

SENIOR HIGH HANDBOOK

Adopted by Board of Education, June 2017

RAPID CITY AREA SCHOOL DISTRICT 51-4

2017-18 School Year

Central High School

433 Mt. Rushmore Road

Telephone: 394-4023 Fax: 355-3041

Stevens High School

4215 Raider Road

Telephone: 394-4051 Fax: 394-1820

Rapid City High School

601 Columbus Street

Telephone: 394-4048 Fax: 394-6941

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

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.

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I. SIGN OFF SHEET

RAPID CITY AREA SCHOOLS

SENIOR HIGH SCHOOL STUDENT HANDBOOK

ACKNOWLEDGMENT FORM

STUDENT'S NAME _____

(PLEASE PRINT)

GRADE _____

STATEMENT TO BE READ AND SIGNED BY STUDENT/PARENT

- I HAVE RECEIVED A COPY OF THE RAPID CITY AREA SCHOOLS SENIOR HIGH STUDENT HANDBOOK.
- I AM RESPONSIBLE FOR SHARING ALL OF THE INFORMATION CONTAINED IN THE RAPID CITY AREA SCHOOLS SENIOR HIGH STUDENT HANDBOOK WITH MY PARENT/GUARDIAN.
- I UNDERSTAND AND ACCEPT MY PERSONAL RESPONSIBILITY FOR FOLLOWING ALL INFORMATION AND EXPECTATIONS FOUND IN THE STUDENT/PARENT HANDBOOK.

_____ DATE _____
(STUDENT SIGNATURE)

_____ DATE _____
(PARENTSIGNATURE)

THIS FORM MUST BE SIGNED AND RETURNED TO THE PRESENTER.

PRESENTERS WILL TURN IN ALL ACKNOWLEDGMENT FORMS TO THE OFFICE.

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

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II. GENERAL SCHOOL POLICIES/PROCEDURES & INFORMATION

RIGHT TO A SAFE AND ORDERLY LEARNING ENVIRONMENT

RIGHTS OF STUDENT

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

RIGHTS OF STAFF

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

VIOLENCE FREE SCHOOLS

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

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) or contact the Office of the Superintendent for the most up-to-date version.

BOARD OF EDUCATION

Please see our website, www.rcas.org, for a current list of members.

SCHOOL OFFICES

Superintendent	394-4031
Educational Services, Elementary & Secondary	394-5147
Buildings & Grounds	394-4045
Facility Services	394-4105
Federal Programs	TBD
Fiscal & Support Services	394-4026
Human Resources	394-4014
Special Education & Student Related Services	394-4035
Staff Development, Curriculum, Assessment, & Instruction	394-4067
	394-4053
Title VII/American Indian Education	394-4071
Principal, Central High School	394-4023
Principal, Rapid City High School	394-4048
Principal, Stevens High School	394-4051

MISSION/VISION/ & CORE VALUES STATEMENTS FOR RAPID CITY AREA SCHOOLS

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

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 nondiscrimination policies:

Human Resources Manager, 300 Sixth Street, Rapid City, South Dakota 57701, (605) 394-4014, 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 (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.

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.

IV. 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 6th 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

ATTENDANCE POLICY

JE

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

The Rapid City Area School District 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 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 and on time for each class every day.

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

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

PARENT/GUARDIAN RESPONSIBILITY

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

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

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

In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time. Parent/Guardian(s) are encouraged to check Skyward Family Access or contact the school's attendance office to monitor their child's attendance.

TEACHER RESPONSIBILITY

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

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

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

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

ADMINISTRATOR RESPONSIBILITY

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

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

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

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

EXCUSED ABSENCES

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

Personal and family illness.

Emergencies.

Leaves of educational value.

Family Leave.

Examples of excused absences include:

Medical appointments

Funeral of immediate family member

Wedding of immediate family member

Preapproved college visits

Preapproved vacations (limited)

Court appearance

Driver examination

Other absences deemed excused by administration.

Parent(s)/guardian(s) must contact the school orally, or in writing, to excuse the student's absence from school. 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. 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.

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

School personnel will attempt to notify parents of student absences.

UNEXCUSED ABSENCES

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

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

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

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

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

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

Examples of unexcused absences include:

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

TARDY

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

TRUANCY

“Truancy” is any absence for part or all of one or more days from school during which the school has not been notified of or approved of the legal cause of the absence by the parent/guardian of the absent student. See High School Truancy Flow Chart on the next page. We encourage parents to check Skyward Family Access to monitor attendance on a daily basis. The district will make efforts to gain compulsory attendance, which may ultimately lead to the principal beginning truancy proceedings. See District Code JE, “Student Attendance”. Prior to such actions the principal or designee shall have:

- Communicated with the student’s parent/guardian to discuss the student’s truancy or have attempted to meet and been refused.
- Offered an opportunity for intervention strategies with school personnel and the student/parent/guardian. Strategies include but are not limited to:
 - Student Academic & Attendance Contracts
 - Referral to Counselor
 - Referral to Homeless Coordinator
 - Referral to Title VII (Indian Education) Outreach Staff
 - Referral to Agencies for Assisting Families. Lists are available in the guidance office.
 - Youth Success Plan - Minority Outreach Services
 - Truancy Officer

School personnel will attempt to notify parents of student absences via:

- Phone Dialer
- Phone Contact
- Letter
- Personal Contact
- Parents are encouraged to monitor their student’s attendance through Skyward Family Access.

HIGH 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.

<p>Step 2</p> <p>Letter 1:</p> <p>After a student has incurred two cumulative days of unexcused absences within the school year, the first formal letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p>Continued Administrative Review</p>		<p>Step 3</p> <p>Letter 2:</p> <p>After a student has incurred four cumulative days of unexcused absences within the school year, school will initiate oral contact with the parent/guardian and the second letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p>Letter 2 will notify parents of potential referral to State’s Attorney for truancy.</p> <p>Continued Administrative Review</p>		<p>Step 4</p> <p>School will initiate oral contact with parent/guardian.</p> <p>Referral is made to State’s Attorney’s Office with notification to the parent/guardian.</p> <p>A truancy packet is submitted to the State’s Attorney’s Office.</p> <p>State’s Attorney’s Office determines the next steps.</p>
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		Upon 5 cumulative days of unexcused absences – proceed to Step 4.		
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Truancy Administrators:

Central High School Attendance Office/Dean of Students 394-4021
 433 Mount Rushmore Road
 North

Stevens High School Main Office/Assistant Principals 394-4051
 4215 Raider Road

Rapid City High School Main Office/Assistant Principal 394-4048
 601 Columbus Street

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

CAFETERIA/COMMONS GUIDELINES

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

ALL STAFF HAVE THE AUTHORITY TO:

Require students to remain in the commons.

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

Keep students from sitting on tables.

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

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

Require students to sit in a designated area.

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

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

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

Do anything reasonable to ensure a safe situation for all.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

All electronic communication devices including cell phones may not be used in the building and must be powered off unless use is authorized by administration or by the classroom teacher for educational purposes. The use of any electronic device in committing other offenses will be dealt with according to the matrix for that offense, i.e., harassment, transmission of inappropriate materials, etc.

Consequences will be as stated in the discipline matrix in Section V of this handbook.

Electronic communication devices, including cell phones will be kept over weekends and/or holiday breaks if they fall within the consecutive school day penalty.

COMPUTER USE/ACCESS

The Rapid City Area School District offers computer/network access to students/staff for educational purposes in various instructional activities. The Rapid City Area Schools invites any parent to inform schools in writing if there is an objection to their child using the Internet with these activities. This document contains the Acceptable Use Policy for the use of the Rapid City Area Schools' network.

Section 1 (Technology Misuse, Class Three)

The district computer/network resources are to be used for educational purposes only. The term "educational purposes" includes classroom activities, career development, and limited high-quality self-discovery activities.

Internet access has not been established as a public access service of a public forum. The RCAS District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set for the in RCAS District Policy JFC (Student Conduct) and the law in your use of the Internet.

You will not use district resources for personal gain. You will not post personal contact information about yourself or other people. Personal contact information includes name, address, telephone, school address, work address, etc.

Users are expressly denied access to certain Internet forums, discussion groups, UseNet news-groups, chat rooms, 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.

Copyright of a work produced by a student using district facilities shall reside with the originator. When there is more than one originator, the ownership of each originator's contribution shall be considered separately.

You will not copy software or download/install software unless under direct instruction from district staff. You will not download/install/use peer-to-peer file share applications or create peer-to-peer file sharing on the district network.

Section 2 (Technology Misuse, Class Four)

You will not attempt to gain unauthorized access to the Internet or any computer/network system or attempt to break any passwords to go beyond your authorized access. You will not share district-provided passwords or security codes with other people. You will not probe any computer/network systems for security weaknesses or use resources to capture network traffic or data, either from within or without the district network.

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

You will not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal or gang activity, threatening the safety of a person or persons, etc.

You will not use or post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in public messages, private messages, and/or material posted on Web pages.

You will not use a false identity when sending/receiving messages.

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

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

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

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:

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

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

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

Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities;

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

Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;

Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student was placed in a program operated by the district.

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

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

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

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

Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

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

Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;

File a complaint with the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037; Kansas City, MO 64114-3302, Telephone 816-268-0550, Fax: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

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

DRUGS, TOBACCO AND ALCOHOL

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

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

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.

GRADING SCALE

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

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

Normal Courses

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

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

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

Credits for Class Standing

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

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

ONLINE/DISTANCE LEARNING POLICY

IGCB

I. Purpose

The purpose of this policy is to make clear the process for receiving high school credit for online or distance learning courses.

II. General Statement of Policy

- A. A student enrolled in a distance learning course or an online course may receive high school credit for the course completed, provided the following:
 - 1. The course is approved by the South Dakota Department of Education and listed on the South Dakota Virtual School's website under approved providers, or
 - 2. The building principal approves the course in advance. (Complete the application for online/distance courses available in the Student Services Office of your high school.)
- B. Parents are responsible for expenses charged by the online/distance provider.

III. Definitions

- A. "Distance Learning" is the technology and educational process used to provide instruction when the student and primary instructor are not physically present at the same time or place.
- B. "South Dakota Virtual School" is a clearinghouse of distance courses offered by approved providers.
 - 1. South Dakota Virtual School's website is: <https://sdvs.k12.sd.us/>

IV. Dissemination of Policy and Training

- A. This policy shall appear in student handbooks and course guides.
- B. The school district shall develop a method of discussing this policy with school personnel.

Approved: 05/08/2017

Legal References:

SDCL 13-33-20 Distance learning defined.

SDCL 13-33-21 Certificate authorizing distance learning provider to provide courses required.

SDCL 13-33-22 Promulgation of rules relating to distance learning certificate.

SDCL 13-33-23 Promulgation of rules establishing priorities and eligibility for distance learning courses.

SDCL 13-33-24 South Dakota virtual school created.

SDCL 13-33-25 South Dakota Virtual School Adviosry Council established.

PUBLIC COMPLAINT POLICY

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

COMPLAINT POLICY FOR FEDERAL PROGRAMS

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.

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.

DEFINITIONS

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

Day: All days Monday through Friday, inclusive, except when the day is a legal or school holiday.

Principal/Administrator: "Principal/Administrator" also includes any person designated by the principal/administrator (designee).

Superintendent: "Superintendent" also includes any person designated by the superintendent (designee).

District Official: "District Official" includes principal/administrator, superintendent, and any member of the Rapid City Area Schools Board of Education.

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.

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.

RIGHTS OF PARENTS, GUARDIANS, AND STUDENTS

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

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 12/04/08

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.

EDUCATION OF HOMELESS CHILDREN

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

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.

SEARCHES; LOCKERS, DESKS, VEHICLES & OTHER STORAGE AREAS

When warranted, the administrator(s) may conduct inspections of student vehicles parked on school district property, student lockers, desks and/or storage areas. Cigarettes, alcohol, pornographic literature, squirt guns, illegal substances, drug-related paraphernalia, weapons, look-alike weapons, or other questionable material(s) that are not allowed in school, may not be

stored in the lockers or vehicles. Responsible student(s) will be dealt with according to the parameters established in this handbook. Lockers should be kept neat and clean at all times. No staff member is allowed to check a locker without prior permission from an administrator.

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

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

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

Parking on campus is a privilege, not a right. VISUAL INSPECTIONS OF VEHICLES WILL BE MADE ROUTINELY BY SECURITY STAFF. Students are responsible for the contents of their vehicles. It is the student's responsibility to check their vehicle daily to ensure it does not contain any unauthorized or illegal items.

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

REGISTRATION/WITHDRAWAL FROM SCHOOL

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

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

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

SCHOOL FACILITIES

The school facilities are for all students.

Parents or members of the public who require special accommodations to access school facilities or programs because of disabilities may call the office of the principal for assistance.

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

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

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

Loitering is not allowed in the restrooms or in the parking lots before, during or after school.

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 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 6th Street. Phone number: 394-4045.

SOCIAL FUNCTIONS

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

STUDENT APPEARANCE

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

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

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

STUDENT ASSISTANTS/AIDES GUIDELINES

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

STUDENT FUND RAISING

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

wishing to hold a fundraiser are expected to inquire in advance at the school office to obtain guidelines for conducting fund-raising activities.

STUDENT RECORDS

All parents and guardians of students under the age of 18 and all students 18 years or older have the right pursuant to the Family Education Rights and Privacy Act (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.

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, date and place of birth, photograph/images, major field of study, weight and height, dates of attendance, academic and extracurricular awards, distinctions, and participation. This information may appear in the form of news releases to news media, school publications, school video conferencing systems, and printed programs of officially recognized activities and sports. However, parent/guardians may provide written notification to the Rapid City Area Schools not to release directory type information.

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

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

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 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 SCHEDULE INFORMATION

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

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

Any course not offered at one school may be taken by students from the non-offering school providing space is available. Students must provide their own transportation and are expected to be on time for that class.

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

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

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

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

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

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

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

Graduation Reading Requirement: Students in grades 9 through 12 who have not met the district's reading requirement must continue to enroll in reading until the 9.0 grade level reading equivalency is met. Students must demonstrate the 9th grade level of reading proficiency on a district adopted standardized test in order to graduate. The reading requirement for students with disabilities will be determined through their Individualized Education Plan.

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

STUDENT WELLNESS

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

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

Nutrition Education

At each grade level, nutrition education shall be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. The primary goal of nutrition education is to influence students' eating behaviors.

The Guidelines for Celebrations, Rewards and Incentives are:

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

Acceptable healthy foods, snacks and beverages are:

animal crackers, graham crackers, whole grain crackers
fresh vegetables and fruit, single-serve canned fruit, dried fruit
pretzels, fat-free popcorn, rice cakes, fruit and grain bars that do not contain nut products
beef jerky 95% fat free, string cheese
yogurt, preferably non-fat, low fat or light
water, milk, non-fat or low fat (1%), juice-fruit and vegetable that contains 100% juice
non-carbonated drinks under 20 grams of carbohydrate per 8 ounce serving
may be offered

Product contents of student vending machines shall adhere to the standards for foods, beverages and content guidelines. The sale of vending products shall not take place from one hour before and one hour after the breakfast and lunch service. Nut and seed products need to be evaluated regarding student allergies. The sale of food or beverages as a fund raiser shall not take place from one hour before and one hour after the breakfast and lunch service.

Physical Activity

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain

physical fitness, regularly participate in physical activity, and understand short and long-term benefits of a physically active and healthful lifestyle.

Physical education classes and physical activity opportunities shall be available for all students. One unit of high school physical education in grades 9-12 shall be required. Students shall be encouraged to take physical education classes as electives after completing the required physical education credit.

Student Wellness and Mental Health

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

**RAPID CITY AREA SCHOOL DISTRICT
ASSESSMENT PLAN**

District Code IL-E

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

Updated: 7/27/2016

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

**RAPID CITY AREA SCHOOL DISTRICT
ASSESSMENT PLAN**

District Code IL-E

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

TEXTBOOK ISSUE AND COLLECTION

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

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

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

TITLE VII/INDIAN EDUCATION

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

WEAPON-FREE SCHOOL

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

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

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

III. HEALTH PROCEDURES

Health Procedures – Nursing

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:

- 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.

- 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.

- 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.

- 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.

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.

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.

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 the Jefferson Building, 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: _____

**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 _____

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 _____

IV. EMERGENCY PROCEDURES

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

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

An Accessibility Contingency Plan is available at each school site for students with disabilities; 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.

FIRE DRILL PROCEDURES

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

Check all classroom doors to see that they are closed and locked.

Insure that all staff and students are moving toward the exit. No one is to stop and put books away, get coats, etc.

Check restrooms.

Insure that stairways are clear and that all students and staff are outside.

Upon completing tasks move outside.

Do not move toward a fire or smoke.

Keep students 100 feet from the building.

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

TORNADO/WIND STORM PROCEDURES

Warning procedures will be issued over the intercom system.

All students and staff are to move to center hallways and shelters. If center hallways have exterior glass exposure, use interior classrooms and closets that provide protection.

Students and staff that are in the gymnasium would stay in that portion of the building. Move students and staff away from areas of glass.

Students and staff should sit down on the floor with their heads between their knees.

Students and staff will be released to leave the building as soon as authorization has been received from appropriate school personnel.

SCHOOL THREAT ASSESSMENT RESPONSE (STAR)

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

LIAISON OFFICER

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

V. STUDENT DISCIPLINE POLICIES

DISCIPLINE MATRIX

APPLYING THE DISTRICT-WIDE HIGH SCHOOL PROGRESSIVE DISCIPLINE PLAN

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

MISBEHAVIOR

Including but not limited to:

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

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

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

BULLYING

Policy JGC

The Rapid City Area Schools is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of repeated physical, verbal, non-verbal, written, electronic or any conduct directed toward a student(s) that is so pervasive, severe and objectively offensive that it:

has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or

has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

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 will not be tolerated. 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.

Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the student or the District. 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 will act to investigate all complaints (formal or informal, verbal or written) of bullying. 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 an 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.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

GANG ACTIVITY

The wearing of gang-related clothing on school premises or during school-sponsored activities threatens the health and safety of the students and impairs the school environment. Students may not wear, possess, use, distribute, or display apparel or other items which represent or evidences membership or affiliation with any gang or promotes gang-related activity. Examples of such apparel or other items include but are not limited to clothing, color, jewelry, emblems, badges, symbols, colored bandanas, sashes, or any other item evidencing gang affiliation or membership or gang-related activity.

Specific items of clothing that may be considered gang-related or affiliated include but are not limited to red or blue cloth belts, shoelaces, hair nets, shower caps, jackets, doo rags, t-shirts, pant cuffs, related sports apparel, jerseys, hats or any additional clothing items that contain colors, symbols or initials that are considered gang affiliated, and any other item of apparel or accessory that evidences gang affiliation or membership. In addition students are prohibited from wearing colored contacts, jewelry, earrings or other piercings that contain gang-related colors or insignia.

Gang activity that is threatening is also prohibited. This includes graffiti, vandalism, extortion, intimidation, robbery, theft, drug sales and use, or any form of physical violence. Examples of intimidating activities include graffiti on personal property, tattoos, street slang, nicknames, hand signs, possession of a weapon, alcohol and drug use, or any form of gang-related dress.

DUE PROCESS

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

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

FOLLOW STATE AND LOCAL LAWS AND SCHOOL POLICIES

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

CITIZENSHIP/PERSONAL MANAGEMENT

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

DETENTION

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

STUDENTS SUBJECT TO SHORT-TERM SUSPENSION

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

STUDENTS SUBJECT TO LONG-TERM SUSPENSION AND EXPULSION

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

STUDENT REMOVAL FROM CLASS

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

DEFINITIONS

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

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

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

ASSAULT, AGGRAVATED: Attempting to cause serious bodily injury to another, or knowingly causing such injury.

ASSAULT, SIMPLE: Attempting to cause bodily injury to another, or recklessly causing such injury.

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

BULLYING: Bullying consists of repeated physical, verbal, non-verbal, written, electronic or any conduct directed toward a student(s) that is so pervasive, severe and objectively offensive that it:

- has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or
- has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

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 will not be tolerated. 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.

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

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

DETENTION VIOLATION: Failure to successfully complete assigned detention.

DISORDERLY CONDUCT: Engaging in fighting or in violent or threatening behavior.

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

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

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

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

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

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

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

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

Wearing pants/shorts that are sagging.

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

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.

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

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

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

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

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

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

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

GANG ACTIVITY: The threatening or non-threatening activities include graffiti, vandalism, extortion, intimidation, robbery, theft, drug sales and use, or any form of violence. Examples include graffiti on personal property, tattoos, street slang, nicknames, hand signs, possession of weapons, alcohol and drug use, or any form of gang-related dress. Students may not wear, possess, use, distribute or display apparel or other items that represent or evidence membership or affiliation with any gang or promotes gang-related activity.

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

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

ID VIOLATION: Not properly wearing the ID.

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

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

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

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

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

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

LOITERING: Unnecessary or needless presence on campus.

LUNCH VIOLATION: Not verifying attendance in the lunchroom.

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

NON PARTICIPATION: Students who fail to engage in or join in school/classroom activities, and/or are on campus but not in class.

NUISANCE OBJECTS: Possession, use or distribution of any object that causes distractions, such as pagers, radios, phones, lasers, games, headphones, etc. **PERSONAL COMMUNICATION DEVICES/CELL PHONES:** may not be used in the building during the school day. Phone messaging/communications will be directed through the office or the pay phones.

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

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

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

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

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

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

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

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

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

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

TRUANCY: When absenteeism has become detrimental to student achievement and the intent of compulsory attendance has been defeated, the principal shall refer the matter to the State's Attorney.

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

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

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

WEAPONS: Students are forbidden to possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use of weapons or firearms of any kind. Students are prohibited from bringing to school or school-related activities any weapons or firearms of any kind. This prohibition will normally not

apply to school supplies, such as pencils, compasses and the like, unless they are used in a menacing or threatening manner.

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

VI. EXTRA/ CO-CURRICULAR STUDENT ACTIVITIES GUIDELINES

ATHLETIC ELIGIBILITY REQUIREMENTS

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

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

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

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

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

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

Conditions:

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

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

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

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

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

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

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

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

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

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

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

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CONDUCT AT ACTIVITY EVENTS

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

The following rules apply:

Proper conduct must be observed.

The following is a partial list of unacceptable behavior:

Verbally or physically attacking or singling out any participant (coach, player, cheerleader, referee, actor, musician, judge, etc.), spectator, or school official.

Using profanity

Vulgar or derogatory cheers

Supervisors may immediately remove any student that is misbehaving. Infractions will be dealt with according to the discipline matrix. Activities are a school function, and as a result students will receive consequences for infractions. In addition, suspension from attending activities will also occur.

- One week suspension from attending any school activity weeks that are absent of activities cannot be counted.
- Suspension from attending any school activity for the remainder of the season.
- Suspension from attending any school activity for the remainder of the school year.

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

NCAA and NAIA REQUIREMENTS

Before an athlete can participate in a sport or receive an athletic scholarship at a Division I, II or III college, he/she must meet the specific academic criteria as set forth by the NCAA or NAIA. Determining which organization you would qualify for depends on your college of choice.

There are very specific courses that students must take in order to meet the NCAA eligibility requirements. Because the NCAA has such specific requirements, it is very important that athletes meet with their guidance counselor in the ninth grade to insure that their four-year plan includes courses that will satisfy NCAA requirements.

Athletes should take the ACT and the SAT no later than the spring of their junior year in order to have time to retake them if necessary.

Registration information for NCAA is available on their website: eligibilitycenter.org.

Registration information for NAIA is available on their website: naia.cstv.com.

VII. SITE ADDENDUM