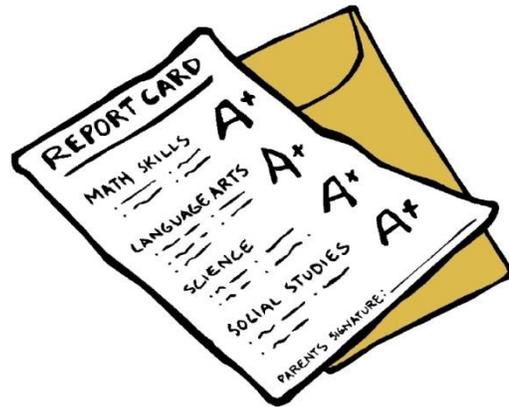


# 2017-18

## Parkston Trojan

### JR-SR High



# Student Handbook

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## **STUDENT HANDBOOK 2014-15**

### **MISSION STATEMENT – DISTRICT #33-3**

Preface: To empower all to succeed in a changing world.

Our commission to students is to develop the intellectual, physical, emotional health, the ethical values, vocational competence, the appreciation for family and civic roles, and appreciation of the democratic processes to the best of their capabilities. We are committed to develop a feeling of positive worth in young people, which will allow them to maintain a zeal for continuous learning and self-improvement. Our aim being to provide quality education and recognizing a quality staff is the key to quality education. We are dedicated to the development of skills and full human potential of all staff members. We want the home and the schools to work closely together to strengthen the educational process.

### **PHILOSOPHY OF EDUCATION**

The Board of Education of the Parkston School District #33-3 believes that each individual should be accepted into the educational program as he/she is, that he/she shall be provided with a stimulating environment and opportunities for learning and to become life-long learners.

#### **WE BELIEVE:**

- All students can learn, achieve and succeed when given the correct level and time for learning
- Every student has the right and responsibility to learn basic and life skills
- Education, being a valuable asset, is a responsibility shared by the student, school, home and community
- Parental and community participation is vital to student success
- A quality school system enhances the quality of the community
- That successful learning occurs when adults, peers and students all have high expectations for success
- Changes can create the opportunity to improve

We believe that we should focus and organize all of the school's programs and instructional efforts around clearly defined expectations that we want students to demonstrate when they leave school.

#### **WE BELIEVE STUDENTS SHOULD BE ABLE TO:**

- Be proficient in listening, speaking, reading, writing, mathematics, and the use of technology.
- Demonstrate knowledge of the arts and sciences.
- Demonstrate a healthy self-esteem.
- Select and use thinking skills individually and in groups to solve problems and to make decisions.
- Find, evaluate and use information.
- Be self-directed learning who are adaptable to change.
- Demonstrate a positive work ethic.
- Recognize and care for their environment, their heritage and the rights, opinions and property of others.

As a result of these beliefs, students should be able to apply what they learn, effectively make decisions with that knowledge, and be responsible for their actions.

### **NONDISCRIMINATION STATEMENT**

The Parkston School District #33-3 does not discriminate in its employment policies and practices, or in its educational program on the basis of race, color, creed, religion, age, sex, marital status, disability or national origin.

Inquiries concerning the application of Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act may be referred to Mr. Shayne McIntosh, Superintendent of Schools, (Telephone Number 928-3368), 102C S. Chapman Drive, Parkston, SD 57366, or to the Regional Director, Department of Education, Office of Civil Rights, 1244 Speer Blvd. Suite 310, Denver, Colorado, 80202-3582. Phone (303) 844-5695; TDD (303) 844-3417.

### **ACADEMIC AND GENERAL POLICIES**

In the spring students register for the classes they wish to take during the following the year. This is necessary so that a schedule of classes and class lists can be prepared during the summer by the principal. Proper registration is very important and careful consideration should be given by the parent and student so that graduation requirements can be met. A student can have only one study hall over the course of 2 days.

All students are required to pursue a minimum of 5 ½ credits in a given year. Also all students must be taking at least 6 classes in a given semester. The maximum number of courses shall be seven unless approved by the administration and parents. Then the maximum may be greater than seven.

### **POLICY ON DISTANCE LEARNING COURSES**

All distance education programs and courses will be consistent with the District instructional goals and aligned with South Dakota's academic standards, curriculum framework and assessment.

Students seeking to take a course through distance education must meet with the guidance counselor and/or principal before registering for a distance learning course. All registrations will be done by the Parkston School District. Courses will be accepted from the Virtual High School of South Dakota, Dual Credit courses from in-state institutions and from out of state institutions on a case by case basis. The courses that will be made available to the students are the courses that Parkston High School does not offer, or in extreme situations, due to scheduling conflicts, a course that is offered at Parkston High School can be taken from the Virtual High School. If a student has to take a course for credit retrieval and the student elects to take the course from the Virtual High School, the student will not be eligible for senior privileges. The courses that are taken for dual credit may not be accepted by all colleges and universities, so it is the responsibility of the student to check to see if the credits are accepted by the college or university they plan on attending.

Courses that will be put on the Parkston High School transcript will be those courses that come from the Virtual High School of South Dakota and any course that is labeled as dual credit from a state institution. Payment for the course and the textbooks, will be paid for by the district as long as the course is put on the high school transcript.

AP courses that are offered through the Virtual High School will be paid for by the school district as long as the student maintains a C average. Once the grade drops below a C average the cost of the course will be the responsibility of the student. It is also the responsibility of the student to pay for the AP exam if the student elects to take the exam.

High School students may earn a maximum of four units of academic credit unless otherwise specified in the student's Individualized Education Plan to be applied toward graduation requirements by completing virtual/online courses accredited by the South Dakota State Board of Education.

All students must meet with guidance counselor and principal to confirm that the student possesses the maturity level needed to function effectively in an online learning environment.

Students are required to carry 6 courses each semester. Within that 6, classes taken from the Virtual High School and any dual credit course will count. A student taking a course from any other institution will be taken during that student's study hall. If a student wants to take two courses from another institution, it will be on a case by case basis.

### **ADD/DROP POLICY**

All students shall have the opportunity to add or drop any course up to three days into the course. No adds or drops will be allowed after that time. Withdrawal from a given course is prohibited until the end of the semester. At that time the student may withdraw from a course and still be granted their earned grade and credit.

### **COMPUTER TABLET CHECKOUT AND DAMAGE COSTS**

#### **Computer Tablet Checkout and Damage Costs.**

Starting in the school year 2007-2008, the Parkston School District joined the One-to-One Initiative which provides a laptop/Chromebook/iPad to students in grades 7-12. The students will be responsible for the welfare of these devices and also the carrying cases that these devices are carried in. The students will be assessed an annual fee of \$25.00 per student or a maximum of \$50.00 per family per school year for use of these devices. The students can be assessed a damage fee if the device is damaged beyond what is considered reasonable wear and tear on the device or carrying case not to exceed to \$100.00. The student will turn in their devices and carrying cases at the end of each school year, the device and carrying case will be inspected at that time to see if an additional fine is necessary. If a device or carrying case is damaged, the student needs to bring in the device or carrying case to the Tech Office as soon as possible so it can be repaired. Students will be given a spare device until their device has been repaired. Lost items, like power adapters, will be an additional fine for the cost of the replacement adapter not to exceed \$25.00.

Students that are observed doing damage to the computer device or carrying case may lose the privilege of the device and may have to check the device in and out of the Tech Office on a daily basis for classes. If a parent desires, they can request their son or daughter to not bring home the devices. All devices have content filtering which is required by law and students are monitored by Light Speed filtering so reports can be printed out to show student activity. Students can lose access to devices if they try to manipulate software, bypass content filter, change or alter user name and/or passwords. Students will all be given log in accounts that also include state email accounts that are monitored by the state. Students are not to use any other log ins or passwords except what is given to them at the beginning of the school year. Student will lose access to the devices if they decide to not follow the proper protocol in using their assigned user name and password.

### **CLASSIFICATION OF STUDENTS**

Students will be classified according to the number of units completed at the beginning of the school year.

Freshmen - 8<sup>th</sup> Grade certificate

Sophomores – 5 credits

Juniors – 10 credits

Seniors – 15 credits

## **REQUIREMENTS FOR GRADUATION**

The State Board of Education and the Board of Regents set minimum graduation requirements and entrance requirements into state colleges and universities. They are as follows:

### **High School Graduation Requirements As approved by the South Dakota Board of Education, November 2, 2009**

Except where otherwise noted, these requirements begin with students entering 9<sup>th</sup> grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- |  |  |
|--|--|
| (1.) Four units of Language Arts must include:                             | (4.) Three units of Social Studies must include:       |
| a. Writing – 1.5 units   | a. U.S. History – 1 unit                               |
| b. Literature – 1.5 units<br>(must include .5 unit of American Literature) | b. U.S. Government - .5 unit                           |
| c. Speech or Debate - .5 unit  | c. World History - .5 unit                             |
| d. Language Arts elective - .5 unit  | d. Geography - .5 unit                                 |
| (2.) Three units of Mathematics – must include:<br>combination:            | (5.) One unit of the following-any                     |
| a. Algebra I – 1 unit  | a. Approved Career & Technical<br>Education            |
| b. *Algebra II – 1 unit  | b. Capstone Experience or Service<br>Learning          |
| c. * Geometry – 1 unit   | c. World Language                                      |
| (3.) Three units of Lab Science – must include:                            | (6.) One unit of Fine Arts                             |
| a. Biology I – 1 unit  | (7.) One-half unit of Personal Finance or<br>Economics |
| b. Any Physical Science – 1 unit   | (8.) One-half unit of Physical Education               |
| c. *Chemistry or Physics – 1 unit  | (9.) One half unit of Health or Health<br>integration  |

\*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics the student must still take three units of Lab Science.

Required beginning September 1, 2013

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course.

If a student fails a course, it must be made up at the earliest possible time. One option is to make up the course by correspondence, at the student's expense. Any correspondence course must be completed by May 1 of their senior year if the student wishes to take part in the graduation exercises. Some courses are not available by correspondence and must be completed in the classroom.

**IF A STUDENT ELECTS TO MAKE UP A COURSE BY CORRESPONDENCE THEY WILL NOT BE GRANTED SENIOR PRIVILEGES.**

## **SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP BACKGROUND AND HISTORY OF SCHOLARSHIP**

The South Dakota Legislature authorized the Regents Scholarship Program in 2003 to allow South Dakota's most academically accomplished high school graduates to receive an affordable education at any university, college, or technical school in South Dakota that is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2004, the Legislature renamed the scholarship the South Dakota Opportunity Scholarship and authorized funding from the state of South Dakota's Education Enhancement Trust Fund, beginning with high school graduating classes in 2004.

### Scholarship Amounts

Starting this Fall 2015\*, the South Dakota Opportunity Scholarship provides up to \$6,500 over four years to a qualifying student who attends an eligible higher education institution in South Dakota. Recipients may participate in the South Dakota Opportunity Scholarship program for the equivalent of four academic years (eight consecutive fall and spring terms), or until attaining a baccalaureate degree. During each academic year, one-half of the annual scholarship award will be distributed at the beginning of the fall semester and the other half distributed at the beginning of the spring semester:

\$1,300 -- 1st year of attendance

\$1,300 -- 2nd year of attendance

\$1,300 -- 3rd year of attendance

\$2,600 -- 4th year of attendance

\*NOTE: Students that entered the program prior to July 1, 2015 and are already receiving the scholarship will remain under the previous \$5,000 funding structure.

### **TO PICK UP THE SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP APPLICATION FORM – STOP BY THE HIGH SCHOOL OFFICE OR GUIDANCE OFFICE.**

The South Dakota Legislature established five requirements that all South Dakota high school graduates must meet in order to establish their initial eligibility in the Opportunity Scholarship program. These requirements specify that a recipient must:

Be a resident of South Dakota at time of high school graduation.

Have an ACT composite score of 24 or higher before the beginning of post-secondary education. If using a SAT score, the sum of the verbal and mathematics scores on the SAT must be at least 1090.

Complete [high school course requirements](#) with no final grade below a "C" (2.0 on a 4.0 scale) and a cumulative high school GPA of 3.0 on a 4.0 scale (grade of "B") prior to graduation (Note: One unit of high school credit equals 1 year of instruction).

Effective for those students entering into postsecondary education for the first time on or after August 2013, the curriculum requirements specified in section 3 above are not required for any student who has received a composite score on the ACT of at least 28 and meets the ACT college readiness benchmarks scores equaling or exceeding 18 for English, 22 for Reading, 22 for Math, and 23 for Science.

Attend a university, college, or technical school accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and that provides instruction from a campus located in South Dakota.

Enter into the program within 5 years of high school graduation, or within 1 year of the student's release from active duty military service (if that release is within 5 years of the date of the student's high school graduation). Students seeking to transfer from a regionally accredited university, college, or technical school located outside of South Dakota may do so within two years following high school graduation and be eligible to receive partial award.

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605-773-3455

## ELIGIBILITY REQUIREMENTS

To meet the curriculum requirements for the Opportunity Scholarship, all recipients must receive a "C" or higher on all coursework including:

Students Entering High School After July 2010

4 units of English (courses with major emphasis upon grammar, composition, or literary analysis may be included to meet this requirement).

3 units of Social Studies (such as history, economics, sociology, geography, U.S. government, and similar courses).

4 units of Algebra or Higher Mathematics (algebra, geometry, trigonometry, or other advanced mathematics, as well as accelerated or honors mathematics [algebra] at the 8th grade, shall be accepted). NOT INCLUDED are arithmetic, business, consumer, or general mathematics or similar courses.

4 units of Science, including 3 units of approved laboratory science (courses in biology, chemistry, or physics in which at least one regular laboratory is scheduled each week). Qualifying physical science or earth science courses (with lab) shall be on a case-by-case basis.

1 unit of Fine Arts (in art, theatre, or music, as well as approved extracurricular activity).

2 units of either of the following or a combination of the two:

Approved Career and Technical Education Courses

Modern or Classical Language (Includes American Sign Language; all units must be in the same language)

1/2 unit of Personal Finance or Economics

1/2 unit of Physical Education

1/2 unit of Health or Health Integration (Students entering high school after July 2013)

Students Entering High School Prior to July 2010

4 units of English (courses with major emphasis upon grammar, composition, or literary analysis may be included to meet this requirement).

3 units of Social Studies (such as history, economics, sociology, geography, U.S. government, and similar courses).

4 units of Algebra or Higher Mathematics (algebra, geometry, trigonometry, or other advanced mathematics, as well as accelerated or honors mathematics [algebra] at the 8th grade, shall be accepted). NOT INCLUDED are arithmetic, business, consumer, or general mathematics or similar courses.

4 units of Science, including 3 units of approved laboratory science (courses in biology, chemistry, or physics in which at least one regular laboratory is scheduled each week). Qualifying physical science or earth science courses (with lab) shall be on a case-by-case basis.

1/2 unit of Computer Science (students will have basic keyboarding skills and have had experience in using computer word processing, database, and spreadsheet packages and in using the Internet or other wide area networks).

1 unit of Fine Arts (in art, theatre, or music, as well as approved extracurricular activity).

2 units of the same Modern or Classical Language (includes American Sign Language).

1/2 unit of Personal Finance or Economics.

1/2 unit of Physical Education or Health.

Students seeking to determine whether coursework at their particular school district will be counted toward units in English, Social Studies, Mathematics, Science, Fine Arts, or Modern/Classical Language are encouraged to review the list of approved courses for high school throughout the state in the links provided below

Career and Technical Education courses that have been approved by the Department of Education can be used by students to meet the "Approved career and technical education course," units.

## **CONTINUING ELIGIBILITY REQUIREMENTS FOR SCHOLARSHIP RECIPIENTS**

Students seeking to establish their initial eligibility in the South Dakota Opportunity Scholarship program must complete the application form provided at the link below. Students should complete the top section of the form and then have an authorized high school representative sign the bottom portion for verification of the Regent Scholar curriculum and academic requirements of the scholarship program. After obtaining the authorized signature, students should SUBMIT the application form DIRECTLY TO THE UNIVERSITY, COLLEGE, OR TECHNICAL SCHOOL TO WHICH THEY ARE APPLYING. Please note that the Board of Regents office does not make initial eligibility decisions, and all applications and questions concerning initial eligibility should be directed to the respective campus coordinator identified in the list provided for Initial Eligibility Contacts.

### **APPLICATION PROCEDURE**

The application form must be accompanied by:

1. An official high school transcript; and
2. A copy of the student's ACT or SAT score report if the student's official high school transcript does not show the ACT composite score or the sum of the SAT verbal and mathematics scores.

#### Due Dates

Complete application packages are due to institutional representatives by no later than September 1st for those seeking initial enrollment during the Fall term, and no later than January 15th for those seeking initial enrollment during the Spring term. However, it is recommended that the initial scholarship application and transcript be submitted by June 1st when establishing eligibility for the Fall term and November 1st for the Spring term so that the financial aid office can begin to work with eligible students to package a scholarship award in a more timely manner.

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### **GRADES AND HONOR ROLL**

Every nine weeks, grades will be issued to each student in each course pursued. The faculty realizes the difficulty in determining accurate grades. However, in general, grades are an indication of the quality of work the student is doing. Grades, when compared with student's ability, reveal the extent of such character traits and ambition, industry, perseverance and attitudes. Excellent grades do not guarantee success as well as low grades do not necessarily mean failure. Grades become a recommendation for or against him/her when the record is examined. Considerable importance is attached to grades attained by students by agencies seeking recommendations. Therefore, every student should attempt to obtain the highest grades that he/she is capable of attaining. Report cards will be issued at the conclusion of each nine weeks period. The grade on the card will represent an average of all work done. Comprehensive semester examinations will be given in each subject. The dates of these examinations will be announced prior to end of the each semester. All subjects will be graded on the basis of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. An incomplete will be given only when there has been a prolonged illness or injury near the end of a nine weeks. All incompletes must be removed within three weeks or they become F's.

#### **HONOR ROLL**

##### 7<sup>th</sup> and 8<sup>th</sup> Grade

Roll of Excellence – 4.0  
Honor Roll – 3.5 to 3.99  
Merit Roll – 3.0 to 3.49

##### 9<sup>th</sup> through 12<sup>th</sup> Grade

Roll of Excellence – 4.0  
Honor Roll – 3.5 to 3.99  
Merit Roll – 3.0 to 3.49

## CARE OF TEXTBOOKS

Students receive textbooks for each subject carried. Texts are issued for the student by the teachers at the first meeting of the class. Each text is numbered and graded to the quality. This information is recorded by each teacher. If textbooks are lost, injured or show more than normal wear, teachers are asked to exact fines for the same. The teacher is the judge in this matter. If there are any questions, he/she may consult the principal. USE but don't abuse your books.

### GUIDE FOR ASSESSING BOOK FINES

If book is lost:

- New this year – Full value
- New last year – 4/5 value
- New two years ago – 3/5 value
- New three years ago – 2/5 value
- New four years ago and thereafter – 1/5 value

Other:

- Backs or covers broken – ½ value of book
- Pages torn and un-mended – 5 cents per page
- Ink writing, spots, etc. – 2 cents per page
- Pencil marks not erased – 5 cents to 50 cents for book
- Miscellaneous – use own judgment

## CO-CURRICULAR AND EXTRA-CURRICULAR ELIGIBILITY POLICY AS SET BY PARKSTON HIGH SCHOOL

**PURPOSE:** The purpose of this policy is to set forth the Board of Education position related to student eligibility for participation in co-curricular activities.

**PHILOSOPHY:** The Parkston Board of Education believes that co-curricular activities have a significant potential to contribute positively to student development. The Board believes that it is reasonable to require high minimum standards of academic achievement for students who wish to participate in co-curricular activities, since it holds that academic study must be the primary focus of the school. Further, the Board recognizes its responsibility to assist students in a positive manner on the questions of activity eligibility and academic achievement. This policy statement clearly exceeds the SDHSAA requirements for participation in co-curricular activities. The policy below sets forth the expectations, requirements, and procedures related to co-curricular participation eligibility.

At the end of the first two weeks of the first nine week period, all teachers will submit to the principal's office a list of students who have earned a D- or an F for that period of time. **Grades will be collected and the eligibility list will go into effect at 8:30 Monday morning and will remain in effect until the next Monday morning at 8:30.** Students receiving less than a cumulative 1.0 GPA (on a 4.0 scale) in all graded subjects (minimum of five) or an F in any subject at that point will be placed on academic probation. This does not affect their eligibility. The principal will inform the student's parents and the student's teacher. The student will remain on probation until mid-term, when their grade will determine their eligibility. If the cumulative grade is 1.0 or above with no failing grade, the student is eligible; if not, the student becomes ineligible and the principal informs the parents. The student will have one full week to meet with the teacher and raise the grade above an F or cumulative grade to 1.0 with no failing grade. If the student meets the above criteria, the student is eligible. If not, there will be a weekly review until the grade is improved to at least a cumulative 1.0 average with no failing grade. The student may continue to practice, but cannot participate in contests.

Students who have maintained a cumulative 1.0 GPA with no failing grade will have the process repeated at the beginning of each nine-week period. Students who are ineligible at the end of a nine-week period will be ineligible until the two week grades are submitted in the succeeding nine-week period, meeting minimum guidelines.

Students that are failing at the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks will be ineligible for the next two weeks. At the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks the semester grade will determine eligibility. If a student fails for the semester he/she will be ineligible for the next two weeks.

Students who are ineligible at the end of a semester are not eligible in the succeeding nine-week period until the two week grades are submitted in the succeeding nine-week period, meeting minimum guidelines. The principal is charged with the responsibility of compiling the following information: the name, subject(s) and teacher(s) of the students who are ineligible or on probation. The principal will convey that information to the teacher of the student. The principal is responsible for developing procedures for carrying out this policy. No eligibility list will posted anywhere; a list shall be forwarded to each teacher and to the superintendent's office. To participate or attend a school sponsored activity a student must attend school for at least two blocks that day, unless they have prior approval from the principal.

Because the SDHSAA has their eligibility policy and Parkston High School has their own eligibility policy, we must follow both policies. Parkston's is listed above and the SDHSAA is listed below.

### **JUNIOR HIGH ELIGIBILITY**

Upon collection of grades each Monday, any junior high student failing 2 or more courses shall be ineligible for any extracurricular activity until the following Monday's review of grades. This policy will be in effect 2 weeks into each semester. This policy is only in effect for all junior high events. Any junior high student that participates at the high school level must meet the standards of the high school eligibility policy.

## **ELIGIBILITY POLICIES AS SET BY THE STATE OF SOUTH DAKOTA**

### **GUARD YOUR ATHLETIC ELIGIBILITY YOU ARE NOT ELIGIBLE IF:**

- You have reached your 20<sup>th</sup> birthday.
- You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
- You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
- You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
- You have graduated from a regular four-year high school or institution of equivalent rank.
- You have not enrolled by the 16<sup>th</sup> school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
- You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family excepted)
- You have transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open-enrollment by-law)
- You do not have on file in the principal's office a signed physical examination and parent's permit form.
- You have participated in an athletic contest under an assumed name.
- You have participated in athletics in any institution of learning of higher rank than a standard secondary school.
- You have violated your amateur standing.
- During a high school sport season, you compete on an unattached bases as an individual or as a member of a non-school team.

**CONSULT YOUR COACH OR PRINCIPAL FOR ADDITIONAL INFORMATION**

**GUARD YOUR FINE ARTS ELIGIBILITY  
YOU ARE NOT ELIGIBLE IF:**

The following are the eligibility requirements for students participating in any contest or festival involving music, journalism or speech and drama activities.

- You have reached your 20<sup>th</sup> birthday
- You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester.
- You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
- You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
- You have graduated from a regular four-year high school or institution of equivalent rank
- You have not enrolled by the 16<sup>th</sup> school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
- You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family excepted)

**CONSULT YOUR PRINCIPAL OR FINE ARTS COACH/DIRECTOR FOR ADDITIONAL  
INFORMATION**

**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

**STUDENT CONDUCT AT ATHLETIC ACTIVITIES AS SET BY THE STATE  
ACTIVITIES ASSOCIATION**

**NO BANNERS – NO NOISEMAKERS:**

- Temporary banners and signs of all kinds are prohibited except those displayed by the SDHSAA, cheerleaders, the tournament band, the arena, the tournament manager and licensed radio and television stations.
- All types of noise makers, as well as all sorts of projectiles are prohibited
- Paper confetti, because it is difficult to clean up as well as a fire hazard, is prohibited.
- There will be **NO** balloons permitted in the armory.
- Megaphones, except when used by a cheerleader, are prohibited.
- Musical instruments, except when the band is performing, are prohibited.
- Stereo tape decks and related radio equipment are prohibited, except when used for between game and halftime entertainment.

**STUDENTS STANDING DURING BALL GAMES:**

It is the policy of the SDHSAA that all aspects of the State Basketball tournaments be conducted in a manner whereby consideration is given to all fans, students and adults alike. In recent years there has been a trend for students to stand during the game and thus block the view of the fans in the first rows of the reserved seat section. The Board of Directors respectfully requests that all students remain seated while the game is in progress as a matter of common courtesy to the fans in the reserved seat section.

**CHEERLEADER RULES:**

- In some instances cheerleaders remain too close to the playing floor during play. Cheerleaders, for the protection of all, shall take a position that will not interfere with the game being played.
- Only varsity basketball cheerleaders will be permitted on the playing floor at the state tournaments. This means that “B” team cheerleaders and adult fans will not be allowed to assist in leading cheers at any state tournament game.

- Spirit or yell leaders will be allowed provided they are so designated by their school and appear in a school approved uniform.
- Homer hankies, towels, pom poms, small triangular pennants, foam rubber hand - #1 and signs that cheerleaders hold are acceptable and permissible.
- Hoops, mint-tramps and tunnels.
  - 1) The use of “break-through” hoops are prohibited.
  - 2) The use of mini-tramps, rebounding devices and related pieces of equipment are prohibited.
  - 3) Human tunnels created by student and/or adult fans are prohibited.

### **LIST OF ACTIVITIES**

List of the activities offered at Parkston Junior/Senior High School. They are listed according to Curricular, Co-curricular and Extra-Curricular. Curricular are not affected by the eligibility policy, but co-curricular and extra-curricular activities are affected by the eligibility policy.

Activity	Curricular	Co-Curricular	Extra-Curricular
Basketball			X
Football			X
Volleyball			X
Track/Cross Country			X
Golf			X
Wrestling			X
Competitive Cheer			X
Cheerleading			X
Gymnastics			X
Drama			X
Band – Concerts	X		
Contests		X	
Vocal – Concerts	X		
Contests		X	
Journalism – Paper	X		
FCCLA		X	
FBLA		X	
HOSA		X	

**Any student that is ineligible will not be able to attend an out of school function that occurs during the school day.**

### **STUDENT ACTIVITIES**

The activity programs in the Parkston Public Schools is planned as an integral part of the student’s education. The School Board requires that each activity be well organized and properly supervised at all times. The district is not responsible for students who utilize school facilities under the following conditions:

1. Unauthorized
2. Unscheduled
3. Unsupervised
4. When the facilities have been rented to some outside agency.

### **PLAYING UP POLICY**

The Parkston School District will follow the state policy regarding seventh and eighth grade athletes playing up with the decision being left up to the athletic director, the head coach of said sport and the parent of that child, with that child falling under the Parkston Public School's academic eligibility policy.

High school students must have the first opportunity to become student managers, statisticians, and video-tapers. If no high school students want to fill these positions, then the coach of the activity may ask seventh and eighth grade students. Under no circumstances will students below the seventh grade be allowed to participate. Any exception to this rule must be cleared through the administration.

#### Circumstances when all 6<sup>th</sup> grade athletes may compete with the Junior High

The decision to have 6<sup>th</sup> grade students play 7<sup>th</sup> & 8<sup>th</sup> grade athletics will be determined by an as needed basis, sport by sport.

Junior High Participation: Junior High sports are for the student athletes in grades 7 and 8. If the participation numbers are too low to field a team, we will include all 6<sup>th</sup> graders that would like to participate. It will be the decision of the Athletic Director and the Coach of the particular sport on a yearly basis.

#### **ACTIVITY TICKETS**

The purpose of the activity ticket is to give students a reduced admission rate to the various activities during the school year. Each student will be offered an activity ticket which will admit the student to all of the home athletic contests and other school sponsored event as set forth by the administration and school board. The cost of the activity ticket is set by the school board each year. **The activity tickets do not work for the Boy's and Girl's basketball Classics and all District, Region, and State Events. This includes Football Playoff games.**

### **ATTENDANCE**

A Student's success in school requires regular attendance. Parents are urged to assist the school by encouraging good attendance. There are various circumstances that may prevent a student's attendance for a day or a number of days. In such cases, the student will be given the opportunity to make up the work and receive full credit. Make-up time of one day for each day missed will be allowed.

When a student has been absent from school, whether it be a part of the day or longer, **HE/SHE MUST PRESENT AN EXCUSE WRITTEN BY A PARENT OR GUARDIAN STATING THE REASON FOR THE ABSENCE.** An admit slip to class will then be issued by the principal's office. Students will then present their admit slip to the teachers of their classes and they will be given the make-up work assignments for each class missed. When the work is made up, the admit slip will be initialed by the teacher of the class involved. The admit and make-up slip is then returned by the student to the office. **NO STUDENT WILL BE ADMITTED OFFICIALLY TO CLASS WITHOUT AN ADMIT SLIP.**

**These slips are to be turned into the office the day they are dated. Failure to do so will result in no credit. If a student makes a habit of being late with these slips he/she will make up time after school which will be determined by the administration.**

At no time will a student leave the school building without permission from the principal's office. If a student is granted permission from the principal's office, this permission will be in the form of a written permit issued by the office. If a student violates this rule they will be subject to a possible three day suspension with zeros.

**ANY STUDENT THAT HAS MISSED MORE THAN 10 DAYS IN A SEMESTER WILL BE ASSIGNED A SATURDAY SCHOOL DETENTION. (BEING ABSENT FROM SCHOOL FOR A SCHOOL ACTIVITY DOES NOT COUNT TOWARDS THE 10 DAYS).**

A student who has been or will be absent representing the school in an official capacity need not bring an excuse covering the time absent. This will be taken care of by the person in charge of the activity.

### **TYPES OF ABSENCES:**

Each block missed will count as ¼ of a day. All absences are either excused, exempt (school activities) or unexcused. A letter will be sent out when a student misses 6 days. Another letter would go out when a student misses 8 days and when a student misses a total of ten day a letter will go out stating that if the student missed another day of school, that it will be turned over to the truancy officer.

#### Miscellaneous Provisions:

1. Release from School  
**No student is to leave the school premises without the principal's permission. If a student is ill or has to leave, he/she will check with the principal's office and get permission to leave early if necessary, otherwise the student is to be where assigned.**
2. Supervision  
If suspended, no student will be allowed to participate in any school activity for the term of the suspension. The student will not be allowed to attend any school function during the suspension.
3. Students being sent home  
Students should have a place to go in case there is no one home. Parents and/or guardian should be notified prior to the dismissal of kindergarten children in inclement weather or when a child is sick. No elementary child is to be sent home without parental notification if the child is sick.
4. Emergency shelter  
The Parkston School District #33-3 feels we need a plan to house student in the event we are unable to send students home on the bus. This might be caused by a sudden wind and/or snow creating blocked roads before the buses could be sent out. We would like to have this record on file telling us where you wish to have us sent your child should an occasion like this arise.

With the aforementioned in mind, the following attendance policies have been adapted by the Board of Education of the District #33-3.

1. **Exempt Absences:** absences which are sanctioned by the school for school activities. The student should receive a makeup slip at least two days before the event and will have the work made up before they leave for the event. Directors of the event are responsible for getting the makeup slips to the students.
2. **Excused Absences:** are those absences which are sanctioned by the school and the parent and school work will be allowed to be made up for credit. An excused absence will be granted upon receipt of a written, signed explanation from the parent or guardian and/or a phone call from the parent or guardian. Any student making no attempt to make up work prior to an absence that they know of at least one day in advance may receive zero's for the work.

The following are legitimate reasons for which an excused absence may be granted:

- Absences due to prolonged illness or a series of medical or dental treatments. (Doctor's statement may be required by school administrator)
  - Absence due to bereavement or serious illness in the student's immediate family.
  - Legitimate work absence – Parkston Public Schools does not issue work permits as such. Up to seven absences per semester from an academic class may be missed for work purposes. At this point in time a conference will be held with the student, parent and administration. Refer to unexcused absence.
  - Vacation trips accompanied by parents – make up work – one day for every day missed.
  - No student shall leave the school premises without permission from the office. A violation of this paragraph shall be treated as skipping school and discipline will follow the discipline grid (Page 31). It will also result in being called an unexcused absence with zeros.
  - If and when an excused absence should be violated by a student, the excused absence will immediately become unexcused and will be dealt with as such by the rules pertaining to an unexcused absence.
3. **Unexcused Absences** - The district realizes parents have the right to take their children out of school. However, absence (other than the above mentioned excused absences) which is sanctioned

only by the parents will be classified as unexcused; and the student will not be allowed to make up the work for credit.

- After a student has been absent seven (7) times from any class during a semester, a conference will be held with at least the principal, the student and one parent in attendance. The purpose of the conference shall be to inform the parent and the student that because he/she has accumulated excessive absenteeism, the student will be dropped from the class on the next absence.
- Tardiness – Promptness in getting to class is very important and is strongly encouraged by the public school.

### **ONLY PRINCIPAL MAY RELEASE:**

Teachers are not to release pupils from school without the prior approval of the Principal. No pupil will be released from school to go with any adult other than the mother or father of the child without the principal first obtaining the following information:

- The name of the person with whom the child is going; verification, parental or guardian permission of the authority and of the person to take this child. (Phone call is encouraged)
- That a valid reason exists for the child to be released.
- If a student is to leave school early for any activity or be absent for a day for any activity, work must be taken care of prior to their leaving.

### **SCHOOL DAY**

The school day consists of four class periods, beginning at 8:15 a.m. and ending at 3:15 p.m., with five minutes between classes. We have the block schedule at Parkston Junior/Senior High School with the days alternating and they are called Blue and Orange Day.

#### **Blue/Orange Day**

##### First Lunch

8:15 – 9:45    Period 1  
9:50 – 11:20    Period 2  
11:20 – 11:50    Lunch  
11:55 – 1:25    Period 3

1:25 – 1:40    Reading Period  
1:45 – 3:15    Period 4

##### Second Lunch

8:15 – 9:45    Period 1  
9:50 – 11:20    Period 2  
11:25 – 12:30    Period 3  
12:30 – 12:55    Lunch

1:00 – 1:25    Period 3  
1:25 – 1:40    Reading Period  
1:45 – 3:15    Period 4

### **STUDY HALLS**

Study halls are periods for work – not for rest and relaxation. All students will be assigned to study hall when not in class.

1. Every student must bring work or reading material to study hall.
2. Any group causing a disturbance will be informed by the supervisor that “no talking” will be in effect for that group the remainder of the period.
3. We realize that detention can cause problems for parents, students and teachers. However, disturbances and failure to observe regulations cause problems on a much larger scope. Therefore, when necessary study hall supervision will assign detention for violations. This detention will be made up within twenty-four hours as determined by the supervisor and supervisor phoning the parents and arranging the detention. Detention is a punitive measure used to deter unacceptable behavior. If, after three detentions unacceptable behavior continues, the student will be suspended on a short term basis and a conference arranged with the parents.
4. The last five minutes of each study hall will be used to clean up the room.
5. No pop or food in the media center or any other class room
6. Passes permitting students in the hallway will not be issued during the first fifteen minutes of any period. However, a pass issued from a classroom teacher permitting a student to come to his/her room for help will be honored at any time by the study hall supervisor. Students may go to the guidance office after notifying the study hall supervisor.
7. The library is a place for quiet study. Anyone not abiding by the rule will be sent out.

## **LIBRARY**

The library is provided for all school students; however, it is a privilege, not a right and may be revoked at any time.

1. Books and magazines can normally be checked out for two weeks at a time.
2. Reference books may not be removed from the library except by permission of the librarian.
3. Students who lose or damage books or magazines will pay for them.
4. There will be no talking unless by permission of the librarian.
5. Candy and gum will not be allowed in the library or other classrooms.
6. Assistant librarians are authorized to check books in and out and to enforce the rules of the library.
7. Books and magazines on reserve may be checked out for one period or overnight as permitted by the librarian.
8. Current magazines will be read in the library only.

## **FINES**

No fines will be charged on overdue books until they are listed in the announcements as overdue. A ten cent per day fine (fifty cents per week) will then start accumulating. When the fine reached is \$1.00, the student will be billed for the cost of replacing the item.

## **LOST BOOKS**

To prevent fines from accumulating, report a lost book immediately. It will be placed in the lost file and if it is not found within a two month period, the book must then be paid for. The cost of replacing the book will be charged.

## **HALLWAY RULES**

All students are to observe the following rules in regard to the hallways:

1. No loitering or congregating in large groups in the halls at any time.
2. Boisterous conduct, yelling and unnecessary disturbances cannot be permitted.
3. Walk, do not run through the halls.
4. Keep the halls clean and neat at all times.
5. At all times observe rules of courteous and consideration for others.
6. Students in the halls during class time must have passes.

## **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. For discipline refer to the discipline grid on Page 31.

## **TELEPHONE**

Students will not use the office phone for personal calls except in emergencies and with staff permission. In the event a student receives a call he/she will be called out of the class only in the case of an emergency. Normally phone calls for student will be handled after school. The phone in the lobby of the armory is for student use.

## **SCHOOL DANCES AND PARTIES**

School dances and parties regardless of where they are held are under the school's jurisdiction.

## **CAFETERIA – LUNCH PERIOD**

Student behavior in the lunchroom is expected to be the same as the class room.

1. Students are to remain in the lunch room/lobby for the entire lunch period.
2. No student will be allowed to go down the hallway during lunch (other classes are in session).
3. No pop in the lunchroom during lunch.
4. No driving at noon, except in an emergency or hardship and this is granted by the principal only.
5. Students should bring their lunch money to the office in the morning.

## **FIRE DRILLS AND TORNADO DRILLS**

1. Fire drills are held at various times during the school year. When the bell sounds, all students and staff members will leave the building quickly and quietly (walk fast, do not run, do not talk). Directions are posted in each room for all person to follow. All students are requested to read the directions for fire drills so you will familiar with which route to take to speed up evacuation of the building.
2. Tornado drills will be held in the spring to show the students where to go in the case of a tornado. All students will get into the main hallway and in the proper position.

## **LOCKERS**

The school provides lockers for each student at Parkston Jr./Sr. High School. The students are expected to keep their books, coats and anything else needed while in school in their locker. Students are expected to keep their lockers clean at all times. The school assumes no responsibility for articles lost or stolen from the lockers. The security and condition of the lockers are the responsibility of the students. Lockers may be checked by the principal at any time. If at any time during these checks or searches, school officials find anything stolen or unsafe to students or others, school officials may seize these items from the locker and turn such items over to the proper authorities.

## **CHURCH NIGHT**

Wednesday night has been designated as church night. The school will do its best not to schedule any activity on this night. There may be exceptions to this, but it is out of our hands when this happens. By setting Wednesday as church night it allows the students to participate in the youth activities of the respective churches.

## **NO SCHOOL ANNOUNCEMENTS**

If the decision to discontinue classes for the day is made, an announcement to that effect will be made on radio WNAX, KMIT, KQ107 and KORN, usually about 7:00 am. There will also be a computer generated call sent out through campus. If weather conditions clearly warrant not having school the next day due to a heavy storm late in the afternoon or early evening, announcements to that effect will be made.

**IF SCHOOL IS CALLED OFF OR DISCONTINUED, ALL ACTIVITIES ARE SUSPENDED UNLESS THE SUPERINTENDENT AND/OR PRINCIPAL DEEM OTHERWISE.**

## **PRINTED MATERIAL**

1. Material such as magazines and posters will not be distributed in school by non-district employees without permission of the principal.
2. Parkston Schools will not tolerate obscene materials or any materials that advocate violence.

3. All district owned material must conform to the policies laid down by the Board of Education as described in the policy book.

### **STUDENT APPEARANCE AND CONDUCT**

Student will be expected to keep themselves well-groomed and neatly dressed at all times. Any forms of dress which is considered contrary to good hygienic or which is distractive or disruptive in appearance and detrimental to the purpose of the conduct on the school will not be permitted. Shorts will not be permitted by boys or girls (except during extremely warm weather and at the discretion of the principal). Tube tops, halters, muscle shirts or similar items of clothing will not be worn to school. Clothes advertising drugs, alcoholic beverages or those with obscene or questionable printing on them will not be permitted. **Any shirt worn in school must have appropriate writing. Any message that can be taken in a way that is of a sexual nature will not be able to be worn in school.**

**Students may not print up any article of clothing or print something on any object that is in reference to an activity sponsored by the Parkston School District unless the print on the article of clothing or object has gained the approval of the activities director or administration of the Parkston School District. The Parkston School District has a trademark for the use of the Parkston Trojans for any school activity.**

Students are expected to display proper behavior towards other students, faculty, administration and all other adult persons affiliated with the school. In regard to other students, and conduct that appears seductive in nature will be considered as disruptive behavior and could result in suspension.

A student's conduct is a personal matter that he/she should keep within reasonable bounds that apply equally to all members of the community. He/she should have freedom and encouragement to express his/her individuality in school in any way so long as his/her conduct does not intrude upon and endanger the freedom of others – especially upon the freedom of his/her peers to receive instruction. The Board's intent is to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program.

All students, on the other hand, should recognize the consequences of their conduct. This refers to their actions toward each other, to their language, to their dress and to their manners.

Students both individually and in groups shall comply with school regulations, and shall recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When, in the judgment of a teacher, an individual or a group effectively challenges his/her authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threat of bodily harm, the teacher shall report such activity at once to the principal who is empowered to institute appropriate corrective and/or disciplinary action.

It shall be the policy of the District #33-3 School Board that the student handbook herein containing the rules and regulations will be the directives under which the school system of this district be administered.

Each and every student will be advised thereof and will thereafter be expected to know the policy explaining the rules and regulations of this school system. Ignorance of the policy will not be accepted as a valid excuse for non-compliance.

The school principals may supplement the regulations herein listed when this becomes necessary to maintain order under unusual circumstances in their respective schools.

### **ACTIVITIES – RESPONSIBILITIES AND REGULATIONS FOR STUDENTS**

All students are considered to be under the jurisdiction of the regulations in the policy on Student Behavior while going to, remaining at, and returning from school, and at any time they visit another school that is in session.

The Board of Education advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and second by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of the group.

The following obligations should be assumed by the student:

1. To obey the rules of the school.
2. To apply himself/herself to the established course of study.
  - Be prompt and regular in attendance
  - Complete school assignments on time
  - Pay attention to teachers
  - Be willing to work at self-improvement
  - Learn to criticize fairly and accept criticism
3. To respect the authority of his/her teachers.
4. To respect school property.
5. To conduct himself/herself properly in school, on school grounds, buses and at school functions.
6. To refrain from disruption, demonstrations, violence and other forms of incitement.
7. To leave the school grounds immediately upon being dismissed unless engaged in some school sponsored activity directed by a faculty member.

The Board and Administration cannot develop a policy in such detail as to anticipate every type of misconduct that could occur. Generally those rules of conduct which are considered acceptable in the home, church and in other such places will be acceptable in school.

### **CODE PROHIBITING SERIOUS MISCONDUCT**

#### **Rule 1 – Disruption of school**

A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

A student shall not participate in a boycott, sit-in, stand-in or walk-out that is disruptive to the conducting of school, or that is a non-peaceable gathering.

A student shall not urge other students to engage in conduct that will disrupt the school if it is reasonably certain that this conduct will disrupt the school's purpose.

#### **Rule 2 – Damage or Destruction of School Property**

A student shall not intentionally cause or attempt to cause damage to valuable school property, or steal or attempt to steal school property.

#### **Rule 3 – Damage or Destruction of Private Property**

A student shall not intentionally cause or attempt to cause damage to valuable private property, or steal, or attempt to steal valuable private property either on school grounds, or during a school activity, function or event off school grounds.

#### **Rule 4 – Abuse of School Personnel**

Neither student, parent of a student, or person acting for a student, may use any form of violence or abusive language to a teacher or school administrator or other school personnel, or cause damage to be inflicted on the property of such persons.

#### **Rule 5 – Physical Abuse of a Student or Other Person Not Employed by the School**

A student shall not intentionally do bodily injury to any person (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by a school group or (3) off the school grounds at a school activity or event.

#### **Rule 6 – Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle or transmit on school premises or off the school grounds at any activity or event, knives, guns, look alike guns or other weapons, dangerous objects, fireworks, or any other object that can reasonably be considered a weapon.

#### **SOUTH DAKOTA CODIFIED LAWS AND CONSTITUTION**

- **13-32-7. Possession of firearms on elementary or secondary school premises or vehicles as misdemeanor – Exceptions.** Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school junctions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun show, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.
- **26-7A-12.1 Child in possession of firearms on school property may be taken into temporary custody.** A child alleged to have violated 13-32-7 may be taken into temporary custody by law enforcement officer who shall immediately notify an intake officer who shall conduct a hearing pursuant to 26-7A-13.

#### **Rule 7 – Narcotics, Stimulant Drugs and Alcoholic Beverages**

A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drugs, marijuana or intoxicant of any kind (1) on the school grounds at any time, or (2) off the school grounds at school activities, functions or event.

#### **Rule 8 – Use of Tobacco**

The use of tobacco in any form may be hazardous and harmful to the health of students. Therefore, the use of tobacco on school grounds by students is not allowed unless the Board of Education should establish designated areas for students.

#### **TOBACCO FREE FACILITY POLICY, PARKSTON SCHOOL DISTRICT**

- Tobacco is an illegal substance for minors. Therefore, any tobacco products, including chew, are not to be in a student's possession while on campus or at school events. The Parkston school is a Tobacco free facility, therefore there will be no use of tobacco on school property. The negative effects of tobacco are well documented. The Parkston School District is committed to encouraging healthful living styles and healthful working environments. Because of this commitment, the following policy will apply to the Parkston School District.
- All K-12 Parkston School District facilities and grounds will be tobacco free in all areas. Tobacco use is prohibited in all K-12 schools and vehicles.
- **Students: Any violation of this policy by students will result in suspension from school for one day. In lieu of suspension, the student may attend an Alternative to Suspension program.**

#### **Rule 9 – Publications**

A student may not produce and/or distribute petitions of any kind, sort or type that is disruptive to the conducting of school. A student shall not produce and/or distribute any petitions or documents of any kind or sort on school premises during the school day without the specific approval of the principal. The Board does endorse regular school publications such as student papers and the yearbook which are produced under the supervision of qualified advisors.

#### **Rule 10 – Student Lockers**

A student shall not place, keep maintain any article or material in a school-owned locker which is on non-school nature that shall cause or tend to cause a disruptive activity on any school property or at any school sponsored function.

#### **Rule 11 – Repeated School Violations**

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

## **STUDENT DISCIPLINE – BULLY PREVENTION**

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

- Physical – involves harmful actions against another person's body
- Verbal – involves speaking to a person or about a person in an unkind or hurtful way
- Emotional – involves behaviors that upset, exclude or embarrass a person
- Sexual – involves singling out a person because of gender and demonstrates unwarranted or unwelcomed sexual advances
- Racial – involves rejection or isolation of a person because of ethnicity

In January of 2014, the Parkston School District implemented the Olweus Bullying Prevention Program. All staff members are required to act under the confines outlined by the Olweus Program. Similarly, each student must adhere to the following rules set forth by Olweus.

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The school board 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 school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of the students, staff and community members

The school board requires its school administration to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

If a student wishes to report an incident of bullying, he or she should complete the Student Bullying Incident Report Form found in each classroom and discuss the behaviors with the staff member he or she feels closest to. If a staff member witnesses an incident of bullying, he or she should complete the Staff Bullying Incident Report Form and follow the resulting disciplinary action outlined in the Parkston School District Bullying Behaviors Discipline Matrix. The staff member should pass on the Staff Bullying Incident Report Form to the School Counselor in his or her level. At this point, the School Counselor will discuss with the Principal and

continue to adhere to the policy outlined in the Discipline Matrix. If repeated incidences occur, the levels of discipline set forth by the Discipline Matrix will be followed at the discretion of the Principal, Superintendent, or School Board.

The building principals shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

## Parkston School District BULLYING INCIDENT REPORT FORM

**Date of Incident** \_\_\_\_\_ **Time of Incident** \_\_\_\_\_ **Repeat Infraction? YES NO**  
**Location of Incident (circle all that apply)**

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking Lot  
To/From School After School Program School Sponsored Event text/Phone/Social Media/Internet Other \_\_\_\_\_

<b>Name of Victim(s)</b>	<b>Name of Student(s) Bullying</b>	<b>Name of Bystander(s)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Type of Bullying**

\_\_\_\_\_ Verbal  
\_\_\_\_\_ Physical Result in Injury? YES NO  
\_\_\_\_\_ Social

**Bullying Behaviors (circle all that apply)**

Shoved/Pushed Hit, Kicked, Punched Threatened Stole/Damaged Possessions Excluded Taunting/Ridiculing  
Writing/Graffiti Told Lies or False Rumors Staring/Leering Intimidation/Extortion Demeaning Comments  
Inappropriate Touching Cyber Bullying Using \_\_\_\_\_ Text Messages \_\_\_\_\_ Website \_\_\_\_\_ E-Mail \_\_\_\_\_ Other \_\_\_\_\_  
Racial, Sexual, Religious or Disability Circle and Describe \_\_\_\_\_

**Reported to School By (circle all that apply)**

Teacher Student Bystander Victim Parent Bus Driver Anonymous Other \_\_\_\_\_

**Describe the Incident**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physical Evidence** Notes Email/Social Media Graffiti Video/Audio Website Other \_\_\_\_\_

**Actions Taken (follow Discipline Matrix for Guidelines)**

Consequences \_\_\_\_\_  
\_\_\_\_\_

Parent Contact Date \_\_\_\_\_ Time \_\_\_\_\_ Person Making Contact \_\_\_\_\_  
Result \_\_\_\_\_

Today's Date \_\_\_\_\_

Reported By \_\_\_\_\_

Signature \_\_\_\_\_

## BULLYING INCIDENT FOLLOW UP FORM

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Conducted by \_\_\_\_\_

Those present (circle all that apply)

Principal \_\_\_\_\_ Counselor \_\_\_\_\_ Teacher \_\_\_\_\_

Student \_\_\_\_\_ Parent \_\_\_\_\_ Witnesses \_\_\_\_\_

Other \_\_\_\_\_

### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Contact Date \_\_\_\_\_ Time \_\_\_\_\_ Person Making Contact \_\_\_\_\_

### Additional Actions/Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Parkston School District Bullying Behaviors Discipline Matrix

Developed February 2014 by the Bullying Prevention Committee

Areas of Prohibited Conduct	Level 1	Level 2 Actions at this level may include the preceding behaviors and those outlined below.	Level 3 Actions at this level may include the preceding behaviors and those outlined below.	Level 4 Actions at this level may include the preceding behaviors and those outlined below.
<b>Bullying Behaviors (Social, Emotional, Verbal, Technological, Physical)</b>	<ul style="list-style-type: none"> <li>- Spreading rumors, lies, exclusion (texting, social media outlets, gossiping)</li> <li>- Impulsive remarks including name-calling, deliberate put-downs</li> <li>- Impulsive physical contact including tripping, pushing, pinching, slapping, punching</li> </ul>	<ul style="list-style-type: none"> <li>- Repeated spreading rumors, lies, exclusion (texting, social media outlets, gossiping)</li> <li>- Repeated impulsive remarks including name-calling, deliberate put-downs</li> <li>- Repeated impulsive physical contact including tripping, pushing, pinching, slapping, punching</li> <li>- Action or intimidation including fear in another student</li> <li>- Lewd or offensive language or behavior of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>- Repeated spreading rumors, lies, exclusion (texting, social media outlets, gossiping)</li> <li>- Repeated impulsive remarks including name-calling, deliberate put-downs</li> <li>- Repeated impulsive physical contact including tripping, pushing, pinching, slapping, punching</li> <li>- Repeated action or intimidation inducing fear in another student</li> <li>- Repeated lewd or offensive language or behavior of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>- Repeated spreading rumors, lies, exclusion (texting, social media outlets, gossiping)</li> <li>- Repeated impulsive remarks including name-calling, deliberate put-downs</li> <li>- Repeated impulsive physical contact including tripping, pushing, pinching, slapping, punching</li> <li>- Repeated action or intimidation inducing fear in another student</li> <li>- Repeated lewd or offensive language or behavior of a sexual nature</li> <li>- Intentional threat to physically injure person or destroy property</li> <li>- Stalking/hazing</li> <li>- Group or gang intimidation</li> <li>- reference to weapons</li> <li>- Broad scope/school-wide or individual bullying behaviors</li> </ul>
<b>Minimum Resulting Disciplinary Action</b>	<ol style="list-style-type: none"> <li>1. Parent Contact by Student (Teacher Present)</li> <li>2. Student Conference with Teacher</li> <li>3. Possible Apology/Mediation</li> <li>4. Loss of Privileges (recess, lunch, detention)</li> <li>5. Follow Up with Student and Parent by Teacher</li> <li>6. Documentation to School Counselor</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Meeting at School</li> <li>2. Student Conference with School Counselor/Principal</li> <li>3. Possible Apology/Mediation</li> <li>4. Half or Full Day of In-School Suspension</li> <li>5. Follow Up with Student and Parent by School Counselor or Principal</li> <li>6. Documentation by School Counselor</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Meeting at School</li> <li>2. Student Conference with Superintendent/School Board</li> <li>3. Possible Apology/Mediation</li> <li>4. One to Three Days of In-School Suspension</li> <li>5. Follow Up with Student and Parent by School Counselor or Principal</li> <li>6. Documentation by School Counselor</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Meeting at School</li> <li>2. Student Conference with Superintendent/School Board</li> <li>3. Possible Apology/Mediation</li> <li>4. Three to Five Days of In-School Suspension or Out of School Suspension</li> <li>5. Possible referral to Law Enforcement</li> <li>6. Follow Up with Student and Parent by School Counselor or Principal.</li> <li>7. Documentation by School Counselor</li> </ol>

- Although this guide is intended to direct disciplinary action, actual consequences may be modified based on the discretion of the Principal, Superintendent or School Board for any student or situation.
- Factors considered in discipline at each level include age or maturity; previous offenses; disposition; degree to which incident interferes with education.
- All local, state, and federal policies, regulations, and laws regarding special education will be adhered to for eligible individuals.

## TRANSPORTATION AND PARKING

### TRAFFIC AND PARKING

Students will park properly and not take up two parking spaces. Students will park in the lot just east and north of the lobby doors, of the school. Students **MUST** leave by the north exit during the school day and when the school buses are in the school parking lot. Students are not to park in any driveway or in the fire lanes. Students will not be allowed to do any driving during the school day (including noon) unless they bring in a note and then get permission from the principal.

### SCHOOL TRANSPORTATION

1. **Automobiles** – There will be no driving or riding in or on any motor vehicle during the school day without permission from the principal. A student must bring a written statement from his/her parent/guardian, if they wish to drive a vehicle for any reason. This statement must be given to the principal before they leave the school grounds.
2. **Bus Driver Policy** – The students who ride the bus to and from school or to any school event are expected to behave in an acceptable manner. The bus driver will refer any student who causes a disturbance on his/her bus to the principal. Once it is reported the principal will take appropriate action.
3. **Riding of Bus to School Activities** – **All students will ride school supported means of transportation to school related functions or ride with a . They must return on the same. The parent or guardian of the student may come to the supervisor after the activity has ended, and give the supervisor a note releasing the supervisor of responsibility for the student for the activity. The student will then be turned over to the custody of the parent or guardian ONLY. THERE ARE NO EXCEPTIONS: The students may ride home with school personnel with permission from the parent.**

**When riding a school bus to and from a school activity, the coach or supervisor will determine whether the boys or girls will ride in the front or back of the bus. The two genders will be kept separate.**

### **PARKSTON SCHOOL DISTRICT POLICY ON OVERNIGHT STAYS**

It is the policy of the Parkston School District that all athletes, managers, statisticians, cheerleaders or any students that stay overnight for a school function or activity are required to ride the bus or school owned vehicle to the activity or function and to return on the bus or school owned vehicle.

There may be rare instances when it is not feasible or reasonable to return on the bus or school owned vehicle. In these rare instances, the parent or guardian **MUST** request permission in writing from the head coach and have concurrence from the activities director **at least one week** prior to the activity or function for their son or daughter to be exempt from this policy. If the head coach is also the activities director, then the building principal must concur with the exemption. If it is a school activity or function other than a sports activity, then the parent or guardian **MUST** request permission in writing from the activity advisor and have concurrence from the building principal one week prior to the activity or function to be exempt from this policy. In all instances, the parent of the student, not the student, must deliver the request for exemption. If it is in the best interest of the participant, the head coach or advisor may allow a participant to return from the activity with a parent or guardian if a medical emergency such as a serious injury or a serious medical condition occurred during the school function or activity.

4. In order to operate a safe, efficient and economical transportation program, it is absolutely necessary that all passengers observe the following set of regulations. In order to avoid any misunderstandings that might develop at some future date the procedures described below will be followed in case of an infraction of the rules by your child.

When a violation occurs the bus driver will complete the attached form "Notice of violation of rules and regulations while riding the District #33-3 school buses." This form will be delivered by the driver to the building principal at the student's attendance center. The building principal will contact the parent(s) about the violation that occurred, visit with the student and/or parent(s) and provide the parent (s) with a statement regarding the violation.

For discipline look at the discipline grid on Page 31.

### **IN TOWN BUS ROUTES**

The Parkston School District is currently providing in town routes to help get the students to the school. The pick-up points have been established, and we request that you determine and tell the school which point is the one you will more than likely be using. These points may be subject to change if the school feels they are not serving the purpose they were intended to serve, or as population shifts in town. In town students will obey the same rules as rural riders. Some students may be denied a ride to school if the buses are already full or past capacity when loading at a point. Bikes should be parked in an orderly fashion when left at a bus pick up locations.

### **BUS REGULATIONS**

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms, or head through the bus windows.
5. Pupils shall converse in normal tones, loud or vulgar language is prohibited.
6. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
7. Pupils who eat on the bus are responsible for putting any garbage in the proper receptacle.
8. Pupils shall keep the bus clean, and refrain from damaging it.
9. Pupils shall be courteous to the driver, to fellow pupils and to passersby.
10. Pupils shall enter and leave the bus at school – loading stations, and at highway bus stops, in an orderly fashion and in accordance with instructions.
11. Pupils must refrain from crowding or pushing.
12. Pupils shall refrain from talking to the driver while the bus is in motion.
13. Each pupil must go directly to his or her seat upon entering the bus.
14. Rough-housing on the bus is prohibited.
15. Pupils must keep feet off the seats.
16. Pupils must keep sharp objects off the upholstery.
17. Pupils must not throw objects about the bus nor out through the windows.
18. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
19. Shooting paper wads of other material in the bus is not permissible.
20. Pupils must avoid playing or loitering on the highway when waiting for a bus.

### **WINTER WEATHER TRANSPORTATION**

Decisions to discontinue classes in District #33-3 will be made upon information gathered from rural patrons of the district, radio weather forecasts and/or the weather service in Huron.

If the decision to discontinue classes for the day is made, an announcement to that effect will be made on radio stations, WNAX in Yankton, KDLT, KORN and/or KMIT in Mitchell usually about 7:00 am. If weather conditions clearly warrant not having school the next day due to a heavy storm late in the afternoon or early evening, announcements to that effect will be made on major local TV stations. A phone call will also be made using the automated call service.

In the event that weather conditions warrant sending students home early from school, announcements will be made on radio WNAX and/or KMIT, KORN or major local TV stations and students living in town will be

dismissed to go home or to be picked up by their parents. A phone call will also be made using the automated call service.

If weather conditions are severe that buses cannot operate on the bus routes, the Blizzard Buddy System will go into effect. This plan calls for each student not living in town to have indicated to school officials where they would be staying in town if a situation this severe should happen.

It is important that the persons that students are staying with know that the student will be guests if the Blizzard Buddy System needs to be used. Building principals will be responsible for contacting the adults that students would be staying with while the Blizzard Buddy System is in effect.

In the event that there is an extended period of weather conditions that cause only main roads to be opened, buses will travel only where possible and parents will be asked to bring their children to the nearest open road where the bus could pick them up for school. Remember that during the winter months the buses could fail for a variety of reasons while on the route and students could have to wait for a time before assistance arrives, therefore, it is strongly recommended that students dress according to the weather conditions.

Knowing that weather conditions vary throughout the district, parents should always decide as to whether it is safe to send their children to school. School officials will always honor that decision. A call to the building principal or a note will excuse the student for the day of school missed due to weather conditions.

Also, parents of kindergarten children should contact the schools if they are planning to be gone from their home and inclement weather is a threat. The school normally will call the kindergarten parents to alert them of an early dismissal due to the weather.

#### **B-J SCHOOL BUSES, INC. COLD WEATHER DRESS POLICY**

Realizing the danger involved with cold weather, and the importance of dressing properly for the cold weather, we are establishing the dressing properly for cold weather guidelines as a policy to be followed by schools and bus drivers in the districts served by our company.

1. Coats, gloves and leg coverings should be worn in cold weather when riding the bus on the regular routes and for activity trips.
2. The type of protective clothing needed changes with the severity of the cold temperatures.
3. The bus supervisor shall notify school officials, who then, in turn, shall notify the parents of the violation. The parents shall be urged to dress their children properly.

### **PROHIBITED MATERIALS**

The following materials are prohibited at the Parkston schools. Any student found with such material can be suspended.

1. Alcohol
2. Drugs unless prescribed by a physician
3. Pornographic materials
4. Tobacco
5. Firearms
6. Any other weapon which have the express purpose of causing injury.
7. Electronic Gadgets
8. Walkie-Talkies
9. CD Players
10. Cell Phones – The use of cell phones on school property during the school day (without permission from the principal) is prohibited. If caught, this behavior will fall under the disruptive behavior of the discipline grid found on Page 31. **Cell phones are prohibited from being used during the school day. If a student is caught using a cell phone during the course of the school day, the cell phone will be taken and brought to the office, where the principal will keep the phone for the remainder of the day. If a student is caught using the cell phone a second time, the principal has the authority to keep the phone for longer than just that school day.**

- **Drugs and Alcohol Abuse**

Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics or alcohol in or on school property, including buses is prohibited. Discipline will follow the discipline grid found on Page 31. The appropriate law enforcement agencies for possible legal action will be notified.

- **Smoking and Chewing**

The use and/or possession of tobacco products, including chewing is prohibited. The policy applies on the way to and from school, on the bus, during lunch, at school activities on school property during the school day. The school day is defined as 8:15 am to 3:45 pm. Discipline will follow the discipline grid on Page 31.

## **DAMAGE TO SCHOOL PROPERTY**

Any intentional damage to school property will result in disciplinary action. Discipline will follow the discipline grid on Page 31. A large enough fine will be levied to cover the cost of the damages. Accidental damage to school property will also result in a fine to cover the replacement costs when, in the opinion of the principal, the accident was caused by student negligence.

## **DISRUPTION OF SCHOOL**

A student who by any reason disrupts the educational process of the Parkston schools will be sent to the principal's office, where the student will be dealt with by the principal. Discipline will follow the discipline grid. If a student should receive some suspension or detention, the parent or guardian will be notified. The guidance counselor will meet with the student if they do receive some suspension.

## **DISCIPLINE**

The following types of disciplinary action will be used at Parkston Jr./Sr. High School as administered by the principal. If there is disciplinary action and the counselor is involved, parents will be notified.

1. Extension of Schedule (Detention) – A form of discipline that detains a student outside of the normal school hours. The detention length will be determined by certified employees of the Parkston School District. Detention periods that are not attended by students will result in doubling of the detention time for each period missed. The detention period will be supervised by faculty members and/or administration. Students will be given a one (1) day notice before serving the detention. Students will be required to read an appropriate book or work on school assignments.
- **Saturday Detention:**
  - a. All detentions are assigned by the principal and will be served on Saturday morning.
  - b. Saturday morning detention super cedes any school sponsored activities that might take place on Saturday.
  - c. Student's assigned detention must be there for the entire three hour period.
  - d. Detention hours are from 8:00 am to 11:00 am. Students who are tardy for detention will be sent home and the detention time will double.
  - e. Parents will always be notified when the student is assigned Saturday detention or is in violation of Saturday detention rules.
  - f. Students have two consecutive weeks to serve the detention. The week the detention is assigned and the following week. This will allow for plans that were made by the student or his/her parents prior to the detention being assigned. **NO EXCEPTIONS.**
  - g. Short or long term, in or out of school suspension may be used in conjunction with Saturday detention.
  - h. Saturday detentions will be assigned for the following reason, but are not limited to these specific situations. Administration discretion will apply.
    1. 4<sup>th</sup> tardy

2. Insubordination, poor behavior, disruptive behavior, written complaint for bad behavior on the bus
  3. Skipping class, tobacco use or possession, cheating, inappropriate language, matches or lighter
  4. Stealing
- **Saturday Detention specified**
    - a. Students will be required to read an appropriate book or work on school assignments only. Magazines/newspapers will not be read during Saturday detention unless they are required by an assignment.
    - b. Students will not be allowed to chew gum, eat candy or food, drink pop or juice, talk (unless to instructor), sleep, lay head down, listen to radio or tapes, leave the study hall unless there is an emergency, play cards or games, watch TV, video tapes or movies unless assigned as class work.
    - c. A restroom break of 5 minutes will be allowed from 9:30 to 9:35.
    - d. Failure to comply with any of these rules will result in dismissal from detention for that day and the detention will be doubled.
  - **Skipping an assigned Saturday detention**
    - a. The student will be given 1 day of out of school suspension and 2 Saturday detentions for the first skip.
    - b. The student and his/her parents will be required to attend the next regularly scheduled Board of Education meeting to discuss student noncompliance or the second skip.
    - c. When a student has been assigned a third Saturday detention, the student, along with his/her parents or guardians will be required to appear at the next regularly scheduled Board meeting to discuss the behavior(s) causing Saturday detention.
2. In-School Suspension – In school suspension can only be given by the principal. This is done when a student has done more than what warrants a detention. The student can be placed in in-school suspension for one to three days. The student will be placed where he/she will be under supervision at all times. The student will be allowed to do his/her work with full credit.
  3. Suspension from School – The principal may suspend a student from school for one to five days. The student will have to make up the work but will receive a maximum of 50% for the work done. When a student is suspended, the principal shall attempt to reach the student’s parents or guardians to inform them of the school’s action and that their student is being sent home. If the student lives outside the city limits of Parkston and rides the bus, the parents or guardian will be requested to pick up the student. If the student lives in town or drives to school, the parents will be notified of the time that the student will leave school.
  4. Expulsion – If the principal decides to seek expulsion of a student he/she will notify the superintendent of schools and ask that a hearing date be set. This notification must be in writing and must state the reasons for expulsion.

## ICU

The following is the ICU program for Parkston High School. This program is designed to help students succeed in their academics by providing them with extra time to work with staff and to do their work. At the end of the school day there will be a time from 3:00 till 3:15. All the teachers will be in their classroom at this time, and it is provided for students to meet with them. This time is also for students that are on the failing list to spend time with teachers. There will also be a special SRB designed for students that are on the failing list and are missing work.

Students that are missing work will be expected to show up in the classroom that they need help with at the end of the day.

Students that are on the failing list will be expected to show up in the special SRB until their missing work is in or when they are removed from the failing list.

For students that skip the end of the day ICU time, or the ones that do not make it to their class they will receive a 15 minute detention the following day. If it occurs a second time there will be a Saturday school assigned.

## DISCIPLINE GRID

	Offenses	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Class 1</b>	Tardies	4 <sup>th</sup> Unexcused tardy/semester Parental Contact Saturday Detention*	8 <sup>th</sup> Unexcused tardy/semester Parental Contact Saturday Detention*	12 <sup>th</sup> Unexcused tardy/semester Parental Contact ISS – 2 days	16 <sup>th</sup> Unexcused tardy/semester Parent Contact OSS – 2 days	17+ Unexcused tardy/semester Parental Contact OSS – 5 days
<b>Class 2</b>	Insubordination Poor Behavior Disruptive Behavior	Letter to Parent	Saturday Detention*	Saturday Detention*	ISS – 2 days	OSS – 2 days
	Inappropriate Behavior on the Bus	Letter to Parent	1 week off the bus	1 month off the bus	Off the bus for the remainder of the year	
<b>Class 3</b>	Skipping Class Tobacco Use or Possession Cheating Inappropriate Language Matches/Lighter	Saturday Detention*	Parental Contact ISS – 2 days	Parental Contact OSS - 2 days	Parental Contact OSS – 4 days	Parental Contact OSS – 6 days
<b>Class 4</b>	Stealing Under \$50	Saturday Detention* With Restitution***	Parental Contact With Restitution*** ISS – 2 days	Parental Contact With Restitution*** OSS - days	Parental Contact With Restitution*** OSS – 4 days	Parental Contact With Restitution*** OSS – 6 days
	Stealing \$51-\$250	Parental Contact With Restitution*** ISS – 2 days	Parental Contact With Restitution*** OSS – 3 days	Parental Contact With Restitution*** OSS – 5 days	Parental Contact With Restitution*** OSS – 10 days	Parental Contact With Restitution*** OSS – 10 days Referral for long term suspension
	Stealing Over \$251	Parental Contact With Restitution*** OSS – 3 days	Parental Contact With Restitution*** OSS – 5 days	Parental Contact With Restitution*** OSS – 10 days	Parental Contact With Restitution*** OSS – 10 days Referral for long term suspension	Parental Contact With Restitution*** OSS – 10 days Referral for long term suspension
<b>Class 5</b>	Violence, Fighting, Intimidation, Destruction of Property, Harassment, Blatant disrespect for staff, gang signs or symbols	Parental Contact With Restitution*** OSS – 3 days	Parental Contact With Restitution*** OSS – 5days	Parental Contact With Restitution*** OSS – 10ays	Parental Contact With Restitution*** OSS – 10 days Referral for long term suspension	Parental Contact With Restitution*** OSS – 10 days Referral for long term suspension
	An attack	Parental Contact OSS – 10 days	OSS – 10 days Contact Parents Referral for Long term			

			suspension or expulsion			
<b>Class 6</b>	Alcohol Use or Possession	Parental Contact OSS – 3 days** Contact Police	Parental Contact OSS – 5 days Contact Police	Parental Contact Contact Police OSS – 10 days	Parental Contact Contact Police OSS – 10 days Referral for long term suspension or expulsion	
<b>Class 7</b>	Drug Use or Possession, Drug Paraphernalia	Parental Contact Contact Police OSS – 10 days Referral for long term suspension or expulsion****				
<b>Class 8</b>	Selling of distribution of drugs, bomb threat, endangering the life of others or weapons, assaulting staff	Parental Contact Contact Police OSS – 10 days Referral for long term suspension or expulsion				

\* If a student already has a Saturday Detention and receives an additional Saturday Detention they will be suspended out of school for 2 days.

\*\* This time could be cut in half if a student seeks dependency assessment and treatment from a certified chemical dependency counselor within 5 days at the cost to the student.

\*\*\* Without restitution, student may be referred to the School Board for further action.

\*\*\*\* Referral for a possible long-term suspension will be made if student seeks a dependency assessment and treatment from a certified chemical dependency counselor with 10 days at student cost.

Class 1 & 2 are recorded on the semester

Class 3 – 7 are recorded for the year

Any action that requires discipline that is not on the discipline grid will be handled on an individual basis by the administration.

### **CLASS DUES**

Students in the high school will pay class dues in the amount determined by a majority vote of each class. These dues will not exceed \$25 per year for any class.

### **BICYCLES**

All bicycles should be parked on the west side of the building. Use the bicycle rack when possible. No one will use the bicycle during school hours unless you have permission from the principal. Please lock up your bicycles.

### **VISITORS**

**All visitors must report to the office.**

### **SCHOOL PHONE NUMBERS**

All phone calls on 928-3368 go through the superintendent's office and then are forwarded to the appropriate building. There are times when the phone will be picked up in the high school or elementary first. We will then forward your call to the appropriate people. Parkston School – 928-3368.

### **WITHDRAWAL FROM SCHOOL**

Students will not officially be dropped from school until verbal or written permission to do so has been secured from the parents or guardians. Students will be dropped from school after missing 10 consecutive days of school.

### **CLUBS AND ORGANIZATIONS**

All clubs and organizations desiring to operate under the auspices of this school must secure a charter or organization from the student council before they can operate within the school, and also be sanctioned by the principal.

### **HAT POLICY**

There will be **NO** wearing of hats during the school day.

### **LASER LIGHT POLICY**

There will be no laser lights on school grounds, unless it is used for some education purpose in the classroom. The activities association has already prohibited them from any athletic activity.

### **RESTROOMS**

All students are to be courteous and considerate of any other student who may be using the facility. It is imperative that we all work to keep the restrooms clean and neat at all times. Students may go to the restrooms during class hours only by permission of the teacher. Only one person at a time is allowed the privilege. Anyone caught writing on the bathroom walls will be dealt with accordingly. There is no loitering, congregating or fighting.

### **OFFICE ETIQUETTE**

The office area is a very busy place. It is very important to the smooth operation of the school and therefore must not be congested. Students are asked not to loiter in or near the offices. Students that do need to do business in the office are asked to do so and then move to another part of the building. Students are also asked not to enter the office when it is vacant. Under no circumstances will anyone take any item from the office without the expressed permission of the office personnel.

### **REPORT CARDS**

Report cards will be issued at the conclusion of each nine week period. The grade on the card will represent an average of all work done for that nine week period. Report cards will be mailed out unless they have been picked up at Parent-Teacher Conferences.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled at the middle or end of the 1<sup>st</sup> and 3<sup>rd</sup> nine week period.

### **DISCIPLINARY REPORTS AND DEFICIENCY REPORTS**

It may be necessary at times to notify parents by phone or by mail in regard to the conduct of their child at school or at school activities. At times it may be necessary for parents to come to the school for conferences with the principal, counselor, teachers and students.

At the end of each 4 ½ week period, deficiency reports will be sent out. They are sent out to any student that is receiving a D or F in a particular subject. A deficiency report can also be sent out on any student if the teacher feels that a student is not working up to his/her potential.

### **GRADUATION**

#### **CAPS AND GOWNS**

Graduates of Parkston High School are required to wear cap and gowns at Commencement Exercises. If the class has money, it will be used to purchase the caps and gowns of the graduating seniors. All students must help raise the money for the class or they will have to purchase the cap and gown themselves. There may be an exception to this and it will be dealt with by the principal, class advisors and class officers.

#### **DRESS CODE FOR GRADUATION**

The graduates are required to wear:

Girls: Dress pants or a dress and dress shoes.

Boys: Dress pants and acceptable shirts and dress shoes

There will be no wearing of anything that the administration feels is inappropriate for graduation.

#### **DIPLOMA**

A diploma certifying the completion of the requirements for high school graduation will be awarded to each student having completed such requirements. Failure to meet these requirements will result in the student not being allowed to participate in the commencement exercises.

#### **HONOR GRADUATES**

Honor students will be those students that have a cumulative GPA of 3.25 or above. For graduation purposes, honor point averages are computed at the end of the eighth semester.

### **COMMUNICABLE DISEASE GUIDELINES**

A number of communicable diseases may affect a school age population and/or staff. Some of these have a high degree of communicability. Some of life threatening in nature. Some are both.

<b>Disease and Incubation Period*</b>	<b>Rules for School Attendance</b>
Acquired Immune Deficiency Syndrome (AIDS) 6 months – five years	Determination will be made by the Advisory Committee as outlined in the Communicable Disease Policy
Chicken Pox 14-21 days	The student may attend school after all pox are dry and scabbed.

Cytomegalovirus (CMV) Salivary	The student may attend school. Precaution should be taken by contacts with immuno suppression as anti-cancer or organ transplant as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Fifth Disease (Erythema Infectiosum) 6-14 days	The student may attend school with physician's permission.
Giardiasis (Intestinal Protozoan Infection) 5-15 days or longer	The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2-12 days	The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.
Impetigo – variable 4 –10 days Infectious Hepatitis 15-40 days Average 25 days	The student may attend school if treatment is verified and cover or dry. The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.
Measles (Red, Hard Rubeola, 7 day) 8-14 days	The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.
Infectious Mononucleosis (Glandular Fever) 2-6 weeks	The student may attend school with Physician's permission. The student may need adjusted school days and activities.
Mumps 12-21 days	The student may attend school after swelling has disappeared.
Pediculosis (Lice, Crabs)	The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis) 5-12 days	The student may attend school after the eye is clear, under treatment or with physician's written permission.
Plantar's Wart	The student may attend school. Students should not be permitted to walk barefoot.
Ring Worm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Rubella (3-day German measles)	The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.
Scabies (7-year Itch, mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scranlentina, Strep Throat) 1-3 days	The student may attend school 24 hours after initiating oral antibiotics therapy and clinically well.

A communicable and chronic disease should be reported to Health Services

\*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

## **STUDENT GRIEVANCE**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap, 3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through 3 steps: a) to the principal, b) to the superintendent, c) complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested. On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days of time in all. The burden of proof is upon the student to show that rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

### **STUDENT GRIEVANCE PROCEDURE**

If a student has a grievance, he/she should present it in writing to:

- Level One: to their school principal for an information conference discussion and resolution of said grievance.
- Level Two: If a student is not satisfied with the resolution made at level one, he/she may appeal to the superintendent for an informal conference, discussion and resolution of said grievance.
- Level Three: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The board's decision will be final unless an appeal is requested.

**STUDENT GRIEVANCE FORM**

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair, and or
- B. That rule in practice discriminates against or between students based on sex, age, race, color, Religion, national origin, handicap; and/or
- C. That school personnel used an unfair procedure in assessing a form of punishment against a student.

**COMPLAINT FORM**

Check One Blank

Date \_\_\_\_\_

Level 1 \_\_\_\_\_ Principal

Level 2 \_\_\_\_\_ Superintendent

Level 3 \_\_\_\_\_ School Board

I, \_\_\_\_\_, hereby file a grievance complaint to \_\_\_\_\_  
\_\_\_\_\_. My grievance is based on A.\_\_\_\_\_, B.\_\_\_\_\_, C.\_\_\_\_\_ above.

(More than one blank may be checked)

Specifically, my grievance is that \_\_\_\_\_  
\_\_\_\_\_

I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this petition.

\_\_\_\_\_  
Student's Signature(s)

The student may be represented at the conference by an adult, but the student(s) must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

**SCHOOL'S RECORD**

Date Received \_\_\_\_\_

Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_

Time of Conference \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of School Representative

**COMPONENTS OF A GRIEVANCE PROCEDURE**

- I. Provisions related to the initiation of grievance
  - A. The definition of who may grieve

- B. The definition of what shall constitute a grievance
  - C. The stipulation of time limits for the initiation of grievances
  - D. The stipulation of the manner or form in which grievances shall be initiated
  - E. The specification of any assistance available to grievances for the initiation/presentation of a grievance
- II. Provisions related to the processing of grievances
- A. The number and levels of steps for grievance processing
  - B. The form of grievance presentation or processing at each step
  - C. Requirements for notification of involved parties at various phases of the grievance process
  - D. Timelines governing the various actions or steps within the grievance process
  - E. Procedures which shall govern the conduct of grievance meetings or hearings at any step of the grievance process, e.g.
    - 1. the minimum time allocated for the grievance hearing
    - 2. the time allocated to each party
    - 3. the right of each party to representation
    - 4. the moderation of hearings
    - 5. the right to confidential or public grievance meetings or hearings
    - 6. procedures for recording the meeting or hearing
  - F. Requirements for the filing of submission of written information by the grievant of the respondent
  - G. The specification of the forms which grievance decisions shall take at each step
  - H. The roles and/or the selection of persons involved in grievance processing
- III. Provisions related to the basic procedural rights of the parties to the grievance
- A. The grievance's right of appeal
  - B. The right of all parties to impartial grievance decision-makers
  - C. The access of grievance to relevant agency/institutional records
  - D. Protection of grievance from harassment and retaliation
  - E. Confidentiality of grievance proceedings

## **PARENT GRIEVANCE**

A grievance is defined as a complaint lodged by a parent with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap, 3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through 3 steps: a) to the principal, b) to the superintendent, c) complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested. On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no parent's complaint shall consume more than 15 days time in all. The burden of proof is upon the parent to show that rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing and designed to provide the parent with a basis for resolution of the program as originally stated in the complaint.

### **PARENT GRIEVANCE PROCEDURE**

If a parent has a grievance, he/she should present it in writing to:

- Level One: to their school principal for an information conference discussion and resolution of said grievance.
- Level Two: If a parent is not satisfied with the resolution made at level one, he/she may appeal to the superintendent for an informal conference, discussion and resolution of said grievance.
- Level Three: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The board's decision will be final unless an appeal is requested.

### **PARENT GRIEVANCE FORM**

A grievance is defined as a complaint in writing presented by a parent to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair and/or inappropriately applied, or

- B. That a rule in practice discriminates against or between students and/or parents based on gender, age, race, color, religion, national origin, or handicap, and/or
- C. That school personnel used an unfair procedure in assessing a form of punishment against a student.

**COMPLAINT**

Check One Blank

Date \_\_\_\_\_

Level 1 \_\_\_\_\_ Principal

Level 2 \_\_\_\_\_ Superintendent

Level 3 \_\_\_\_\_ School Board

I, \_\_\_\_\_, hereby file a grievance complaint to \_\_\_\_\_.

(More than one blank may be checked)

Specifically, my grievance is that \_\_\_\_\_

I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this petition.

\_\_\_\_\_  
Parent's signature(s)

The parent or representative may be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the parent's right to the conference provided by the school, unless extenuating circumstances make it impossible for the parent to appear.

**SCHOOL'S RECORD**

Date Received \_\_\_\_\_

Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_

Time of Conference \_\_\_\_\_

Comments: \_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Representative

**PARKSTON SCHOOL DISTRICT MEDICATION POLICY**  
**ADMINISTERING MEDICINES TO STUDENTS**

Parents are encouraged to give medications at home whenever possible. **For those cases where it is not possible to administer the medication at home, school district will train building principals, the elementary and secondary principal's administrative assistants and the High School office/study hall aide, who will administer medications in school. Furthermore, the district will contract with the Community Health Nurse to oversee the program and to regularly review procedures.** If it is necessary to administer medications to students during school hours, the following regulations will be observed.

1. Medication to be administered by school personnel must be provided in labeled container from the pharmacy or physician with the student's name, date, medication name, dosage and frequency to be given.
2. An official consent form must be signed by a parent/guardian. The form will specify what dose the school is responsible for administering, i.e. the noon dose. Medication will not be given without this

written permission. Medication doses other than the dose listed on the consent form will not be administered, i.e. missed morning doses.

3. There will be a consent form for each medication.
4. A parent/guardian or designated adult **MUST** deliver to the school all medications including refills to be administered by school personnel.
5. All medications brought to the school will be counted and documented on **MEDICATION COUNT** form with two verifying signatures.
6. If there is an increase or decrease in medication, **only the supervisor of the medication administration program, the community health nurse**, can take verbal or telephone order from the health care provider. A new prescription label must be received within 24 hours.
7. If there is a change of medication (different medication), a new consent form must be completed.
8. Over the counter medications will be given only when prescribed by a physician and labeled by a pharmacy with name, date, medication name, dosage and time schedule.
9. Teachers will be notified of a student taking medication using a **Medication Notification** slip. This will include student's name and what time to send the student to the office for medication.
10. **Medication Administration Logs** will be utilized to document medication-administration. The person delegated to give the medication will sign and time the log.
11. All medications must be stored in a locked cabinet.
12. Medications can safely be administered up to ½ hour before or after prescribed time.
13. All consent forms and log sheets will be kept for one year past the last administered date.
14. If a student needs to carry an inhaler(s) a consent form must be completed with the parent indicating approval of self-administering the medication. The inhaler needs to be properly labeled. A **Medication Administration Log** will not be maintained.
15. Students will be responsible for reporting to the office for taking medication.
16. Parents are responsible for refills. Parents are urged to keep track of time frame for needed refills.
17. Parkston Public Schools will not be held responsible for any medication self-administered with or without our knowledge.
18. If medication is for emergency use only, such as a bee sting kit, parents must demonstrate proper procedure on the use of the medication kit and leave complete instructions provided by the physician for administration.
19. Students at Parkston High School will be allowed to self administer prescription and non-prescription medications after their parents have signed a waiver and the student has demonstrated the ability to administer such. Exemptions to this will be:
  - Controlled substances such as Ritalin and Dexedrine.
  - Parental request to have school personnel store and administer or assist with administration of medication.
  - IEP of students specifies storage and administration of medication by school personnel
  - Health Services recommends that medication be stored and administered by school personnel for a specific student.

### **Junior High School**

All the above rules apply with two exceptions:

1. Where parents/guardians hold student responsible, refills may be sent with the student to school.
2. Students may have, in their possession, a daily dose of non-prescription medication, such as aspirin, decongestant, etc. This medication should be in the original container and labeled with the student's name.

### **High School**

1. Students at Parkston High School will be allowed to self-administer prescription and non-prescription medications. Exemptions to this will be:
  - Controlled substances such as Ritalin and Dexedrine.
  - Parental request to have school personnel store and administer or assist with administration of medication.
  - IEP of student specifies storage and administration of medication by school personnel.
  - Health services recommend that medication be stored and administered by school personnel for a specific student.
2. Medications stored and administered by school personnel will follow rules of the Parkston School District's Medication policy.

3. Students will be allowed to transport medication refills to school.
4. All medications (prescription and non-prescription) in a student's possession should be in the original container and labeled with the student's name.
5. The principal or designee maintains the right to discontinue the student's privilege of self-administering medication if the student is abusing the intent of the policy.

**PARKSTON SCHOOL DISTRICT 33-3**  
**REQUEST AND AUTHORIZATION FOR MEDICATION/TREATMENT**

Parents are encouraged to give medications at home whenever possible. **For those cases where it is not possible to administer the medication at home, school district will train the building principals, the elementary and secondary principals' administrative assistants and the HS office/study hall aide, who will administer medication in school. Furthermore, the district will contract with the Community Health Nurse to oversee the program and to regularly review procedures.** If it is necessary to administer medications to students during school hours the following regulations will be observed:

1. A parent/guardian or designated adult must deliver to the school all medications including refills to be administered by school personnel.
2. Medication to be administered must be prescribed by a licensed medical professional. The school by contact the professional as necessary.
3. Medication to be administered by school personnel must be provided in the prescription container with the prescription attached. Medication improperly packaged or labeled will not be administered.
4. Parents or guardians must provide the information requested below and sign the form granting the school permission to administer the medication.

To be completed by parent or guardian:

I request and authorize officials at

\_\_\_\_\_ School to supervise the below stated medication and dosage.

Student's name \_\_\_\_\_

Medication \_\_\_\_\_

Dosage and time \_\_\_\_\_

Method (oral, ear drops, etc.) \_\_\_\_\_

Possible side effects or adverse reactions \_\_\_\_\_

The student being treated for \_\_\_\_\_

I understand the medication shall provided in a bottle labeled by the pharmacy to include the student's name, medication and strength, dosage and time medication is to be taken, and physicians name. I understand that district personnel are rendering a service and will administer the medication only in accordance with the instructions on the label. I understand that the school district and individuals involved will not be liable from any adverse effects of the medication. I understand that the school may contact the prescribing professional regarding the medication and/or its effects.

\_\_\_\_\_ Initial for consent to carry and self administer inhaler.

Signed (parent or guardian) \_\_\_\_\_ Date \_\_\_\_\_

### **CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES (GENERAL) EDUCATION3**

Each student has the right to an education and he/she also has the responsibility not to interfere with or threaten the education of others by his/her actions.

Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

#### **EXPRESSION**

The primary liberties in a student's life have to do with the processes of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interference by the school with these liberties or with the student's access to or expression of controversial points of view.

#### **SPEECH**

Every student has the right to express his/her opinion wither verbally or symbolically as long as he/she does not infringe upon the rights of others.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in an orderly manner whatever views command the assent of his/her mind. Where soundness of his/her position can neither be penalized academically for holding these views.

A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have his/her own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

## **CO-CURRICULAR AND EXTRA-CURRICULAR OFFERINGS AND LETTERING GUIDELINES**

### **Athletic Offerings and Lettering Guidelines**

**BASKETBALL: BOYS AND GIRLS** To letter in boys or girls basketball a player must play in 18 quarters of varsity basketball. To play in any part of a quarter constitutes one quarter. A letter may also be given to anyone at the coach's discretion.

**FOOTBALL:** Letters will be earned by playing in 12 quarters in a varsity game. To play in any part of a quarter constitutes one quarter. A letter may also be given to anyone at the coaches' discretion.

**TRACK AND FIELD:** To qualify for a letter in track and field, an athlete must accumulate enough team points scored by placing in varsity meets in one of the following categories: Individual points scored and relay points scored. The athlete must score three letter points in any combination of individual and/or relay points. The athlete must compete for the entire track and field season, and must also return all school-issued clothing and equipment associated with the sport. The coach will retain discretion in awarding a letter.

**WRESTLING:** A letter will be awarded to an athlete that has scored 18 points on the varsity squad or has qualified for the State Tournament. A letter may also be given to wrestlers at the coach's discretion. The athlete must be part of the team for the entire season.

**GOLF: BOYS & GIRLS:** A letter will be awarded to an athlete that contributes a score that is counted towards team total in placing in a match or regional.

**CHEERLEADING:** A letter will be awarded to a cheerleader that is a member of one of the varsity squads and takes part in practices, meetings and conducts themselves in compliance with the rules of cheerleading and the school. A letter may also be given to a cheerleader at the coach's discretion.

**VOLLEYBALL:** A letter will be awarded to an athlete that is a member of the varsity volleyball squad and has played in (15) sets or more and has contributed consistently in practices and games. A letter may also be awarded at the coach's discretion.

**CROSS COUNTRY:** To qualify for a letter in cross country, an athlete must place in at least one varsity meet or qualify to for the state meet. The athlete must compete for the entire cross country season. A letter may also be given at the coach's discretion.

### **NATIONAL HONOR SOCIETY SELECTION PROCESS**

1. There will be a creation of a Faculty Council.
2. Students' academic records will be reviewed to determine scholastic eligibility. A student must have a 3.25 GPA to be academically eligible for consideration.
3. Students who are eligible scholastically will be notified and told that further consideration for selection to the National Honor Society Chapter, will be after they complete the Student Activity Information Form.
4. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the actual selections must be made by the five appointed members of the faculty council. It is no longer permissible to make an entire faculty vote.
5. The Student Activity Information Form will be reviewed by the faculty council, along with any other verifiable information about each candidate. Some faculty councils may wish to interview candidates personally. Candidates receiving a majority vote of the faculty council will be inducted into the chapter. A point system is used to evaluate candidates, the cut off point is determined prior to reviewing candidates.

### **CHAPTER OF THE NATIONAL HONOR SOCIETY**

\_\_\_\_\_  
(Chapter Name)

**SAMPLE STUDENT ACTIVITY INFORMATION FORM**

(Not an application form)

Directions: Please complete all sections. Do not be modest. Every bit of information can be used by the faculty council to assist with the selection process. Completion of the form does not guarantee selection.

I. Administrative Information (Please type or print)

Name: \_\_\_\_\_

Other Information as required:

II. Co-curricular Activities: \_\_\_\_\_

List all activities in which you have participated during high school. Include clubs, teams, Musical groups, etc., and major accomplishments in each.

Activity	9	10	11	12	Accomplishments

III. Leadership Positions: \_\_\_\_\_

List all elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included. For example, elected student body, class, or club officer; committee chairperson; team captain; newspaper editor; work area manager; or community leader.

Leadership Position	9	10	11	12	Activity or organization

IV. Community Activities: \_\_\_\_\_

List community activities in which you have participated and note any major accomplishments in each. These should be any activities outside of school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside the school, Boy or Girl Scouts, volunteer groups, or community art endeavors.

Community Activity	9	10	11	12	No. of Hours/Wk.	Major Accomplishments	Signature of Adult Sponsor


V. Work Experience, Recognition, and Awards: \_\_\_\_\_

List below any job experiences, honor, or recognition, that you have received which support your bid to be selected for membership in the National Honor Society. Work experience may be paid or volunteer.

Job Recognition or Award	9	10	11	12	Group or Activity, Number of Hours Spent on Job or Volunteer Activity

Write a paragraph about community service and any other information the student feels is important about themselves.

### SENIOR PRIVILEGES

#### GUIDELINES

1. Seniors must attend all classes in which they are enrolled but are not required to attend study halls.
2. The maximum number of free periods for senior privileges are one and a noon period.
3. Seniors must be in class on time. The first tardy they receive will be a warning. The second tardy they receive will be the loss of senior privileges for 3 weeks. The third tardy will result in loss of senior privileges for the rest of the semester.

#### VEHICLES

1. Seniors are permitted to drive their vehicle during the school day.
2. No underclassmen may ride around with seniors during school time, including lunch time.
3. Students must adhere to local traffic regulations.
4. Students will not drive around the school during school time.
4. Any use of alcohol or tobacco during the school day (8:15-3:45) is a violation of state law and school policy. Students will be subject to the same punishment as any other part of the school day, plus will automatically lose senior privileges for the remainder of the school year.
5. Seniors may go to the front of the lunch line and eat first.
6. Students who want to study during a free period must use the supervised designated area set by the principal. They may not sit in the hallways between classes. They may leave the building or be in the supervised designated area, but they may not wander around the building.
7. To receive senior privileges, seniors must: **Must not have a grade of D- or an F. Grades will be monitored on a weekly basis. If a student has a grade of a D- or an F, they will lose the privilege for at least one week. For figuring eligibility and privileges, we operate from Monday morning 8:30 to Monday morning 8:30.**
8. Must be in good standing in attitude and behavior.

**BEGINNING WITH SPRING SEMESTER 2000, ANY STUDENT FAILING A COURSE AND WISHING TO TAKE THE MAKE-UP WORK BY CORRESPONDENCE WILL NOT BE ALLOWED SENIOR PRIVILEGES. MAKE-UP WORK DONE IN THE CLASSROOM WILL NOT AFFECT SENIOR PRIVILEGES.**

**IF A STUDENT MISSES A TOTAL OF 10 DAYS OF SCHOOL DURING THAT SEMESTER, THEY WILL LOSE THEIR SENIOR PRIVILEGES. ALSO THE NUMBER OF TIMES A STUDENT MAY MISS A PARTICULAR CLASS CANNOT EXCEED 10 OR THEY WILL LOSE THEIR SENIOR PRIVILEGES.**

## **FERPA FACT SHEET – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students, or former student, who has reached the age of eighteen or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents and eligible students to inspect the records. School may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, the school must have a written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know
- Other school to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in case of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state laws

School may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendances. However, school must tell parents and eligible students about directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose directory information about them.

School must notify parents and eligible students of the rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, call (202) 260-3887 or TDD 260-8956, or contact:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-460

## **PARKSTON SCHOOL DISTRICT GUIDELINES FOR EXTRA-CURRICULAR PARTICIPATION**

The Board of Education has set up a policy on rules and regulations for extra-curricular participants so that all interested parties have knowledge of said rules at Parkston High School. Below you will find listed what the school board feels are a reasonable set of rules that participating students should and will be required to follow: These guidelines apply to: All Sports, Cheerleading, Band, Chorus, Play, Journalism, FBLA, Art

Club, National Honor Society and FCCLA. (Band and Chorus season will be based on a 9-week period of time.)

Guidelines for all Extra-Curricular Participants are in effect from the first practice in August until participants return from Girls State-Golf Meet.

**NO GAPS BETWEEN SEASONS**

**Guideline 1: Participants shall not use or possess illegal drugs, or drug paraphernalia and/or commit any type of felony. This part of the Training rules is year around.**

**1<sup>st</sup> Offense – Will follow SDCL 13-32-9**

**SDCL 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS.**

Section 1. That § 13-32-9 be amended to read as follows:

13-32-9. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

Section 2. That chapter 13-32 be amended by adding thereto a NEW SECTION to read as follows:

No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district.

Section 3. That chapter 13-32 be amended by adding thereto a NEW SECTION to read as follows:

If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

**As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.**

**REVISED 2006 LEGISLATIVE SESSION  
AMENDED 2010 LEGISLATIVE SESSION  
Amended 2014 Legislative Session**

**The cost assessment and treatment if necessary is the responsibility of the parent/guardian.**

- The Parkston School District is willing to assist students who seek help for a chemical dependency problem. Students with no identified violations will not be penalized if they voluntarily enter a treatment program and abstain from using any substances which are in violation of this policy. If while in this program, they violate the rules, they will be penalized the same as any other student. **The cost assessment and treatment if necessary is the responsibility of the parent/guardian.**

Applies specifically to student organization to include HOSA, FBLA, Art club, National Honor Society, and FCCLA participants.

**1<sup>st</sup> Offense** – Students will be withheld from all club-out-of school activities that takes place during the 9 week period in which the student committed the offense.

**2<sup>nd</sup> Offense for possession or use of tobacco** – Student will be withheld from any club out-of-school activity that takes place during the 9 week in which the student committed the offense and the next 9 week period.

**2<sup>nd</sup> Offense for possession or use of alcohol or other mood-altering substance.** Student will be withheld from any club out-of-school activity that takes place during the 9 week in which the student committed the offense and the next 9 week period. The suspension will carry over to the next school year if the offense is committed during the last 9-week period of the school year, and the person must participate in an assessment with a certified chemical dependency counselor or complete an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

**The cost assessment and treatment if necessary is the responsibility of the parent/guardian.**

**3<sup>rd</sup> Offense** – Student will be prohibited from participating in all club activities for one (1) calendar year.

The Parkston School District is willing to assist students who seek help for a chemical dependency problem. Students with no identified violations will not be penalized if they voluntarily enter a treatment program and abstain from using any substances which are in violation of this policy. If while in this program, they violate the rules, they will be penalized the same as any other student.

**The cost assessment and treatment if necessary is the responsibility of the parent/guardian.**

**Guideline 3: Participants shall observe a curfew of 11:00 p.m. on weekdays (Sunday through Thursday) and 1:00 a.m. on weekends (Friday and Saturday). Curfew will be observed only during each activity season. (Activity Directors may deviate from the above stated curfew at their own discretion.)**

Applies specifically to all sports, cheerleading, band, chorus, play and journalism participants.

**1<sup>st</sup> Offense** – Probation

**2<sup>nd</sup> Offense** - Participants will be removed for five (5) calendar days including (1) regularly scheduled event in that sport or activity. **STUDENT MUST PRACTICE.**

**3<sup>rd</sup> Offense** – Participants will be removed from the activity for the remaining days of the season.

Applies specifically to student organizations to include HOSA, FBLA, Art Club, National Honor Society, and FCCLA participants:

**Curfew** will be imposed according to state guidelines for the individual organizations.

**Guideline 4: Students are encouraged to attend all practice sessions. Coaches need not accept any Unexcused Absence. Excused Absence would be an illness or injury of the participant and/or church, school, and family reason. Excuses must be given to the Coach before practice – no missing practice and then getting an excuse from your parents.**

Applies to all sports, cheerleading, band, chorus, play, journalism, HOSA, FBLA, Art Club, National Honor Society, and FCCLA participants.

**Directors** will decide the consequences for violation of this guideline.

**Guideline 5: All Activity Directors may have other rules and regulations in addition to the above guidelines for their sport or activity.**

Applies to all sports, cheerleading, band, chorus, play, journalism, HOSA, FBLA, Art Club, National Honor Society and FCCLA participants.

**Guideline 6: The above rules apply if the report is made by adult who witnessed a violation by the participants and is willing to testify.**

Applies to all sports, cheerleading, band, chorus, play, journalism, HOSA, FBLA, Art Club, National Honor Society, and FCCLA participants.

**Guideline 7:** Training rules governing the time from the day after and the State Track Meet until the first day of practice in August shall be as follows: Any student who is adjudicated or a drug-related offense, or any felony conviction during the summer months, shall serve the above listed penalty during their first activity season the following school year. These offenses would include, but not limited to DUI and possession or sale of drugs or drug paraphernalia. This would serve as a student’s “first offense” for the coming school year.

*Applies to all sports, cheerleading, band, chorus, play, journalism, HOSA, FBLA, Art Club, National Honor Society, and FCCLA participants.*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

**TRAINING RULES FORM**

I have read the training rules and understand all the rules and regulations. I realize the faculty and administration are here to help me in any way necessary. I will feel free to come to the faculty and/or administration with any problems.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Revised: 11/8/2010

**PARKSTON SCHOOL DISTRICT – STUDENT/ATHLETE HEALTH POLICY**

For the protection of student athletes, if a student suffers a substantial physical injury and/or concussion or concussion symptoms, the student shall not be permitted to participate in an athletic activity until he or she is cleared for participation in the activity by a physician licensed by the South Dakota Board of Medical and Osteopathic Examiners (or similar out-of-state licensing body if the physician isn’t located in South Dakota), or a physician’s assistant. The clearance by the **physician/physician’s assistant** must be in writing on the following form and **must** refer to the physical injury for which the student was barred from participation, and **must** refer to the athletic activity for which the student is being cleared for participation. For purposes of the provision, a substantial physical injury includes all concussions and/or concussion symptoms, all fractures,

and any other physical injury that in the opinion of school administration should be evaluated by a physician prior to resuming participation in the school activity. This provision shall not be construed to prevent licensed chiropractors from conducting necessary sports participation physicals which are required by the SD High School Activities Association.

In addition to the above guidelines district high schools will abide by the rules and bylaws of the South Dakota High School Activities Association (SDHSAA). Membership in the SDHSAA will be renewed annually by approval of the Board.

Adopted: July 11, 2011

## RETURN TO COMPETITION, PRACTICE, OR TRAINING

This form is to be used after a youth athlete is removed from, and not returned to, competition, practice, or training after exhibiting concussion symptoms. The youth athlete should not be returned to competition, practice, or training until written authorization is obtained from an appropriate health care professional and the parent/guardians. A licensed health care provider is a person who is:

- (1) Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and
- (2) Trained and experienced in the evaluation, management, and care of concussions.

This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

### REASON FOR ATHLETE'S INCAPACITY

\_\_\_\_\_  
\_\_\_\_\_

### Guidelines for returning to competition, practice, or training after a concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
- 4. When in doubt, sit them out.**

**HEALTH CARE PROFESSIONAL'S ACTION**

I have examined the named student-athlete following this episode and determined the following:

\_\_\_\_\_ **Permission is granted** for the athlete to return to competition, practice, or training

\_\_\_\_\_ **Permission is not granted** for the athlete to return to competition, practice, or training

COMMENT: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Health Care Professional

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

\_\_\_\_\_ Date: \_\_\_\_\_  
School Administrator

**STUDENTS: INTERNET AND ELECTRONIC MAIL ACCEPTABLE USE POLICY**

**PARKSTON PUBLIC SCHOOL ACCEPTABLE USE POLICY INTERNET AND ELECTRONIC MAIL PERMISSION FORM**

**Please read the following carefully before signing this document. This is a legally binding document.**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilizations of the network resources. If a Parkston Public School user violates any of these provisions, his or her current access will be terminated in the future and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

**INTERNET – TERMS AND CONDITIONS**

**1. Acceptable Use** – The purpose of providing Internet and Electronic Mail (E-Mail) through State K-12 E-Mail System is to enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world.

The use of the Internet and E-Mail must be in support of education and research consistent with the educational objectives of the Parkston School District. Use of other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of an U.S., or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or lewd material, or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited.

**Students will not use any mass e-mailing lists created by district personnel to send out an e-mail unless the e-mail has been approved by the administration or tech personnel. Using this list without the prior consent of the administration or tech personnel will result in the loss of all computer privileges until further notice. This violation can also contain additional forms of punishment in the form of suspension.**

**2. Privileges** – The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Parkston Public School administration will deem what is inappropriate use and its

decision is final. The administration, faculty, and staff of Parkston Public School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.

**3. Netiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include (but not limited to) the following:

- a. Be polite. Do not get abusive in your message to others. Do not send or display offensive messages or pictures.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone numbers of students or colleagues.
- d. Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. Trespassing on another's folders, work, or files is prohibited and will result in loss of privileges. Messages relating to or support of illegal activities will be reported to the authorities.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users (intentionally wasting limited resources).
- f. All communications and information accessible via the network should be assumed to be private property.

**4. No Warranties** – The Parkston Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Parkston Public School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence on your errors or omissions. Use of any information obtained via the internet is at your own risk. The Parkston Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The Parkston Public School District cannot be responsible for inappropriate or offensive material you encounter on the internet. If offensive material would cause you personal embarrassment or other emotional or psychological damage you should not use the system.

**5. Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login to internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the internet.

**6. Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet or any of the above listed agencies or other networks that are connected to the state k-12 email system. This includes, but not limited to, the uploading, creation or intentional transition of computer viruses.

**7. Exception of Terms and Conditions** – All terms and conditions as stated in this document are applicable to the Parkston Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Parkston Public School Board, the laws of the state of South Dakota and the United States of America.

### **PERMISSION FORM**

I understand and will abide by the above terms and conditions for internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

**USER'S FULL NAME (PLEASE PRINT)** \_\_\_\_\_

**USER'S SIGNATURE** \_\_\_\_\_

DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ GRADE IN SCHOOL \_\_\_\_\_

**PARENT OR GUARDIAN** (If the student is under the age of 18, a parent or guardian must also read and sign this agreement)

As the parent or guardian of this student, I have read the terms and conditions for internet access. I understand that this is designated for educational purposes and the Parkston Public School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Parkston Public Schools to restrict access to the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the internet and E-Mail and certify that the information contained on this form is correct.

**PARENT OR GUARDIAN NAME (Please Print)** \_\_\_\_\_

**PARENT OR GUARDIAN SIGNATURE** \_\_\_\_\_

DATE \_\_\_\_\_

### **FEDERAL PROGRAM COMPLAINT POLICY** -

**POLICY:** In compliance with applicable federal laws and regulations, the Parkston School District has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates. The superintendent can be reached at 102c South Chapman Drive, Parkston, South Dakota, 57366 or by calling (605) 928-3368.

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

## HANDBOOK FORM

I have read the student handbook and understand all the rules and regulations. I realize the faculty and administration are here to help me in any way necessary. I will feel free to come to the faculty and/or administration with any problems.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**THERE ARE A NUMBER OF FORMS THAT NEED TO BE SIGNED. IN THE PACKET THAT YOUR CHILD RECEIVED AT REGISTRATION, ARE THE SHEETS THAT NEED TO BE SIGNED. THESE ARE JUST THE SIGNATURE PAGES THAT NEED TO BE RETURNED. THE REASON WE DO THIS IS SO YOU DO NOT HAVE TO TEAR THE HANDBOOK APART.**