and gambling for stakes Harassment Based on race, gender or disability	Minimum S (5 days) Counselor referral Parent contact	S (10 days) Counselor referral Parent contact	S (10 days) pending further administrative action. Parent contact		Arrest Police referral/arrest Restitution STAR Protocol Program referral

OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	HABITUAL DISOBEDIENCE 4 or more offenses	OTHER LIKELY CONSEQUENCES AS APPROPRIATE:
Class Five (per year)					
Drugs, alcohol, (possessing, using or under the influence), or possessing drug paraphernalia, and gang activity (threatening)  ..... Drugs, alcohol – distributing or possessing an amount that suggests distribution Fighting, assault	S (10 days) Reduce suspension to 5 days if student participates in drug/alcohol assessment and agrees to contract terms. Parent contact  ..... S (10 days) pending further administrative action.	S (10 days) pending Further administrative action Parent contact			Arrest Student Contract Program Referral STAR Protocol
Class Six (per year)					
Endangerment of others, weapons, explosives, bomb threat, arson, sexual misconduct	Referral to Law Enforcement; Immediate suspension with referral for 90 day superintendent suspension. Parent contact				Arrest STAR Protocol
Class Seven					
Firearms: Possession of (including airgun, pellet gun, or look-alike gun to include water guns)	Referral to Law Enforcement; Immediate suspension with referral for one calendar year expulsion by Board of Education Parent contact				Arrest STAR Protocol

## **DUE PROCESS**

Students shall be afforded the right of fair procedure or due process. This includes the right to 1) be informed to conduct which would result in disciplinary action against the student; 2) notice of any rule violation; (3) explanation of the evidence supporting the charge; 4) an opportunity to present the student's side of the story; 5) a penalty that is proportionate to the violation. Policy JGD-P

**Expelled or long-term suspended Special Education Students:** Whenever a student identified as in need of special education is expelled or subjected to long-term suspension, the superintendent shall make a referral. The superintendent or designee shall determine whether the actions, behavior, or activity that resulted in the long-term suspension or expulsion is the result of the student's disabling condition. The superintendent or designee shall review the individual education plan and revise it if appropriate. Suspension of an eligible student may not exceed ten (10) days unless parental approval or a court order is obtained. Referral may be made to the district's suspension classroom.

## **FOLLOW STATE AND LOCAL LAWS AND SCHOOL POLICIES**

No weapons or anything that is used as a weapon is allowed on school property. Violation of this rule is grounds for expulsion from school. No tobacco, alcohol, drug use or possession of drugs or drug-related paraphernalia is allowed on school property.

## **CITIZENSHIP/PERSONAL MANAGEMENT**

Any conduct out of the ordinary that is disruptive to the educational process is unacceptable. Inappropriate vocal outbursts, arguments, name-calling, profanity, improper sign language and gestures or threats will not be tolerated. Students will address all staff members, visitors, and each other with respect. Public displays of affection are not permitted on campus. Students are to show consideration for others at all times.

## **DETENTION**

On occasion, staff, teachers or principals may assign students to detention as a penalty for certain types of misbehavior. Students will receive a written notice of a detention for the particular day(s) assigned. Students refusing to serve detention or not showing up for detention on their assigned day/time may be suspended.

## **STUDENTS SUBJECT TO SHORT-TERM SUSPENSION**

A student will be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. Students will be expected to make up all work missed during the suspension.

## **STUDENTS SUBJECT TO LONG-TERM SUSPENSION AND EXPULSION**

A student and his/her parent or guardian will be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

## STUDENT REMOVAL FROM CLASS

A teacher may remove a student from class when the action of the student disrupts the educational process of the classroom. A student must report immediately to the appropriate administrative office. A student may also be removed for persistent misbehavior or disrespect. The teacher will provide a written report of the incident to the administrator by the end of the school day. The administrator will determine the length of time a student will remain out of the classroom and/or other penalties.

### DEFINITIONS

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

**ALCOHOL OR CHEMICAL, POSSESSION OR USE:** Possession, distribution, 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:** One person 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.

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

**CLOSED CAMPUS VIOLATION:** Any ninth or tenth grade student out of the school building without authorization.

**DETENTION VIOLATION:** Failure to successfully complete assigned detention.

**DISRUPTION OF SCHOOL:** Students who conduct themselves in such a manner as to disrupt the educational process and/or impede learning at school.

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

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

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

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

Wearing clothing or grooming in a manner that is sexually explicit or distracting.

Wearing any headgear, coats or trench coats in the building during the school day without permission from the school administration.

Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of other: chains and spikes.

Wearing of pants/shorts that are sagging.

Bare midriff, muscle shirts, spaghetti straps or extreme mini-skirts and shorts are too informal for the school setting. Shoes are required by state health laws.

**EMERGENCIES, FALSE:** Intentionally giving a false alarm of any nature. This includes tampering or interfering with any alarm. This includes fire alarms, all 911 calls, or other false emergencies.

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

**EXPLOSIVES, POSSESSION AND OR USE:** Possessing or using any compound or mixture that can cause an explosion including fireworks, bullets or ammunition.

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

**FIGHTING:** Engaging in any form of interaction where blows are exchanged.

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

**GAMBLING:** Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices.

**GANG ACTIVITY:** The threatening or non-threatening activities include graffiti, vandalism, extortion, intimidation, robbery, theft, drug sales and use, and violence. Examples include graffiti on personal property, tattoos, street slang, nicknames, hand signs, possession of weapons, alcohol and drug use, and an informal dress code that usually includes the wearing of certain colors.

**HARASSMENT, BASED ON RACE, GENDER, DISABILITY OR RELIGION:** As it is defined in the district policy. Reprisal or retaliation for a complaint of harassment.

**HARASSMENT, GENERAL:** Harassment, including teasing, coercive behavior and other offensive or mean-spirited conduct.

**ID VIOLATION:** Not properly wearing the ID.

**INAPPROPRIATE BEHAVIOR:** Is defined as behavior that interrupts the educational process and draws undue attention to themselves or others.

**INAPPROPRIATE LANGUAGE/PROFANITY:** Obscene, vulgar, abusive or discriminatory language or gestures directed at others..

**INSTIGATING:** Spreading rumors or agitating a conflict that may escalate conflict between others.

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

**INTIMIDATION/THREAT:** Behavior that threatens to do physical violence or other inappropriate activities to a person or their property.

**LITTERING:** No person may dump, deposit, drop, throw, discard, leave, cause or permit the dumping, depositing, dropping, throwing, discarding or leaving of litter upon any school property.

**LOITERING:** Unnecessary or needless presence on campus.

**LUNCH VIOLATION:** Not verifying attendance in the lunchroom.

**MISREPRESENTATION:** Assuming a false identity, i.e., wearing someone else's identification badge.

**NON PARTICIPATION:** Students who fail to engage in or join in school/classroom activities.

**NUISANCE OBJECTS:** Possession, use or distribution of any object that causes distractions, such as pagers, radios, phones, lasers, games, headphones, etc. **PERSONAL**

**COMMUNICATION DEVICES/CELL PHONES:** may not be used in the building during the school day. Phone messaging/communications will be directed through the office or the pay phones.

**PARKING LOT RULES/TRAFFIC VIOLATIONS:** Unlawful or unsafe actions on school property.

**PORNOGRAPHIC MATERIALS:** Possession of pornographic or obscene materials on school campus.

**RETALIATION:** The act of carrying out physical violence or other inappropriate actions as a result of a previous action.

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

**TARDY:** Arriving to a class after the final bell has rung.

**TECHNOLOGY MISUSES:** Misuse or unauthorized use of computer equipment, deletion or violations of password-protected files, computer programs, or data or system files; inappropriate accessing of files including internet, 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.

**THREATS:** Communicating in any form the intent to do harm to another person in their perception. Creating perceptions or expressing intentions to inflict pain, injury, evil or punishment against another person or property.

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

**TRESPASSING:** Presence at any school location without permission of school personnel. 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:** When absenteeism has become detrimental to student achievement and the intent of compulsory attendance has been defeated, the principal shall refer the matter to the State's Attorney.

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

**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 individual where damages are over \$500.

**WEAPONS:** Students are forbidden to 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 of 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 include, but are not limited to: firearms, pocket knives, tools with a knife blade, metallic knuckles, ammunitions, clubs, bats, sticks, chains, pipes, razors, or any other object used in a way that threatens to inflict bodily injury on another person. The possession or use of articles not generally considered weapons may be prohibited when in the principal's or designee's judgment, a reasonable apprehension of danger or intimidation exists to the student in possession, other students, staff, or school property by virtue of possession or use.

# **VI. EXTRA/ CO-CURRICULAR STUDENT ACTIVITIES GUIDELINES**

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

**ELIGIBILITY-INTERSCHOLASTIC:** The South Dakota High School Activities Association and the Rapid City Board of Education have established requirements for all students. These requirements are available in each high school activities office.

Parents and students who open enroll or obtain a personal transfer should check with the activities director to determine eligibility status prior to open enrollment or personal transfer.

## **GRADE ELIGIBILITY POLICY FOR CO-CURRICULAR AND INTERSCHOLASTIC PROGRAMS — DISTRICT CODE: IGD**

The board believes students can benefit intellectually and physically through opportunities and experiences presented in the form of co-curricular activities. The board shall provide a variety of such programs, the purpose of which may be both educational and recreational. It is recognized that well organized and implemented co-curricular programs can have a positive influence on the morale of the student body and serves as an important vehicle for good school and community relations. Programs should be conducted with the best interest of the participants as the primary consideration at all times.

Programs shall encourage equal participation by as many students as possible. Student participation may be limited by individual abilities and/or interests, the nature of activity and/or team concepts, but not by any criteria explicitly prohibited by federal and state discriminatory statutes.

Only qualified personnel shall be provided for instruction, coaching and supervision of co-curricular activities.

### **Conditions:**

The co-curricular program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum. Activity participation should not detract from academic achievement.

Freshman students must have a current semester grade point average of 1.5 or better for the previous semester to be eligible for any co-curricular or interscholastic activity unless the student's eligibility requirements are modified through an Individual Education Plan or 504 plan.

Sophomore students must have a current semester grade point average of 1.6 or better for the previous semester to be eligible for any co-curricular or interscholastic activity unless the student's eligibility requirements are modified through an Individual Education Plan or 504 plan.

Junior students must have a current semester grade point average of 1.8 or better for the previous semester to be eligible for any co-curricular or interscholastic activity unless the student's eligibility requirements are modified through an Individual Education Plan or 504 plan.

Senior students must have a current semester grade point average of 2.0 or better for the previous semester to be eligible for any co-curricular or interscholastic activity unless the student's eligibility requirements are modified through an Individual Education Plan or 504 plan.

Students who fail to meet the current semester grade point average requirement will have a probationary period for the following quarter in which they will remain eligible providing the student attends a supervised study period each day the student is in attendance for the semester.

Students in grade 9-12 will also meet the eligibility requirements established by the South Dakota High School Activities Association (SDHSAA).

Seventh or eighth grade students competing at the high school level must meet the same requirements as the ninth grade students.

Homeschoolers residing in Rapid City Area Schools boundaries may participate in all co-curricular and interscholastic programs offered through the schools. Homeschoolers will verify through their parent or agent that they have met the conditions listed in A through H of this policy by a letter to the respective activities director that they have satisfied the requirements prescribed in A through H of this policy prior to the beginning of the activity.

Homeschoolers must provide a certificate of immunization as prescribed in Policy JECF prior to participation in any co-curricular or interscholastic program offered through the schools.

While maintaining membership in the SDHSAA, the district will conduct all SDHSAA activities in accordance with the rules and regulations of the SDHSAA.

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## **CONDUCT AT ATHLETIC EVENTS**

At any athletic event, spectators must conduct themselves with behavior consistent with good sportsmanship. Students are encouraged to attend and support school sponsored activities (contest, performances, games, dances, etc.) and to follow the SDHSAA conduct rules.

The following rules apply:

Proper conduct must be observed.

The following is a partial list of unacceptable behavior:

- Verbally or physically attacking any participant (coach, player, cheerleader, referee, actor, musician, judge, etc.), spectator, or school official.
- Using profanity
- Vulgar or derogatory cheers

Supervisors may immediately remove any student that is misbehaving. Activities are a school function, and as a result students will receive consequences for infractions.

1<sup>st</sup> Offense: One week suspension from attending any school activity.

2<sup>nd</sup> Offense: Suspension from attending any school activity for the remainder of the season.

3<sup>rd</sup> Offense: Suspension from attending any school activity for the remainder of the school year.

## **NCAA REQUIREMENTS**

Before an athlete can play a sport or receive an athletic scholarship at a Division I or II College, he/she must meet the specific academic criteria as set forth by the NCAA.

There are very specific courses that students must take in order to meet NCAA eligibility requirements. Because the NCAA has such specific requirements, it is very important that

athletes meet with their guidance counselors in the ninth grade to insure that their four-year plans include courses that will satisfy NCAA requirement.

Athletes should take the ACT and the SAT no later than the spring of their junior year in order to have time to retake them if necessary. Athletes also need to complete a NCAA Clearing House Student Release Form during their senior year in order to initiate the eligibility process.

**Applications for the NCAA Clearing House, release forms and additional information are available on their website, [www.NCAAClearinghouse.net](http://www.NCAAClearinghouse.net).**

## **VII. SITE ADDENDUM**