

# Rapid City Area Schools 51-4 2017-2018 Middle School Student Handbook

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**East Middle School, 4860 Homestead Street, Rapid City, SD 57703**  
(605) 394-4092

**North Middle School, 1501 North Maple Avenue, Rapid City, SD 57701**  
(605) 394-4042

**South Middle School, 2 Indiana Street, Rapid City, SD 57701**  
(605) 394-4024

**Southwest Middle School, 4501 Park Drive, Rapid City, SD 57702**  
(605) 394-6792

**West Middle School, 1300 Soo San Drive, Rapid City, SD 57702**  
(605) 394-4033

Adopted by the  
Board of Education,  
June 2017



## **WELCOME STUDENTS**

Welcome to Middle School. We are happy to have you join our student body. This booklet contains information with which you should become familiar. It will help you understand the programs and services offered to you and what your school expects of you.

We are interested in your social adjustment and growth as well as your academic achievement. Our program is designed to help you make a successful transition from elementary school to high school.

When a question does arise concerning the school, please review this booklet. We encourage you and your parents to bring to our attention any unanswered issues. We wish you great success in Middle School.

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Dear Parents,

The Rapid City Area Schools are committed to quality education. Communication is an important part of that commitment.

This handbook was written for students and parents. We hope it provides you with a general overview of our Middle School programs. It includes information on our policies, procedures, activities programs and curriculum. The handbook is approved by the Board of Education and is considered policy. Occasionally it is necessary to update the handbook after it has been printed. If that occurs, pending Board of Education approval, corrections will be made online.

In some cases, an incomplete copy of a policy is included in this handbook. Portions of the policy that deal with topics such as staff in-service or employee use of the policy may not be included. The intent to include a portion of the policy is to cover items that are pertinent to students. A complete copy of the policy is available in the school office or Rapid City Area Schools Administrative Offices.

We hope you find this information helpful. Our intent is to provide a greater understanding of the programs and instruction your child will receive in the Middle School.

We want to be your partner in the education of your child.  
***PARENTS ARE WELCOME AT ALL TIMES.***

Sincerely,

Principals

Scott Phares, East Middle School

Jackie Maxon-Talley, North Middle School

Larry Stevens, South Middle School

Lindsey Ruml, Southwest Middle School

Dan Conrad, West Middle School



**Rapid City Area Schools  
District Office  
300 6<sup>th</sup> Street  
Rapid City, SD 57701  
(605) 394-5147**

**Policy Text Disclaimer**

In some cases, an incomplete copy of a policy is included in this handbook. Portions of the policy that deal with topics such as staff in-service or employee use of the policy may not be included. The intent to include a portion of the policy is to cover items that are pertinent to students. A complete copy of the policy is available in the school office or Rapid City Area Schools Administrative Offices. Policies may be revised after this handbook has been printed. Please see our website ([www.rcas.org](http://www.rcas.org)) or contact the Office of the Superintendent for the most up-to-date version.

**Board of Education**

Please see our website, [www.rcas.org](http://www.rcas.org), for a current list of members.

**Mission Statement:**

Challenge, engage, and empower students to thrive in their future in a diverse world.

**Vision Statement:**

Building tomorrow's community through inspiration, innovation and excellence. Inspire. Innovate. Excel.

**Core Values Statement:**

We value our diversity, and believe our students and community deserve:

- Excellence – in instruction, in learning, in communication
- Commitment – to partnerships, to equity, to service
- Exploration – in opportunities, in inquiry, in creativity
- Readiness – in critical thinking, in problem solving, in collaborating
- Responsibility – for self, for community, for results

**Public Notice of the intent of the Rapid City Area School District 51-4 to release personally identifiable information regarding students or former students.**

Directory Information: The Rapid City Area School District designates the following personally identifiable information regarding its students as Directory Information:

1. Name
2. Address
3. Date of birth
4. School attending
5. Dates of attendance
6. Parents or guardian of student
7. Participation in school-recognized activities
8. Weight, height, age, and grade of members of athletic teams
9. Awards received
10. Individual and group photographs pertaining to school activities
11. Similar information which denotes accomplishment or achievement

## **NON-DISCRIMINATION/EQUAL EDUCATION OPPORTUNITIES STATEMENT**

The Rapid City Area School District 51-4 provides equal education opportunities for all its students and does not discriminate against students, employees, or others in its policies, practices, programs and activities on the basis of race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran.

The District provides equal access to the Boy Scouts and other designated youth groups. See District Policy KG, "Community Use of School Facilities".

The following person has been designated to handle inquiries or complaints regarding the District's non discrimination policies:

Human Resources Manager, 300 Sixth Street, Rapid City, South Dakota 57701, (605) 394-4014, [RapidCityHumanResources@k12.sd.us](mailto:RapidCityHumanResources@k12.sd.us).

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights (OCR) in the U.S. Department of Education, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Telephone 816-268-0550 (voice), or (877) 521-2172 (telecommunication device for the deaf, or TDD), or 816-823-1404 (fax), or [ocr.KansasCity@ed.gov](mailto:ocr.KansasCity@ed.gov) (email).

The District's anti-discrimination, anti-harassment, and anti-retaliation policies and grievance procedures may be accessed electronically at this link <https://public.rcas.org/administration/SA/Documents/Non-Discrimination%20Equal%20Education%20Opportunity%20Statement.pdf> , or obtained in hard-copy format at the District's Human Resources Office.

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.

### **PUBLIC COMPLAINT POLICY District Code: KL**

#### **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.

## COMPLAINT POLICY FOR FEDERAL PROGRAMS

### **I. PURPOSE**

The purpose of this policy is to provide parents, guardians, students, teachers, and community members an expeditious and reasonable handling of complaints and disputes alleging violations of the use of funds concerning Federal Title Programs.

### **II. APPLICABILITY**

This policy applies to complaints regarding the implementation of and use of funds concerning Federal Title Programs. This policy also applies to disputes under the McKinney-Vento Homeless Children & Youth Education Grant concerning the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness.

### **III. DEFINITIONS**

When used throughout this policy, the terms set forth below shall be defined as follows:

1. Day: All days Monday through Friday, inclusive, except when the day is a legal or school holiday.
2. Principal/Administrator: "Principal/Administrator" also includes any person designated by the principal/administrator (designee).
3. Superintendent: "Superintendent" also includes any person designated by the superintendent (designee).
4. District Official: "District Official" includes principal/administrator, superintendent, and any member of the Rapid City Area Schools Board of Education.

### **IV. COMPLAINTS**

A parent, guardian, student, employee, or district stakeholder may file a complaint regarding the use of federal program funds. Complaints should be filed in writing at the appropriate school. Complaints must be a signed written statement including an allegation that a requirement applicable to a Federal Title Program has been violated and a statement of facts that support the allegation.

### **V. DISPUTES**

A parent, guardian, or unaccompanied youth may file a dispute regarding homelessness. Disputes may be filed directly with the school, or with the district or the district's homeless liaison's office. Disputes concerning homelessness need not be in writing, however, the dispute must contain the name of the student involved, the school the student is attending or attempting to enroll, and the nature of the dispute.

### **VI. RIGHTS OF PARENTS, GUARDIANS, AND STUDENTS**

Concerning homelessness, students shall be provided with all services for which they are eligible while disputes are resolved.

### **VII. RECORD INITIATED**

Upon receipt of a complaint or dispute, a written record containing information pertinent to both the source and nature of the complaint or dispute shall be initiated by the person receiving the complaint.

Adopted 2/04/08

## **EDUCATION OF HOMELESS CHILDREN District Code: JFB**

Every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. The district must assign and admit a child who is homeless to a district school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The district may not require an out-of-district attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including, but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A "homeless individual" is defined in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure.

Adopted: 7/29/14

### **Facility Use**

Other than for RCAS functions and RCAS-related events (e.g., open house, back to school night, parent conferencing, class plays and musicals, etc.), persons (including RCAS employees) or organizations who desire to use facilities will apply for permission to use school facilities. All their requests will be processed according to Rapid City Area Schools District Facilities Policy KG-Use of School Facilities and Procedure KG-P.

Please see the district's website under Fiscal and Support Services (Buildings and Grounds) for the policy, procedures, and the on-line application. Applications must be processed through the Office of Buildings & Grounds in the City/ School Administration Center at 300 6<sup>th</sup> Street. Phone number: 394-4045.

# I. GENERAL POLICIES/INFORMATION

## ARRIVING AND LEAVING SCHOOL

### A. *BEFORE SCHOOL*

On days when it is necessary for students to enter the building prior to the first bell, they will be admitted to the building where there will be a faculty member in charge. Students entering the building early are to enter the buildings at designated doors.

### B. *LUNCH PERIOD*

All middle schools observe a closed lunch period. Students are not allowed to leave the school grounds for lunch unless with a parent. However, it is recognized that on occasion parents would like to take their student to lunch. To accommodate these special circumstances, students will be allowed to leave campus for lunch with their parent only. We request that parents be mindful of the brief lunch period and that students only be absent for the lunch period.

### C. *AFTER SCHOOL*

Pupils are encouraged to go directly home from school and should not loiter on the way or visit other schools. Students are to be out of the building fifteen minutes after last period. (Bell will ring at this time.) Those waiting for a ride must wait in the designated area only. Conduct in this area must be proper at all times or students will lose the privilege of waiting inside the building. Students out for athletics or intramural will have to take all books, supplies, clothing, etc. that they expect to take home, to the gym or locker room when they report for practice. WHEN STUDENTS STAY AFTER SCHOOL for an activity, sports event, etc., they are expected to notify their parents before they leave home in the morning.

### D. *LEAVING SCHOOL DURING SCHOOL HOURS*

1. No student, at any time, can leave the school building without first checking with the office.
2. Students will not be sent home without the office checking with a parent at home or work.
3. Leaving school **without advanced permission** will be considered truancy.

## STUDENT ATTENDANCE

District Code: JE

*The Rapid City Area School District recognizes 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 51-4 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 as soon as possible but no later than 10 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 an unexcused absence/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 of lack of attendance, though 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.

### *TRUANCY*

"Truancy" is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

### *EXCUSED ABSENCES*

The District retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. The following guidelines may be accepted as valid reasons for a student to be excused:

1. Personal and family illness.
2. Emergencies.
3. Leaves of educational value.
4. Family leave (e.g. family weddings, funerals and preapproved vacations (limited)).

A parent/guardian must contact the school orally or in writing to seek 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. School work missed must be made up.

Students needing to be excused for appointments must have a written note or 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 notify the Attendance Office when leaving and upon returning.

Students in grades K-8 who have in excess of 20 days absent 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.

The attendance requirement waiver will be considered for students who have had unusual circumstances affect their ability to attend school such as prolonged medical problems. The waiver will be considered by the attendance committee composed of the principal/designee, the classroom teacher, a teacher representative, and the parent/guardian of the child. 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.

#### *UNEXCUSED ABSENCES*

An unexcused absence from a class period/block will result in a student earning a zero for any work missed during the unexcused absence from the class period/block

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

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.

A principal or other District employee will refer a student who is truant to the State's Attorney's Office only after the truancy procedures have been followed in the District's Student Absences and Truancy Procedures (JED-P). In the event the welfare of the child is in question, a principal may immediately initiate contact with appropriate authorities.

The administration retains discretion in asking for medical documentation or other verification.

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.

#### *MAKE-UP WORK*

FOR EXCUSED ABSENCES ONLY - Students must make up the work missed for an excused absence. Students will have at least as many excused school days as they were absent, plus one additional day, to complete make-up work. If the make-up is not completed in the allocated time a zero will be given for the assignments.

Revised 09/15/11

## **MIDDLE SCHOOL TRUANCY PROCEDURES**

(Please see Truancy Flowchart for a summary of these steps.):

“Truancy” is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

When absenteeism has become detrimental to the student’s academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal may initiate a truancy referral.

### **Oral Communication Steps**

For each missed class period or block, the parents/guardians will receive a phone message by an auto dialer machine stating their student has missed one or more classes or blocks that day.

After a student has incurred four cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian to resolve the issue (in addition to the auto dialer contact). However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.

After a student has incurred five cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian before referral to the State’s Attorney’s Office.

### **Written Communication Steps**

After a student has incurred two cumulative days of unexcused absences within the school year, school staff will send a formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the school’s truancy administrator and other applicable staff. The letter will also invite the parent/guardian to contact the truancy administrator to discuss intervention strategies and other assistance (see Section II D of these procedures). However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.

After a student has incurred four cumulative days of unexcused absences within the school year, school staff will send a second formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the schools truancy administrator and other applicable staff. The second letter will again invite the parent/guardian to contact the truancy administrator to discuss intervention strategies. The second letter will notify the parent/guardian of the potential referral to the State’s Attorney’s Office. The school will also initiate oral contact with the parent/guardian as indicated in Oral Communication above. However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.

After a student has incurred five cumulative days of unexcused absences within the school year, the school will initiate oral contact with the parent/guardian, and the principal or his/her designee will refer the student to the State’s Attorney’s Office with a notice sent to the parent/guardian.

### **Intervention Strategies and Other Assistance**

Strategies may include but are not limited to:

1. Student Academic and Attendance Contracts
2. Referral to Counselor
3. Referral to Homeless Coordinator
4. Referral to Title VII (Indian Education) Outreach Staff
5. Referral to Agencies for Assisting Families  
*Lists are available in the guidance office.*
6. Youth Success Plan – Minority Outreach Services
7. Truancy Officer, if applicable

A Truancy Assessment and Truancy Referral Packet to the State’s Attorney’s Office is available at [www.rcas.org](http://www.rcas.org) under the Truancy Tab.

#### Truancy Administrators

Each school will designate and identify the school’s truancy administrator(s), or individual(s) responsible for addressing truancy issues, also listed in the Truancy flowchart attached. The current list of each middle school Truancy Administrator is as follows.

East Middle School, Principal/Assistant Principal  
4860 Homestead Street; 394-4092

North Middle School, Principal/Assistant Principal  
1501 North Maple Avenue; 394-4042

South Middle School, Principal/Assistant Principal  
2 Indiana Street; 394-4024

Southwest Middle School, Principal/Assistant Principal  
4501 Park Drive; 394-6792

West Middle School, Principal/Assistant Principal  
1003 Soo San Drive, 394-4033

The principal at each middle school will compile and analyze truancy statistics by ethnicity or race, and the number of students receiving free or reduced lunch (and other relevant factors the District chooses to include) at least once a year to determine if truancy referrals to the State’s Attorney’s Office are disproportionate.

The principal at each middle school will prepare and provide an annual report containing statistical analyses along with any other relevant information, recommendations or concerns to the assistant superintendent responsible for oversight of truancy matters.

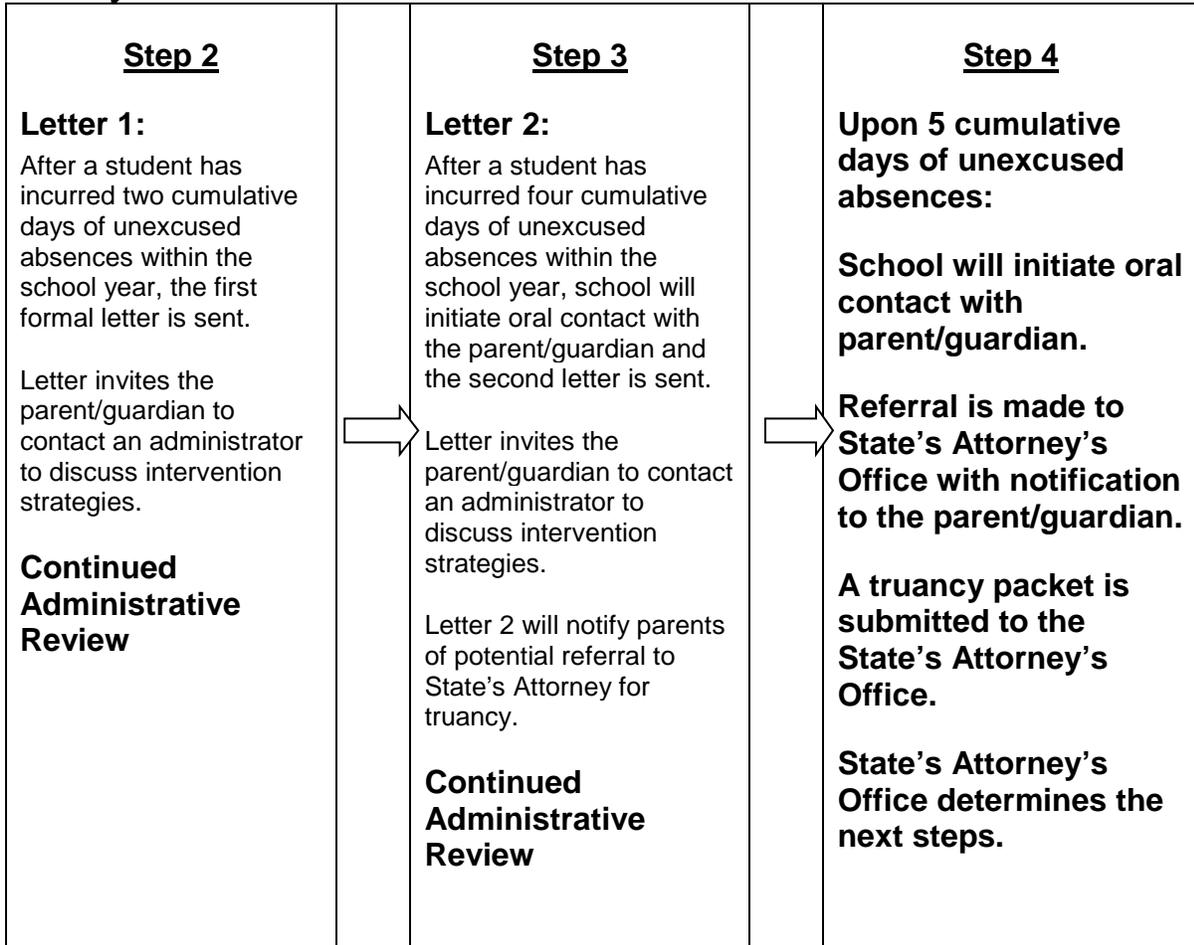
Middle school principals will provide training to staff with regard to truancy policies and procedures once a semester to ensure consistent implementation and ensure timely and consistent written and oral communication to parents/guardians pursuant to these truancy procedures, and proper maintenance of the truancy files and tracking system.

The District will maintain a filing and tracking system for middle school truanies which may include an electronic attendance system (such as Skyward). An individual file, which may be electronic, will be created for each middle school student who has reached the number of unexcused absences that triggers the first formal letter to the parent/guardian during an academic year, and all truancy correspondence, notes, contact logs, checklists, assessments, completed referral documentation, and other relevant truancy information will be maintained in this individual file. The student’s ethnicity or race, sex, age (date of birth), grade, and number of unexcused absences will be maintained in the individual file.

## MIDDLE SCHOOL TRUANCY FLOWCHART

See Also District Policy JE, "Student Attendance" and its implementing procedure JED-P, "Student Absences and Truancy Procedures". See also <https://public.rcas.org> for link to the Truancy website under Student/Parent tab. We encourage parents to check Skyward to monitor attendance on a daily basis. Each school provides designated computers for families to access Skyward.

**Step 1 Phone (Auto dialer) Dialer Message: Parents/Guardians receive a phone message stating their student has missed one or more classes/periods/blocks that day.**



Truancy Administrators:

East Middle School 4860 Homestead Drive.	Principal/Assistant Principal	394-4092
North Middle School 1501 North Maple Ave.	Principal/Assistant Principal	394-4042
South Middle School 2 Indiana Street	Principal/Assistant Principal	394-4024
Southwest Middle School 4501 Park Drive	Principal/Assistant Principal	394-6792
West Middle School 1003 Soo San Drive	Principal/Assistant Principal	394-4033

The administration retains discretion in asking for medical documentation or other verification before an absence is deemed excused.

## **PHYSICAL EDUCATION EXCUSES**

All students are required to actively participate in all physical education classes. Students are required to dress in attire suitable for physical education.

Under normal circumstances, a student cannot be excused from physical education class unless he/she presents a note to the instructor that is signed by a physician or the school nurse. If unusual situations arise, a parent or guardian should call the instructor before the school day or class begins to discuss the problem. Adaptive programs are provided for students with minor injuries/illnesses or isolated problems. Students with long-term disabilities may be assigned an alternative assignment.



## **AWARDS**

### **ACADEMIC AWARDS**

Academic awards are given to sixth, seventh, and eighth grade students who have a 3.5 or better grade average. The grade average will be based on the first three nine-weeks reporting periods. The awards shall be made yearly during the fourth nine-week period.

### **SPECIAL AWARDS**

Each school has certain special awards given annually. Examples:

- Participation Awards for athletics
- Service Awards for Student Council, office workers, library helpers
- Gutzom Borglum
- Evans Athletic Scholarship
- American Legion Award

## **BICYCLES 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. For the safety of pedestrians on school grounds, students will not be allowed to ride skateboards, rollerblades, scooters (motorized and non-motorized) or bicycles on the school grounds.

## **CELL PHONES & OTHER PORTABLE ELECTRONIC DEVICES**

Cell phones may not be used in the building during the school day and they must be turned off and in the student's locker. If a student is in violation of this rule, the cell phone will be considered a nuisance object and will be confiscated.

All other portable electronic devices, such as I-Pods, MP3 players, CD/DVD players, radios, pagers, games, cameras (unless used for educational purposes) are prohibited. See class II offenses in the district-wide middle school rules matrix in section III of this handbook.)

## **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 Public Schools invites any parent to inform schools in writing if there is an objection to their child using the Internet with these activities. This document contains the Acceptable Use Policy for the use of the Rapid City Area Schools' network.

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

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, list servers, 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 (Technology Misuse, Class Four)

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 may, however, be used by staff 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

### **DANCES**

Middle school dances will be held at the end of the school day. School rules and policy will be in effect during all school dances. Only students currently enrolled at the time of the dance may attend. If you leave the dance, you may not re-enter.

### **DRESS EXPECTATIONS**

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.

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 cleanliness and good personal hygiene, as well as, wear 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.

## **E-CIGARETTES/VAPOR PEN**

E-Cigarettes/Vapor Pen – According to the FDA, electronic cigarettes, or e-cigarettes, are devices that allow users to inhale a vapor that may contain nicotine or other substances possibly including illicit drugs. The use of e-cigarettes or vapor pens by students in school or school-approved vehicles, or at any school-related event is strictly prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be dealt with according to the discipline matrix for the material found in the e-cigarette/vapor pen, i.e., nicotine, drugs, or any other substance used as an inhalant 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. These pens will not be returned to the student or family if confiscated.

## **FAMILY ACCESS**

This service provides parents/guardians/students access to up-to-the minute information about attendance, class schedules, nutrition service, discipline, grades, and general contact information. For details see Family Student Access under Parents & Students on our district website. If you need further assistance please contact your school directly.

## **RESPONSE TO INTERVENTION (RTI)**

Rapid City Area Schools utilizes a Response to Intervention (RTI) model as the process to address the needs of students academically and behaviorally. This model focuses on prevention as well as intervention. The RTI model is a problem-solving approach that helps educators identify and analyze problems, develop a plan, and evaluate interventions to facilitate educational progress within the learning environment.

Parents can contact their child's teacher or building administrator for information about the procedures, strategies and services provided as part of the intervention process.

## **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, One Petticoat Lane; 1010 Walnut Street, 3<sup>rd</sup> Floor, Ste 320, Kansas City, MO 64106, Telephone: 816-268-0550, FAX: 816-268-0599; TDD: 800-877-8339, Email: OCR.KansasCity@ed.gov.

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

### **BOOKS**

Students are responsible for returning all textbooks in good condition when they have finished with them. Lost or stolen books must be paid for. When textbooks are issued, list on a sheet of paper any marked or torn pages or any excessive wear and give it to the teacher. When issued, the student's name should be put in the bookplate in ink. This may help identify books when lost.

### **TEXTBOOK FINES**

Good care of the books is each student's responsibility. Students will be assessed fines for any of the following:

1. Ink on a page, torn pages, pencil marks not erased.
2. Dirty and/or marked edges or covers.
3. Any cause for rebinding the book.
4. Missing page or pages requiring a new book.
5. Lost or destroyed book.
6. Fines will be levied for unnecessary damage to all books.

Classroom teachers will assess fines and students may pay fines in the office.

### **GUIDANCE AND COUNSELING**

The counseling program in the Rapid City Schools is an integral 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 general counseling activities or in determining services and issues involving the personal safety of the student.

### **HOMEWORK**

The Rapid City School District Board of Education believes that homework – as long as properly designed, carefully planned, and geared to the development of the individual student – meets real need and has a definite place in the educational program. The suggested guidelines recommend up to 1½ hours of homework per night for students in middle school. In cooperation with the churches in the community, teachers are to avoid homework assignments on Wednesday evenings or before vacation periods, i.e., Thanksgiving, Christmas, or Easter.

### **LIBRARY MEDIA**

The Library Media Center provides many materials including books, magazines, e-readers, iPads, and computers. Students will receive help with research, inter-library loans, and book selection from the Librarian.

### **HOURS**

The Library Media Center is open during normal school hours. Students are welcome to use the Library Media Center from study hall, during classes, or at any other time if a prearranged pass has been received.

### **CIRCULATION**

Books are checked out of the Library Media Center for a two-week period and are renewable. Magazines and Reference Materials must be used in the Library Media Center.

Overdue notices are distributed to students in homeroom. Students are responsible for returning any overdue materials immediately. Fines are charged for overdue materials. If a student has an outstanding fine or has overdue material, fines must be paid and books must be returned before checking out any other material from the Library Media Center.

### **LOCKERS**

Each student will be assigned a locker. **Students are instructed not to tell their locker combination to anyone.** Lockers are the property of the school district and are subject to inspection and search at any time. Random searches for drugs may be conducted in cooperation with liaison and local law enforcement agencies.

### **LOST PROPERTY & THEFT**

All students are responsible for any instruments, books, equipment, electronic devices, or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the school district or others.

Please be aware that the district is not an agent for any student and is **not** responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property.

## **HEALTH PROCEDURES**

### **Health Procedures – Nursing Department**

Registered nurses with the Rapid City Area Public Schools provide services throughout the district. Services may include:

- Development of individualized health care plans to meet the needs of students with health concerns and daily medication.
- Coordination of health screenings. Screenings may include but are not limited to – vision, dental, scoliosis, heights, weights, body mass index and blood pressure.
- Presentation of health topics and education to students and staff.
- Assessment and monitoring of communicable disease.
- Enforcement of the state law and district policies regarding student’s immunizations.

### **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.
3. All kindergarten students and students from outside the United States 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 verification that the immunizations have been completed is not presented within the allotted time, the student will be excluded from attendance.

If you waive the South Dakota immunization requirements, your child will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, rubella or chicken pox. If you have religious or medical exemption to the South Dakota immunization law, a South Dakota Department of Health Certificate of Immunization form must be signed by your physician for a medical exemption. It must be signed by a parent for a religious exemption.

### **Temporary Exclusion from the School Setting**

Students should be excluded for communicable diseases based on guidelines of CDC (Centers for Disease Control) and the American Academy of Pediatrics. Consult the school nurse for specific interpretations of the guidelines.

### **Head Lice Procedure**

If a student is identified with live lice, the parent/guardian will be notified by the school nurse with written treatment instructions. The parents must treat the child using the instructions that were given by the school nurse. The child may return to school the following day only if the treatment was completed.

### **Managing Allergies**

Allergies can be life threatening. The risk of accidental exposure can be reduced in the school setting when staff works with students, parents and physicians to minimize risks and provide a safe educational environment for students with allergies. A family with a child with allergies should:

- Notify the school nurse 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.
- Educate the child in the self-management of his/her allergy.
- Review policies/procedures with the school staff, child's physician and the child.

Per district policy: all classroom snacks and celebration foods must be commercially prepared and labeled. Homemade items are not allowed during the school day.

If a student is believed to be having an allergic reaction and experiencing anaphylaxis during school hours, any school nurse or other designated school personnel may administer an epinephrine auto-injector to that student. Please see RCAS district policy: JHCDB for details on the district acquiring, stocking and administering epinephrine with auto injectors.

### **Medication Procedures**

**For the safety of all students all prescription medications must be delivered and retrieved by an adult. Medication should not be transported on the school bus.**

All students requiring any medications must have a medication administration form filled out and signed by a parent or guardian. Forms are available in your school office, the RCAS website or the medication administration 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. Each medication requires a separate form.

Refill of the prescription shall be the responsibility of the parent or guardian. Medication must be brought to school in the **original** container. Prescription medication must be labeled by the pharmacy with the name of the medication, student's name, and dosage. Medications will be kept in a locked, safe place managed by the school nurse or school personnel trained in medication administration.

Any student with asthma or the potential for anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medication while on school property or at a school related event or activity provided the following conditions are met. Authorizations are kept on file in the school office by the school nurse or principal using the RCAS JHCD-E2 form which is included in this handbook and on the RCAS website. This follows policy JHCD & its procedure JHCD-P. The requirements for self-administration are:

- A. The prescription asthma or anaphylaxis medication has been prescribed for the student as indicated by the prescription label on the medication.
- B. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
- C. Written authorization for the student to self-administer prescription asthma or anaphylaxis medication is signed by the parent, guardian or student (if age 18 or older).
- D. Written statement for release of liability for the school district and employees is signed by the parent or guardian.
- E. Written statement from the physician or other licensed health care provider is signed by the physician that states:

1. The student has asthma, potential for anaphylaxis, or both and is capable of self-administering the prescription asthma or anaphylaxis medication.
  2. The name and purpose of the medication.
  3. The prescribed dosage for the medication.
  4. The times and circumstances under which the medication may be administered.
  5. The period for which the medication is prescribed.
- F. Upon using the prescribed medication, the student shall notify a teacher, school nurse or the office of the usage. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action by the school. The disciplinary action may not limit or restrict the student's immediate access to the medication.
- G. The physician or licensed health care provider's statement must be kept on file in the office of the school nurse in the school the student attends. The physician or licensed health care provider's order must be renewed annually. It is recommended that a student who self carries authorized emergency medications have a second inhaler or anaphylaxis medication in the nurses' office for emergencies.

## OVER-THE-COUNTER/NON-PRESCRIPTION MEDICATION IN MIDDLE SCHOOL AND HIGH SCHOOL.

It is recommended that ALL over-the-counter medication be kept in the nurse's office. Secondary students may be allowed to carry nonprescription medication. Consent for Medication Administration Form must be completed and kept on file in the nurses' office. The form is in this handbook. The child may only possess the number of doses necessary for school hours, the school event, or activity for ONE DAY.

Over-the-counter medication examples may include acetaminophen, ibuprofen, and antacids. Each over-the-counter medication must be in the original container. Consents must be completed for each medication and a new consent must be signed as the OTC's change. Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in the confiscation of the medication and students will be subject to discipline in accordance with the district's discipline policy. Students who use medication for the purpose other than for its intent and will no longer be allowed to carry and self-administer over-the-counter medications.

### **Hearing Conservation Program**

For students with a hearing loss or those with hearing concerns, a hearing screen can be performed. Contact the Audiology Department at Jefferson, 394-1813, to schedule an appointment.

### **Physical Education Participation**

If your child's participation in physical education is to be limited, please notify the school, in writing. If limitation is longer than three days, a physician's note is required. If your child does go to your doctor, bring the doctor's note/excuse to school.

### **Medical Treatments (Accident/Injury)**

Serious injuries include symptoms of shock, excessive bleeding, head or back injury with loss of consciousness or inability to move limbs. In case of an emergency situation, a parent or guardian will be contacted. If a parent or guardian is not available, a relative,

neighbor or friend whose name appears on the Student Directory will be contacted. If no one is available, 911 will be called. When medical attention is needed immediately, emergency personnel will be called first. The parent/guardian will be called next. The child's family is financially responsible for the emergency treatment including ambulance transport.

**IF YOU DO NOT WISH TO HAVE THE ABOVE PROCEDURE FOLLOWED, A WRITTEN PLAN MUST BE SHARED WITH THE SCHOOL.**

## Consent for Medication Administration

Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Teacher: \_\_\_\_\_

I authorize the Principal/designee of \_\_\_\_\_ School to administer the following to my child:

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Time: (check and fill in correct time/reason for medication)

- 1) \_\_\_\_\_ Medication at \_\_\_\_\_ o'clock.
- 2) \_\_\_\_\_ As needed to control asthma or wheezing but no more often than every 4 hours.
- 3) \_\_\_\_\_ As necessary for \_\_\_\_\_

- Prescribed medication will be provided in the original container stating the name of the medication, student's name, the name of the pharmacy, physician's name and the dose to be given.
- Over-the-counter medications will be in the original store container and in an age appropriate form and dose.
- Consents for cough medications will be good for a maximum of 2 weeks.
- The first dose of any medication must be given by parent/guardian.
- Parent/guardian is responsible to pick up medications from school.

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

Authorization start date \_\_\_\_\_ Authorization end date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

See the back of this page or page 2 for drug administration log.

### MIDDLE AND HIGH SCHOOL STUDENTS ONLY / OVER-THE-COUNTER MEDICATION

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

I authorize my child to take the above over-the-counter/non-prescription medication (this does not include "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications-these are considered prescription medications) while at school and relieve the Rapid City Area School District personnel of all responsibility. I understand that the school district and the individuals involved will not be held liable for any adverse effects of the medication. I understand that my child shall possess only the number of dose(s) necessary for school hours or the school event or activity for one day. I understand that this consent cannot be used at the elementary level.

**Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the district's discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications. Consents must be completed for each medication and a new consent must be signed as the over-the-counter/non-prescription medication change and the consent must be kept in the nurse's office.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RCAS FORM 03-232 Revised 2016

**Rapid City Area School District 51-4  
School Health Services**

**Authorization for Self-Administration of Prescription Asthma and Anaphylaxis  
Medication by Student**

**Medical Authorization**

Student \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Medical Diagnosis \_\_\_\_\_

Medication \_\_\_\_\_

Purpose for medication \_\_\_\_\_

Dosage \_\_\_\_\_ Route \_\_\_\_\_ Frequency \_\_\_\_\_

**I authorize that this student is capable of self-administering this medication.**

Authorization start date: \_\_\_\_\_ Authorization end date \_\_\_\_\_

\_\_\_\_\_  
*Signature of Physician/Licensed Health Care Provider*

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**Parental Authorization**

I authorize my child to carry and self-administer the above prescribed medication while on school property or at a school-related event or activity. I understand that medication must be provided in the original pharmacy-labeled container stating the student's name, name of the medication, the name of physician/licensed health care provider, the date of the prescription, the directions for use, and the dose to be given.

If my child uses the medication in a manner other than prescribed, my child may be subject to disciplinary action by the school. However, the disciplinary action may not limit or restrict the immediate access to the medication.

*Parent/guardian signature* \_\_\_\_\_ Date \_\_\_\_\_

**Parental Release of Liability**

I absolve the Rapid City Area School District and its employees and agents from liability for any injury arising from the student's self-administration of this prescription medication while on school property or at a school-related event or activity.

*Parent/guardian signature* \_\_\_\_\_ Date \_\_\_\_\_

I authorize the Principal/designee of my child's school to administer the above prescription medication to my child if my child is unable to self-administer.

I understand that it is recommended that my child who self-carries authorized emergency medications have a second emergency inhaler or anaphylaxis medication in the nurse's office for emergencies.

*Parent/guardian signature* \_\_\_\_\_ Date \_\_\_\_\_

## **PERSONAL TRANSFERS AND OPEN ENROLLMENT**

**Personal Transfer** requests allow residents of the Rapid City Area School District to transfer their children to another school within the district. Applications must be filed with the Assistant Superintendent of Educational Services. Applications will be reviewed in the order received. Transfers are granted if space is available.

Under the **Open Enrollment** law, the Rapid City Area Schools accepts students who are legal residents of another South Dakota district provided they can do so without adversely affecting the quality of the educational program. At the time students apply for open enrollment, they will be assigned to attend a succeeding middle or high school that is within the feeder system. The district reserves the right to assign a particular feeder school path based on whether space is available. Once approved, open enrolled students are considered the same as personal transfer students and if they wish to attend a school other than the assigned feeder school must apply for a personal transfer along with all other resident students who request personal transfers. All policies and procedures that apply to a resident student on a personal transfer will then apply to open enrolled students. Contact the Rapid City Area Schools Business Office at 394-4026 about Open Enrollment.

Transportation is the responsibility of the parent for both Personal Transfers and Open Enrollment.

## **REGISTRATION/WITHDRAWAL FROM SCHOOL**

Students enrolling in school must be accompanied by a parent or guardian and provide:

- Birth certificate if enrolling in the Rapid City Area Schools for the first time.
- Immunization records.
- Transcript of grades and withdrawal forms from previous school.
- Court orders of placement if applicable.
- Proof of residency.

## **REPORT CARDS/GRADING SYSTEM**

It is the philosophy of this 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.

Grading will be on a nine-week basis. The nine-week grade will be based on many factors such as basic text assignments-both oral and written, class participation, tests, special assignments, research, activities of various types and kinds, and special contributions.

The devised grading key for evaluation is A 100-93, B 92-85, C 84-77, D 76-70, F 69 and below.

Students will have two weeks after the close of the grade period to turn in any incomplete assignments. In the district policy on promotion/retention of students, it states that the building principal is the final authority on questions of promotion and retention. Board Policy IKE.

## **STUDENT DRIVERS**

### **PARKING AND RULES:**

1. **We discourage students in middle school from driving to school.** Because of the amount of traffic before and after school from pedestrians, buses, and cars, there is a potential safety hazard. Therefore, after one warning, any student found using a vehicle carelessly or recklessly will be asked not to drive to school. Parents will be notified if a violation occurs.
2. All vehicles must be registered in the principal's office

3. All vehicles must be parked in designated areas.
4. Each family must assume the risk of vandalism as there is no direct supervision available.

### **STUDENT GOVERNMENT**

Student Government is concerned with problems of interest to middle school students, communication and input to the administration, leadership and service, activities, and fund raising. Student government criteria is established at each individual building.

Each representative will meet with the sponsor as needed. Representatives will be given the opportunity to work both independently and as part of the group process.

The Student Council **Advisor** will work with the Student Council **Officers** in planning agendas, goals, and timelines.

### **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 (FERPA) 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.

Records are released and maintained in compliance with the Family Education Rights and Privacy Act of 1974 and subsequent amendments to FERPA. FERPA and Rapid City Area Schools District Policy JO dictate that student records may be released **without the prior consent and notification** of the student and/or parent/guardian under the age of 18 in the following circumstances:

- The teachers and officials of this school district who have a legitimate education interest in such information.
- 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 school's Guidance Office for a form to sign.)
- 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.
- Other schools in which the student is enrolling or seeks to enroll.
- In an emergency situation when the student or parents cannot be reached, the principal or superintendent may at their discretion release information as needed for the health and/or safety of individuals.
- Contractors, consultants, volunteers or other parties to whom the Rapid City Area Schools has outsourced certain services and functions.

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, weight and height, date and place of birth, 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.

### **MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems or aspects of the student or the student’s family;
  3. Sex behavior or attitudes of the student or the student’s family;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent;
  8. Personal or family gun ownership; or
  9. Income (other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program)
  
- *Receive notice and an opportunity to opt a student out of*—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect*, upon request and before administration or use —
  1. Protected information surveys of students;
  2. Testing and survey instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**The Rapid City Area Schools will develop and adopt** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Rapid City Area Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Rapid City Area Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Rapid City Area Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **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.

Middle school students will have a minimum of one semester of physical education in grades 6-8.



### **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**

<b>LEVEL</b>	<b>DISTRICT-WIDE TESTING</b>	<b>PERSON RESPONSIBLE</b>	<b>TIMEFRAME</b>
<b>Grade Pre-K</b>	<ul style="list-style-type: none"> <li>▪ Early Childhood Kindergarten Screening</li> </ul>	Director of Special Services	Throughout the year
<b>Grade K</b>	<ul style="list-style-type: none"> <li>▪ Early Literacy Assessments (Letter ID, Concepts about Print, Phonemic Awareness)</li> <li>▪ Writing Proficiency Assessment (narrative only)</li> <li>▪ Primary Spelling Inventory</li> <li>▪ Math Screener</li> </ul>	Principal and Teachers	Fall and Spring with mid-year assessments determined at building level
<b>Grade 1</b>	<ul style="list-style-type: none"> <li>▪ Literacy Assessments (Text Reading Level, Writing Proficiency Assessment (narrative, information, opinion)) Primary Spelling Inventory</li> <li>▪ Math Screener</li> </ul>	Principal and Teachers	Fall and Spring with mid-year assessments determined at building level
<b>Grade 2</b>	<ul style="list-style-type: none"> <li>▪ Text Reading Level</li> <li>▪ Writing Proficiency Assessment (narrative, information, opinion)</li> <li>▪ Primary Spelling Inventory</li> <li>▪ Math Screener</li> </ul>	Principal and Teachers	Fall and Spring with mid-year assessments determined at building level
<b>Grade 3</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ Text Reading Level</li> <li>▪ Writing Proficiency Assessment (narrative, information, opinion)</li> <li>▪ Early Spelling Inventory</li> <li>▪ Math Screener</li> </ul>	Principal and Teachers	Spring annually Fall and Spring with mid-year assessments determined at building level
<b>Grade 4</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ NAEP*</li> <li>▪ Text Reading Level</li> <li>▪ Writing Proficiency Assessment (narrative, information, opinion)</li> <li>▪ Early Spelling Inventory</li> <li>▪ Math Screener</li> </ul>	Principal and Teachers	Spring annually Spring – odd years only Fall and Spring with mid-year assessments determined at building level

All students with disabilities should be afforded the opportunity to take the district mandated tests with the accommodations set out in their Individual Education Plan (IEP). If a student's disability is of such that the district mandated test is not beneficial to the student educationally then an alternate assessment will be given to assess the student's individual learning.

\*State mandated Assessments

South Dakota Assessment Portal – available grades K – High School as a diagnostic tool.

Updated: 7/27/2016

**RAPID CITY AREA SCHOOL DISTRICT  
ASSESSMENT PLAN**

**District Code IL-E**

<b>LEVEL</b>	<b>DISTRICT-WIDE TESTING</b>	<b>PERSON RESPONSIBLE</b>	<b>TIMEFRAME</b>
<b>Grade 5</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ South Dakota Science*</li> <li>▪ Text Reading Level</li> <li>▪ Writing Proficiency Assessment (narrative, information, opinion)</li> <li>▪ Early Spelling Inventory</li> <li>▪ Math Screener</li> <li>▪ Reading Inventory (RI)</li> <li>▪ Math Inventory (MI) some schools</li> </ul>	Principal and Teachers	Spring annually  Fall and Spring with mid-year assessments determined at building level Three testing windows annually
<b>Grade 6</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ Math Inventory (MI)</li> <li>▪ Reading Inventory (RI)</li> </ul>	Principal and Teachers	Spring annually Three testing windows annually Three testing windows annually
<b>Grade 7</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ Math Inventory (MI)</li> <li>▪ Reading Inventory (RI)</li> </ul>	Principal and Teachers	One testing window annually Spring annually Three testing windows annually
<b>Grade 8</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ South Dakota Science*</li> <li>▪ Math Inventory (MI)</li> <li>▪ Reading Inventory (RI)</li> <li>▪ NAEP*</li> <li>▪ SD MyLife: Career Matchmaker Interest Survey</li> <li>▪ SD MyLife: Personal Learning Plan</li> </ul>	Principal and Teachers  Principal / Counselor  Principal / Counselor	Spring annually  Three testing windows annually  Spring – odd years only Winter annually Spring annually
<b>Grade 11</b>	<ul style="list-style-type: none"> <li>▪ Smarter Balanced Assessment*</li> <li>▪ South Dakota Science*</li> </ul>	Principal and Teachers	Spring annually
<b>Grades 9 - 12</b>	<ul style="list-style-type: none"> <li>▪ Reading Inventory (RI) – to attain a 1,000 Lexile score to satisfy the graduation requirement for Reading</li> <li>▪ SD MyLife: Ability Profiler Portfolio</li> </ul>	Principals and Teachers  Principal, Counselor, and Teachers	Three testing windows annually  Throughout the year

All students with disabilities should be afforded the opportunity to take the district mandated tests with the accommodations set out in their Individual Education Plan (IEP). If a student's disability is of such that the district mandated test is not beneficial to the student educationally then an alternate assessment will be given to assess the student's individual learning.

\*State mandated Assessments

Updated: 7/27/2016

[South Dakota Assessment Portal](#) – available grades K – High School as a diagnostic tool.

## **TITLE I**

Title I is a federally funded program and is available in qualifying middle 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 Every Student Succeed Act 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 organized, staffs and secures financing to insure the implementation of programs that affect Indian children.

## **VISITORS**

School policy is to welcome adult visitors who have legitimate business at school. Guests and visitors must register at the office. Parents are always welcome. Visitors are expected to leave

promptly when their business is completed. Students not enrolled are not permitted on our campus or to visit classes.

## **II. EMERGENCY/SAFETY 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; it includes persons responsible for implementing the plan in the event of an emergency and/or emergency evacuation.

Assistance to individuals with disabilities may include:

- Transportations – School personnel will be responsible to get individuals to safe shelter, and will contact parents/guardians in case of an emergency.
- Medications – School personnel will ensure the student's medications and medical supplies will be available in the event of an emergency which may require them to be in a shelter.
- Communication – Assigned school personnel will be with the student to keep them calm.

### **EARLY DISMISSAL**

1. Do not call the school to ask whether or not we will have school!
2. Notice will be given to broadcast any school closings over radio and television stations as soon as possible.
3. Information or to cancel school will be posted in the banner of the district website at [www.rcas.org](http://www.rcas.org).
4. Assume we will have school unless announced otherwise.

### **FIRE**

You will be notified by the building fire alarm. Teachers will have posted in each room the procedure to follow and where to exit the building. Please walk quickly. Do not talk. The first two students reaching an exit should hold the doors open until the last person is out. Once outside the building, proceed in an orderly fashion to a safe distance from the school.

Fire drills will be held at intervals throughout the year. Leave all books and wraps in your room and listen for instructions. Teachers may assign individual students the responsibility of closing windows, turning off lights, and closing the doors.

### **LIAISON OFFICERS**

The Pennington County Sheriff's Office, in cooperation with the Rapid City Police Department and the Rapid City Area Schools, provide specially trained School Liaison Officers to various schools within the respective jurisdictions for the purpose of providing assistance to the schools' administrators and parents, instruction to students, diversions of students within the juvenile justice system, investigation of criminal activity, and dealing with other police matters concerning the schools or students. The primary concern of the Police-Liaison program is to prevent juvenile delinquency, but it is directed toward understanding and guidance rather than detention and correction.

## **TORNADO**

Each building has a posted tornado drill procedure. The warning system will consist of voice instructions over the intercom or runners.

In general, a few basic directions should be followed in all tornado drills. All corridor doors should be closed. Faculty and students should stay away from outside doors, glass and large rooms. During a drill, students should report to the designated areas as posted in your rooms. Sit on the floor facing the wall and cover your head with a book or your arms.

Drills will be conducted annually.



### **III. STUDENT DISCIPLINE**

#### **DETENTION**

All students will make up office detention time within the first hour after dismissal unless special arrangements have been made in advance with the principal. All students have a maximum of two nights to make up their time. This includes the day detention is assigned and the next school day. All students are responsible for arranging their own transportation to and from school for detention.

- Reporting late for detention will not be allowed.
- Failing to serve detention in the allotted time will result in additional detention time or a suspension.
- Students will be expected to read or work on assignments while serving detention.
- Bus students will have to provide their own transportation home.

#### **DISCRIMINATION/HARASSMENT**

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

#### **DISCRIMINATION AND HARASSMENT POLICY AND PROCEDURE****District Code:** **AC**

##### **I. Purpose**

The purpose of this policy is to educate the District on discrimination and harassment, and to prevent, correct, and address behavior that violates this policy.

##### **II. General Statement of Policy**

The Rapid City Area School District (“District”) prohibits discrimination against, and harassment of any student, employee, non-employee or community member, as defined in this policy. The District includes school facilities, school premises, school vehicles (and non-school vehicles) used to transport students, employees, non-employees or community members to school-sponsored activities and/or functions, and any other area where the District has control of the premises.

##### **III. Definitions**

###### **A. Discrimination**

Discrimination is defined as conduct including words, gestures, and other actions which disadvantages a person (or group) based upon the person’s or group’s age, citizenship, color, creed, disability, ethnic background, national origin, political affiliation, race, religion, sex

(including pregnancy), sexual orientation, veteran status, or any other protected characteristic under applicable federal or state law.

Personality differences or conflicts, general mistreatment not based on the above protected categories, or a response to poor performance are usually employee relations issues, not discrimination matters.

## **B. Harassment**

Harassment is defined as a pattern of unwelcome conduct which is severe or pervasive enough to create a hostile working or learning environment, which continues after the harasser knew or was informed that the conduct was unwelcome, and which is based on a person's or group's age, citizenship, color, creed, disability, ethnic background, national origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, or any other protected characteristic under applicable federal or state law.

Petty slights, annoyances, and isolated incidents (unless extremely serious) may not rise to a level of harassment.

### **1. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b) Submission or rejection of such conduct by an individual is used as the basis for employment decisions or academic performance; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Sexual harassment must be so severe or pervasive as to create a hostile working or learning environment.

## **IIV. Reporting Procedures**

All students, employees, non-employees and community members have a responsibility to maintain a positive learning, work and school environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others. The District has adopted procedures which provide for prompt and equitable resolution of matters protected by this policy.

False, malicious or frivolous complaints of discrimination or harassment may result in disciplinary action.

**A. Student**

If a student believes they have been harassed or discriminated against, the student should immediately report the incident(s) to a counselor, teacher or principal at their school. If the matter is not resolved at the building level within ten (10) days, the student must follow the procedures in the Public Complaint Policy and Procedure (District Policy KL). Failure to file a Public Complaint within the designated time periods set forth in District Policy KL constitutes a waiver of the right to file a Public Complaint.

If an employee of the District receives an allegation or complaint of harassment or discrimination from a student, it is the employee's obligation to immediately report the complaint to the school principal. Failure to direct the student to report an allegation or complaint of discrimination or harassment to the principal could result in disciplinary action.

**B. Parent, Non-employee, or Community Member**

A parent, non-employee, or community member who believes they have been harassed or discriminated against (as defined in this policy), or who have witnessed harassment or discrimination, must follow the procedures in the Public Complaint Policy and Procedure (District Policy KL). Failure to file a Public Complaint within the designated time periods set forth in District Policy KL constitutes a waiver of the right to file a Public Complaint.

**C. Employees**

Employees who believe they have been harassed or discriminated against (as defined in this policy), or who have witnessed harassment or discrimination, must, within five (5) working days of the alleged violation, notify the Public Complaint Coordinator.

**Public Complaint Coordinator (Director of Human Resources)**

300 6<sup>th</sup> Street  
Rapid City, SD 57701  
Phone: 394-4014

After notification to the Public Complaint Coordinator, employees making a claim of harassment or discrimination against a supervisor must proceed to follow the "Grievance Procedure" as provided in the applicable Negotiated or Work Agreement between Rapid City Area School District No. 51-4 and its employee groups. Employees making a claim of harassment or discrimination against a co-worker must proceed to follow the procedures in the Public Complaint Policy and Procedure (District Policy KL). The Public Complaint Coordinator will notify the employee which procedure is appropriate given the nature of the complaint.

Failure to timely file or timely appeal a Grievance or Public Complaint within the designated time periods constitutes a waiver and renders any Public Complaint or Grievance null and void.

#### **D. Grievance or Public Complaint Withdrawal**

Individuals may withdraw their Grievance or Public Complaint in writing at any time. However, the District reserves the right to proceed with an investigation and resolution of the complaint in order to effectively determine whether discrimination or harassment has occurred.

#### **E. Confidentiality**

It is the District's intent to keep the information brought forward in a Public Complaint or Grievance, as it relates to this policy, confidential and limited to those directly involved with the complaint. It is the District's expectation that all parties involved in a Public Complaint or Grievance will respect the confidentiality of the matters involved. Because an individual's right to confidentiality must be balanced with the District's obligations to investigate complaints, cooperate with police investigations or legal proceedings, or to take appropriate disciplinary action, the District retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances.

Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement authorities and the anonymity of both the complainant and school officials involved in the investigation will be strictly protected as required by South Dakota law.

#### **F. Criminal Procedure**

Nothing in this Discrimination and Harassment Policy prevents any person from filing a formal criminal complaint with a state or federal agency. If it is determined that criminal charges may result or are pending, the District may elect but is not required to cease its investigation. The District will comply when necessary with a state or federal investigation.

#### **G. Retaliation**

The District prohibits retaliation against any person because that person has asserted, or has assisted another person assert a discrimination or harassment complaint with the 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 a violation of federal and state law, and may lead to disciplinary action against the offender.

Retaliation based on complaints which are false, malicious, or frivolous are not protected under this policy.

## **V. Training and Dissemination of Policy**

The District has the responsibility of educating its employees on the District's Discrimination/Harassment Policy and appropriate procedures. See "Reporting Procedures."

### **A. Training for Employees and Substitute Teachers**

All employees and substitute teachers will receive a copy of this Policy. The District will provide, on an annual basis, training to school employees. The District will maintain records verifying that each employee attended the training and that the employee understands the Discrimination and Harassment Policy and the appropriate procedures to follow if the employee witnesses or experiences discrimination or harassment. See Verification of Discrimination and Harassment Policy and Procedure (Exhibit 1) AC-E1. The training will educate employees regarding their rights and responsibilities, behaviors which constitute harassment or discrimination, and appropriate procedures to follow when they believe they have witnessed or experienced harassment or discrimination.

The annual training may include, but is not limited to the following:

- Review of the District's Discrimination and Harassment Policy and appropriate procedures;
- Provide definitions of all types of discrimination and harassment and an overview of relevant state and federal laws, including the rights of individuals and groups of individuals;
- Identify appropriate identification of discrimination/harassing behaviors by students and/or staff;
- Identify appropriate prevention techniques; or
- Train in positive, appropriate communication alternatives to discrimination/harassment.

If the employee does not understand the Policy, it is the obligation of the employee to request that additional training be offered.

### **B. Policy Dissemination**

This Policy will be published annually in the Student Handbook, Staff Handbook, and on the District's website.

#### Legal References:

Title VII of the Civil Rights Act of 1964  
Age Discrimination in Employment Act of 1967  
Title II of the Americans with Disabilities Act of 1990  
Section 504 of the Rehabilitation Act of 1973

Title IX - Education Amendments of 1972  
Title VI - Civil Rights Act of 1964  
Individuals with Disabilities in Education Act  
Constitution of the State of South Dakota - Art. VI  
SDCL 13-37 – Special Assistance and Related Services  
SDCL 20-12 – Municipal and County Protection of Human Rights  
SDCL 20-13 – Human Rights

Adopted: 2017-06-19

### **EXPULSION/SUSPENSION**

Expulsion means denial to a student to participate in any school activity for a period of time as determined by the school board. Expulsion will be a result of one of the following:

- A. "Insubordination" which means refusal to comply with reasonable school board policies, building rules, regulations, orders, or instructions in a single instance.
- B. "Habitual disobedience" which means refusal to comply with reasonable school board and/or building rules, regulations, policies, orders, or instructions on three or more separate occasions.

Note: Any student found with a weapon on school premises will be recommended for a long-term suspension or expulsion.

A student is entitled to a hearing in accordance with the standards for hearing procedures adopted by the Board of Education. (Copies of this procedure are available in the principal's office.)

Suspension means denial to a student to participate in regular school activities for 1 to 10 days as determined by the school principal. The superintendent may suspend for up to 90 school days.

Students who exhibit the following types of behavior while on school property or participating in a school activity can be suspended:

- 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 designees may modify a firearm-related expulsion on a case-by-case basis.

1. The following terms as used in the policy are defined as follows:

- a. "Firearm" as defined in SDCL 13-32-7
  - b. "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.
- (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-P1.
- (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 and away from classroom activity; and prevents those students and/or other students from their pursuit of learning.

Revised 7/10/00

### **IN-SCHOOL SUSPENSION**

ISS (In School Suspension) is a student behavior management system that deals with individuals who come in conflict with school policy. Under the provisions of this program, involved students are removed from main campus activities and assigned to ISS for a specified period of time. Students are not eligible to participate or attend extra-curricular activities at any site.

### **BULLYING POLICY**

**District Code: JGC**

Bullying of students is not and will not be tolerated by the Rapid City Area School District 51-4. The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Persistent

bullying can inhibit a student's ability to learn effectively or a member of the staff's ability to perform their job.

Bullying is a pattern of repeated conduct that causes physical harm or psychological distress on one or more students which creates an objectively hostile school environment. Bullying could include but not be limited to the following:

1. Placing a student in reasonable fear of harm to his or her person or damage to his or her property;
2. Speaking to a person in threatening, unkind, abusive or hurtful communication;
3. Taunting or other conduct and behaviors that upset, exclude, or embarrass a person;
4. Conduct or communication based on actual perceived traits, characteristics of a person relating to their gender or demonstrating unwanted, unwarranted or unwelcome sexual advances;
5. Conduct involving rejection or isolation or embarrassment to a person because of ethnicity. This conduct involved written or verbal communications as well as use of data or computer software or electronic communication;
6. Bullying also includes retaliation against a student for asserting or alleging an act of bullying; or
7. Cyber bullying or use of electronic communication including, but not limited to, transmission of information over the internet or other forms of electronic communications including, but not limited to, computers, tablets and cell phones. This would include, but not be limited to, harassing teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and/or hurtful emails, instant messages, text messages, picture or images, or website postings, including blogs.

This policy applies to students while they are on the property within the jurisdiction of the school district while students are in school owned or school operated vehicles and while students are attending or engaged in school sponsored activities. The district expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The district requires that the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy and alleged bullying. All students, parents, employees or other visitors are required to report alleged violations or alleged bullying to the school principal or the principal's designee. The principal or the principal's designee will be charged with the responsibility for investigating all complaints alleging bullying and will be responsible for determining whether and alleged act constitutes bullying and a violation of this policy.

If, after an investigation, a student is found to be involved in bullying in violation of this policy, the student shall be disciplined by appropriate measures up to and including student suspension and/or expulsion as defined by district policy.

### **MISBEHAVIOR ON BUS**

The operation of a safe, efficient, and economical transportation program requires that all passengers observe a set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures below will be followed:

1. First violation — the bus driver will discuss the problem with the child explaining what will happen if the problem continues. The driver may want to discuss the incident with the principal.
2. Second violation — a school bus incident report will be filed by the driver with the principal. A copy of this report will be available to the parents, and the principal will contact the parents by phone. A writing assignment, a detention, or a suspension may be assigned.
3. Third violation — a school bus incident report will be filed by the driver with the principal. The third violation may result in the student being suspended from riding the bus for a period of time. The principal will contact the parents.
4. If a violation is of a serious enough nature in the judgment of the principal and Assistant Superintendent, any incident could result in dismissal of bus privileges.

### **SCHOOL THREAT ASSESSMENT RESPONSE (S.T.A.R.)**

**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 component 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 be on school property or not.*

**DEFINITIONS:** For purposes of this protocol, the following definitions apply:

1. Threatened Act 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 generally be referred to 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.

## **DISCIPLINE PROCEDURES FOR RAPID CITY SCHOOLS**

### **DISCIPLINE GUIDELINES**

Every student and employee of Rapid City Area Schools 51-4 is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline policies, consequences appropriate with the behavior and a practice to do so consistently.

Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify a student's behavior when a student's behavior does not fall within the guidelines.

The following are district-wide middle school guidelines. These guidelines and the potential consequences apply at any time a district student is present on a district school location. Listed are the violations and the recommended consequences for first, second and third offenses. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exceptions.

## DEFINITIONS

**ABUSE, VERBAL/WRITTEN:** Inappropriate communication toward others. Verbal/Written abuse that is also sexual, religious, or racial harassment may be addressed under the guidelines for harassment.

**ALCOHOL OR CHEMICALS - DISTRIBUTION, POSSESSION, OR USE:** Distribution, possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia where possession or use is prohibited by South Dakota or federal law is prohibited. Ingesting, inhaling or otherwise taking any substance for the purpose of becoming intoxicated is also prohibited. 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 is prohibited.

**ASSAULT, AGGRAVATED: Committing or threatening to commit an assault** upon another person with a weapon or assault which inflicts great bodily harm upon another person is prohibited.

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

**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 is prohibited.

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

**BULLYING:** A pattern of repeated conduct that causes physical harm or psychological distress on a student(s) which creates a hostile school environment as defined in the district policy is prohibited.

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

**BUS CONDUCT:** Bus conduct will be as follows:

- a. 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.
- b. Non-acceptable behavior includes moving about in the bus while it is in motion, throwing of 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.
- c. 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 EEACC. Consequences per school bus incident report.

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

**DISRESPECTFUL, RUDE TO STAFF:** Treat staff with contempt or rudeness.

**DISRUPTIVE 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.

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

- a. 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.
- b. Wearing clothing and other items or grooming in a manner that represents and or promotes threat/hate groups including gangs or supremacist groups.
- c. Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- d. Wearing any headwear during the school day without permission from the school administration.
- e. Wearing of clothing or grooming that is potentially disruptive to the education process, e.g. revealing clothing, midriff, spaghetti straps, backless, tights & leggings that are not appropriately covered, etc. All

undergarments must be covered. Clothes or other items that pose a threat to the health and safety of others are also prohibited.

- f. Wearing coats/jackets in the building is not allowed.
- g. Wearing of clothing such as pajamas, lounge pants or other outerwear (swimwear, etc.), including footwear that may not be appropriate for school and that may be deemed potentially disruptive is prohibited.

**E-CIGARETTES/VAPOR PEN:** According to the FDA, electronic cigarettes, or e-cigarettes, are devices that allow users to inhale a vapor that may contain nicotine or other substances possibly including illicit drugs. The use of e-cigarettes or vapor pens by students in school or school-approved vehicles, or at any school-related event is strictly prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be dealt with according to the discipline matrix for the material found in the e-cigarette/vapor pen, i.e., nicotine, drugs, or any other substance used as an inhalant 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. These pens will not be returned to the student or family if confiscated.

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

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

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

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

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

### **FIREARMS**

Possession of firearms (including air gun, 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 is prohibited.

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

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

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

**INAPPROPRIATE BEHAVIOR:** Behavior that is not consistent with building and/or classroom rules.

**INSTIGATING:** Spreading rumors or agitating a conflict which may escalate conflict between others is prohibited.

**INSUBORDINATION:** Deliberate and/or defiant refusal to follow an appropriate direction given by a staff member is prohibited.

**INTIMIDATION/THREATS Verbal/Written –** Communication that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal/Written Intimidation/Threats that are also sexual, religious, or racial harassment may be addressed under the guidelines for harassment.

**NUISANCE OBJECTS:** Possession, use or distribution of any object that causes distractions, such as but not limited to cell phones, electronic musical devices, pagers, games, radios., squirt guns, games, cameras (unless used for educational purposes), etc., is prohibited. (Cell phones must be turned off and stored according to building administration.)

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

**PUSHING, SHOVING, SCUFFLING:** Physical contact that could harm others.

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

**SEXUAL MISCONDUCT:** Engaging in nonconsensual 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 is prohibited.

**SKIPPING DETENTION:** Failure to report to after school detention that has been assigned by school staff is prohibited.

**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 is prohibited. (See also Computer Use/Access.)

**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 is prohibited.

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

**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.

**TRUANCY:** Truancy means 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 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:

- a. Communicated with the student's parents/guardians to discuss this 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. See district code JED-P/JEDA-P.

**UNIQUE SITUATIONS:** Discipline situations that 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.

**UNSAFE ACTS:** Acts involving or causing danger or risk to others.

**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 is prohibited.

**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 over \$500.00 is prohibited

**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 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. See district code JFC.

# DISTRICT-WIDE MIDDLE SCHOOL RULES

Administration Reserves the Right to Alter any Disciplinary Action Based on Extenuating Circumstances

DATE 4/13/11

INFRACTIONS	CONSEQUENCES				
OFFENSES	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
<b>CLASS I</b> Tardies  Truancy	record/warn  make up time to 1-5 days ISS	record/warn  See District code JED-P	1 hr. detention parent contact	1-3 hrs. detention parent contact	1 – 5 hrs detention parent contact
<b>CLASS II</b> Abuse, Verbal/Written Teasing/Name Calling Dishonesty, Scholastic Dress/Grooming, Inappropriate Behavior Nuisance Objects Gambling Skipped Detention	warning to 1 hr. detention student contract	1-5 hrs. detention student contract	3-5 hrs. detention to 3 days ISS parent contact	3-5 hrs. detention to 3 days ISS parent contact	3-5 days ISS parent contact
Cell Phones/ Nuisance Objects	Warning/detention Confiscation of phone/nuisance object up to one week. Phone picked up by parent.	Warning/detention Confiscation of phone/nuisance object up to one week. Phone picked up by parent.	Detention/ISS Confiscation of phone/nuisance object up to one week. Phone picked up by parent.	ISS Possible loss of phone privilege for remainder of year.	
<b>CLASS III</b> *Assault, Verbal Disruptive Behavior Disrespectful, Rude to Staff False Reporting Possession of Fireworks or Ammunition Bullying, Instigating Pushing, Shoving, Scuffling Profanity Technology Misuse (See Computer Use, Section 1) Vandalism, Minor Gang Activity	warning to 1-5 hrs. detention	3-5 hrs. detention, to 3 days ISS parent contact	3-5 days ISS parent contact	5-10 days ISS/ parent contact	5-10 days OSS parent contact

# DISTRICT-WIDE MIDDLE SCHOOL RULES

Administration Reserves the Right to Alter any Disciplinary Action Based on Extenuating Circumstances

DATE 4/13/2011

INFRACTIONS	CONSEQUENCES				
OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE
<b>CLASS IV</b> *Assault, Physical Fighting Fire Alarm Harassment, Sexual, Racial Disability Insubordination *Intimidation/Threat,-Verbal/Written Pornography Profanity directed at staff Technology Misuse (See Computer Use, Section 2) Theft, Receiving Stolen Property Tobacco, Possession, Use including E-Cigarettes/Vapor Pen Trespassing Unsafe Act	3-5 days ISS parent contact, referral to liaison when appropriate, restitution	5-10 days ISS/ 3-5 days OSS parent contact, referral to liaison when appropriate, restitution Written plan of action	5-10 days OSS parent contact, referral to liaison when appropriate, restitution	10 days OSS parent contact, referral to liaison when appropriate, restitution, Revise written plan of action	10 days OSS, Referral to Superintendent for administrative action Referral to liaison
<b>CLASS V</b> **Possession, Use, of Alcohol/Chemical including via E-Cigarettes/Vapor Pen Burglary *Possession, Use of Explosives Falsifying, Modify School Records *Robbery, Extortion Vandalism, Major Disruption of School	5-10 days OSS parent contact, Referral to liaison when appropriate, restitution **10 days, OSS Reduce suspension to 5 days if student agrees to participate in alcohol/chemical assessment and agrees to contract terms.	10 days OSS referral to Superintendent for administrative action Referral to liaison			
<b>CLASS VI</b> *Arson *Assault, Aggravated *Assault on Staff Distribution of Alcohol/ Chemical of an amount identified by law as distribution *Bomb Threat *Endangerment of Others Sexual Misconduct *Weapons	Referral to Law Enforcement; Immediate suspension with referral for 90 day superintendent suspension. Parent contact				

# DISTRICT-WIDE MIDDLE SCHOOL RULES

Administration Reserves the Right to Alter any Disciplinary Action Based on Extenuating Circumstances

DATE 4/13/2011

INFRACTIONS	CONSEQUENCES				
OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE
<b>CLASS VII</b> Firearms: Possession of (including air gun, 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				

\* Possible referral for STAR Protocol

\*\* 10 days, OSS - Reduce suspension to 5 days if student agrees to participate in alcohol/chemical assessment and agrees to contract terms.

**NOTES:**

Failure to follow ISS guidelines may result in increased ISS or OSS.

OSS may be used if ISS is at capacity.

## IV. MIDDLE SCHOOL ACTIVITY PROGRAM

### PHILOSOPHY: MIDDLE SCHOOL ACTIVITIES

**NOTE:** In order to maintain our Middle School philosophy of extra-curricular activities, the following fees will be assessed:

- \$25 per activity, \$60 for all activities for the year, or \$120 maximum per family for the year. Scholarships are available based on need.

For a list of all extra-curricular activities, please refer to page 44.

The Middle School Activities Program follows all South Dakota High School Activities Association rules as set forth by the National Federation of State High School Associations unless otherwise noted in the Coaches/Advisors Handbook.

Student activities are an integral part of education. They must operate in harmony with other parts of the total curriculum, providing significant learning experiences for youth and helping them to develop a positive lifestyle.

Rapid City area middle school students face a complex future – one that will demand diverse skills from all citizens. Such a complex society will require leadership and communication skills among its peoples, as well as the ability to work together. The school's responsibility in providing students with skills to succeed in life will be supported by comprehensive activities' program.

The activities' program will provide opportunities for students to organize and plan, to assume leadership roles, to gain recognition and identify, to recreate physically and emotionally, and to mature socially.

#### GOALS: MIDDLE SCHOOL ACTIVITIES

1. The middle school activities program will support and contribute to the social development of students.
2. Activities will stress skills such as goal setting, communication, planning, organization, problem solving, and decision making.
3. All activities will be properly sponsored and supervised by qualified individuals.
4. Selective activities should be designed to focus on services to school and community.
5. **Our program is** to teach fundamentals, skills, and knowledge of the activity.
6. **Our program is** to realize that playing in competition enhances skills and strategy.
7. Fair play, sportsmanship, and fun are basic to the program.
8. Attention will be given to the differences between individual and team/group activities and the programs will be structured accordingly.

#### INSURANCE

The Board of Education selects an insurance plan that will be offered to all students in the school system. Each student who is out for athletics must either take the appropriate insurance plan offered through the school or signify by signing a waiver form that they have adequate coverage under a family or other plan and that they do not desire additional coverage.

**NOTE: All athletes must have a physical before they can participate in the school athletics. All students must be covered by either school insurance or a family health insurance policy, as the school is not responsible for injuries. One physical is sufficient for sixth through eighth grade.**

#### TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES

Students are to ride to and from activities in school vehicles unless school vehicles have not been provided for an event.

In special circumstances, even when buses are utilized, students may ride to or from an activity with their parents if the parents have communicated their request to the coach. At no time are students allowed to ride home from an event with another student's parent when buses or school vehicles are provided.

**Barring severe illness or injury, physical exams are good for a three-year period. Students must complete an interim pre-participation history form!**

Parents must sign permission before students can participate in activities.



# Join a team!

**TERMS AND DEFINITIONS: MIDDLE SCHOOL ACTIVITIES**

- INTRAMURAL** All activities and competition would be carried on in the building between and among the students in the building.
- INTERSCHOOL** Activities and competition would be carried on between and among the middle schools in the Rapid City School District.
- INTERSCHOLASTIC** Activities and competition would be carried on between and among the middle schools in the Rapid City School District and other middle schools in the region.

**POSITION STATEMENT FOR MIDDLE SCHOOL ATHLETIC PROGRAM**

**SIXTH GRADE:** It is desirable to provide a supervised program of athletic activity for sixth graders. Taking into consideration their level of physical maturation and interest in athletic participation, it is appropriate that this program be primarily intramural in nature, except for the individual sports of cross-country, track and wrestling which would be inter-school.

**SEVENTH GRADE:** It is desirable to provide a supervised program of athletic activity for seventh graders. Taking into consideration their level of physical maturation and interest in athletic participation, it is appropriate that this program be primarily inter-school in nature except for the individual sports of cross-country, track and wrestling which could be interscholastic.

**EIGHTH GRADE:** It is desirable to provide a supervised program of athletic activity for eighth graders. Taking into consideration their level of physical maturation and interest in athletic participation, it is appropriate that this program be a blend of inter-school and interscholastic competition.

**EXTRA-CURRICULAR ACTIVITIES**

<b><u>Grade 6 Intramural Interscholastic</u></b>	<b><u>Grade 7 Interscholastic</u></b>	<b><u>Grade 8 Interscholastic</u></b>
<b><u>1<sup>st</sup> Nine Weeks</u> Interscholastic Cross Country Girls Volleyball Knowledge Bowl</b>	<b><u>1<sup>st</sup> Nine Weeks</u> Cross Country Girls Volleyball Knowledge Bowl</b>	<b><u>1<sup>st</sup> Nine Weeks</u> Cross Country Girls Volleyball Boys Football Knowledge Bowl</b>
<b><u>2<sup>nd</sup> Nine Weeks</u> Interscholastic Boys Wrestling Girls Basketball</b>	<b><u>2<sup>nd</sup> Nine Weeks</u> Boys Wrestling Girls Basketball</b>	<b><u>2<sup>nd</sup> Nine Weeks</u> Boys Wrestling Girls Basketball</b>
<b><u>3<sup>rd</sup> Nine Weeks</u> Boys Basketball</b>	<b><u>3<sup>rd</sup> Nine Weeks</u> Boys Basketball</b>	<b><u>3<sup>rd</sup> Nine Weeks</u> Boys Basketball Girls Choice</b>
<b><u>4<sup>th</sup> Nine Weeks</u> Track</b>	<b><u>4<sup>th</sup> Nine Weeks</u> Track</b>	<b><u>4<sup>th</sup> Nine Weeks</u> Track</b>

**Activities - No Fee Assessed**

- Knowledge Bowl
- Math Counts
- Science Fair
- Student Council



**TRAINING RULES FOR MIDDLE SCHOOL ATHLETES**

During the entire school year, including the season of practice and the off-season, regardless of the quantity, a student shall not use or consume, have in possession, buy, sell, or give away: alcohol or tobacco which includes smokeless tobacco. According to state law, any person adjudicated, convicted, or the subject of an informal adjustment or court approved diversion program, or the subject of a

suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in chapter 22-42 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. The one year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

For purposes of administering the training rule policy the activities are divided into two categories.

Category I includes all activities that have a regular season including speech/debate, dance team, and sports. Category II includes all activities that do not have a regular season including but not limited to All State Band, All State Orchestra, All State Chorus, and One Act Plays. This includes all performances that are in conjunction with SDHSAA including plays, pep band, marching band and Raider Rarities and Cobbler Capers.

### Category I

#### 1. First Violation

After confirmation of the first violation, the student shall lose eligibility for the next two (2) interscholastic weeks of competition. ***Weeks of practice that are absent of interscholastic competition cannot be counted.***

- a. Following suspension for the first violation it is mandatory that before being readmitted to activities following the suspension, the student shall show evidence, in writing, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

#### 2. Second Violation

After confirmation of the second violation, the student shall be dropped immediately from the current sports season. Also, the student will be suspended for four (4) weeks of competition during the next sports season in which the student is a participant. ***Weeks of practice that are absent of interscholastic competition cannot be counted.***

- a. It is mandatory that before being readmitted to activities following suspension for the second violation, the student shall show evidence, in writing, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

#### 3. Third Violation

After confirmation of the third or subsequent violations, the student shall lose eligibility for one full year from the date of the violation.

- a. It is mandatory that before being readmitted to activities following suspension for the third violation, the student shall show evidence, in writing, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

Category II includes all activities that do not have a regular season including but not limited to All State Band, All State Orchestra, All State Chorus, and One Act Plays. This includes all performances that are in conjunction with SDHSAA including plays, pep band, marching band, Raider Rarities and Cobbler Capers.

## Category II

### **1. First Violation**

After confirmation of the first violation, the student shall lose eligibility for the next two (2) events. If the student is a multiple fine art participant he or she will be ineligible for each activity for the next two (2) events.

- a. Following suspension for the first violation it is mandatory that before being readmitted to activities following the suspension, the student shall show evidence, in writing, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

### **2. Second Violation**

After confirmation of the second violation, the student shall lose eligibility for the next four (4) events. If the student is a multiple fine art participant he or she will be ineligible for each activity for the next four (4) events.

- a. It is mandatory that before being readmitted to activities following suspension for the second violation, the student shall show evidence, in writing, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

### **3. Third Violation**

After confirmation of the third or subsequent violations, the student shall lose eligibility for one full year from the date of the violation.

- a. It is mandatory that before being readmitted to activities following suspension for the third violation, the student shall show evidence, in writing, that he/she has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist or psychologist.

### **4. Additional Training Rules Information:**

- a. Violations and penalties apply during the off-season or during each sport in which the student participates.
- b. Rules in effect for the entire school year (or beginning with practice and extending through the end of the season if it begins before or extends beyond) the school calendar.
- c. Violations are cumulative throughout the entire school year whether they occur during the season of participation or the off-season. Violations are cumulative throughout the student's middle school career.
- d. Practice and conditioning weeks in which no contests are scheduled *cannot* be counted as penalty weeks.
- e. Violations carry over from one sport to the next or from one school year to the next. If the violation occurs during the off-season, the suspension will be invoked at the beginning of the next sport season in which the student shall participate or the next school year. Example: *first violation occurs during the off-season in the spring. The suspension will be enforced during the first sport season the student shall participate in beginning the next school year. If the season does not allow the athlete to successfully complete the suspension, the suspension will carry over to the next season in which the athlete participates and competes.* For the suspension to be fulfilled, the athlete must complete the sport season in which the suspension is being carried out.
- f. It would be up to the discretion of the coach as to whether the individual would continue to practice during the suspension.
- g. It is not a violation if the student is present where alcohol, tobacco or any controlled substance is being used.



## **BEHAVIOR EXPECTATIONS**

Students who violate school behavior rules listed under expulsion/suspension of this handbook may lose their participation privileges. A student's eligibility for all extra curricular activities will depend on his/her grades, behavior, attendance at practices and compliance with individual training rules provided by each coach/advisor.

## **ABSENCES PRIOR TO SCHOOL SPONSORED CONTESTS AND ACTIVITIES**

Students involved in school sponsored contests or activities that are unexcused on the day of the contest will not be permitted to participate. Participation in school activities on the day of an excused absence may be allowed under certain circumstances, with prior permission from the principal.

## **ELIGIBILITY REQUIREMENTS FOR ACTIVITIES**

### **I. SCHOLASTIC**

- A. All athletes will be required to have a physical on file at their school. All physicals are good for a 3 year period.
- B. This covers all middle school activities, excluding those activities that are required as part of the curriculum and will include all team members, and student managers.
- C. Procedure to administer these requirements:
  1. At the beginning of each activity season, a master list of participants listed alphabetically with grade level and activities will be compiled by the building activities coordinator and principal's office.
  2. Each school will establish a procedure to determine eligibility on a weekly basis.
  3. If students are failing in two or more classes, they will be ineligible to participate in contests or games for one week following their identification. The participant will be allowed to practice during the week of ineligibility unless administration agrees that this is not in the best interest of the student.

### **II. TRANSFER STUDENTS**

Athletes who transfer within the district during a sports season and are ineligible at their previous school shall remain ineligible for the remainder of that eligibility period.

### **III. JOINT PARTICIPATION**

A student who is a member of in Rapid City middle school activities may participate in another activity on an outside of school team during that activities school season. Any student who so participates must remember that they must attend practices and competitions of the school team. If conflicts arise between the school team and the outside team, the student must remember that their membership on the school team takes priority over their membership on the outside team. Failure to attend practice or missing a competition because of involvement with the outside team shall be considered an unexcused absence and may lead to removal from the activity or other consequences at the discretion of the coach. (More than two unexcused absences shall lead to removal from the team.)

#### IV. AGE LIMITATIONS

In order to be fair in middle school competition, it is important that individuals compete against people with equal physical ability and according to their age.

Middle school building activities coordinators are responsible for checking the ages of all athletes and placing them in the correct division.

To be eligible to compete in the 6<sup>th</sup> grade division, a student must not have reached his/her 14<sup>th</sup> birthday by the end of the sport season.

To be eligible to compete in the 7<sup>th</sup> grade division, a student must not have reached his/her 15<sup>th</sup> birthday by the end of the sport season.

To be eligible to compete in the 8<sup>th</sup> grade division, a student must not have reached his/her 16<sup>th</sup> birthday by the end of the sport season.



#### ADMISSION PRICES

**Admission will be charged at the following middle school events:**

	Adult	Student
A. Football Festival	\$5.00	\$1.00
C. RCMC Invite Wrestling	\$5.00	\$1.00
D. All City Wrestling	\$5.00	\$1.00
E. West River Track	\$5.00	\$1.00
F. All City Track	\$5.00	\$1.00
J. Band Festival	\$TBA	\$TBA
K. Strings in Concert	\$TBA	\$TBA
L. United in Song	\$TBA	\$TBA

# V. APPENDIX

## REVIEW OF SCHOOL POLICIES/PROCEDURES

The following policies are included in this student handbook and further explained in class:

- Weapons Policy
- S.T.A.R. Protocol (School Threat Assessment Response)
- Discrimination/Harassment Policy

### I. Weapons Policy

State Statute 13-32-7. Possession of firearms on elementary or secondary school premises or vehicle a misdemeanor -- Exceptions. Any person, other than a law enforcement officer, who intentionally carries, has in his/her possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows and supervised schools or sessions for training in the use of firearms.

The above law defines firearm with a broad interpretation including the words: "used or intended primarily for imitative or noisemaking purposes." The district will not tolerate imitative or toy guns on school premises. Violation of the statute in any manner will result in a recommendation to the Superintendent for a long-term suspension or expulsion.

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. See district code JFC.

### II. S.T.A.R. Protocol – See School Threat Assessment Response in Section III of this handbook.

### III. Discrimination/Harassment Policy – See Discrimination/Harassment in Section III of this handbook.

I certify that I understand the contents of the student handbook. The school rules have been explained and I have had the opportunity to ask questions concerning the school rules. I do understand that possession of a weapon (knife or gun) or use of any object as a weapon will result in a recommendation to the Superintendent for expulsion or long-term suspension. I also understand the terms of the internet agreement, the S.T.A.R Protocol, and the discrimination/harassment policy as they have been explained and apply to the school setting.

---

***Print Student Name***

***Grade (6,7,8)***

---

***Student Signature***

***Date***

I have read and reviewed the Middle School Handbook with my son/daughter.

---

***Parent/Guardian Signature***

***Date***

**A**

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