

Dear Students, Parents, and Guardians,

It is with great pleasure and pride that I welcome you to Mt. Vernon Public School District for another exciting academic year. This student handbook serves as a valuable resource, outlining the policies, procedures, and expectations that guide our educational community.

Our school district has always been committed to fostering an environment where every student can thrive academically, socially, and emotionally. We believe that education extends beyond the classroom, and our handbook reflects our dedication to nurturing well-rounded individuals who are prepared to face the challenges of the future.

This handbook is not just a collection of rules and regulations; it is a roadmap for success. It provides you with essential information about our district's core values, academic programs, extracurricular opportunities, and the support services available to help you achieve your full potential. It also outlines the rights and responsibilities of students, parents, and staff, ensuring that everyone in our community understands their role in creating a safe, inclusive, and respectful learning environment.

Our commitment to excellence is unwavering, and we are continually striving to improve the educational experience we offer to our students. We believe in the power of collaboration and open communication, and this handbook is just one of the many ways we connect with our community. It is a tool that helps us work together to ensure your educational journey is both enriching and fulfilling.

As you embark on this academic year, I encourage you to familiarize yourself with the contents of this handbook. It will be a valuable resource throughout your time in the Mt. Vernon Public School District, serving as a guide to help you make the most of your educational experience.

I want to express my gratitude to our dedicated educators, support staff, parents, and community partners who play an essential role in our students' success. Together, we can achieve great things, and I look forward to the achievements, growth, and memorable moments that the coming school year will undoubtedly bring.

On behalf of the entire school district, I wish you a fantastic year filled with knowledge, growth, and endless opportunities. Remember, you are the architects of your own future, and we are here to support you every step of the way.

Sincerely,  
Eric Denning  
Superintendent  
Mt. Vernon Public School District

## **General Policy Statement**

The Board of Education of the Mt. Vernon School District believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and all other school personnel.

The Board of Education shall expect all employees to be concerned with student behavior, and when and where unacceptable behavior occurs to take that action which is most appropriate.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, or other violations of the law be tolerated, condoned or excused, and immediate steps will be taken to discipline any student involved in such behavior.

The Board of Education of the Mount Vernon School District, acting through the Superintendent of Schools, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

The school principal shall be responsible to the Superintendent of Schools, for the total operation of his or her school.

The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policies relating to standards of student behavior to govern areas and situations not included in the Student Handbook. The principal shall, in developing these rules and regulations, involve representatives of his or her teaching staff, classified personnel, students and parents or guardians.

All teachers shall be responsible for the supervision of the behavior of all the students in the school. This includes not only those students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact.

The teachers shall be expected to maintain the kind of atmosphere and decorum which will promote the learning processes, utilizing all sound techniques which seem appropriate. When the teacher is unable to assist the student to maintain proper control in his or her behavior, the student shall be referred to the appropriate school administrator.

All classified and certificated employees of the Mt. Vernon School District, regardless of their assignment, are expected to participate directly in the supervision and guidance of the behavior of all students.

Bus drivers of Mt. Vernon District have full authority to discipline students on the bus. Continued discipline problems, serious rule infractions or infractions not allowed in school will be reported by the driver to the appropriate building principal for additional school disciplinary actions. Parents or guardians are expected to exercise the required controls so that their child's behavior at school will be conducive to their own progress and not disruptive to the school's educational program.

Each student shall be expected to obey all school rules and regulations as well as the laws of the community, state and nation. The principals shall be expected to inform the parents or guardians of any student whose behavior is in serious conflict with established rules, laws and procedures. "This handbook applies to all students whenever and wherever the student is under the jurisdiction of the school, including all activities and school functions." The mere fact that the student has reached eighteen (18) years of age does not relieve the student or the parents of school policies.

Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to assist all concerned with this task.

The Superintendent of Schools, through the school principals, shall cause to be disseminated to all parents and students at the beginning of each school year and for each new student upon registration, the comprehensive Student Handbook currently in effect.

Any individual who has a concern over the guidelines established by the Mt. Vernon School District or who desires to review any of the administrative actions taken by school officials within the framework of these

guidelines is encouraged to contact the appropriate school level administrator or the Office of the Superintendent of Schools.

### **NOTIFICATION OF PATRONS, STAFF, AND FACULTY**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Mt. Vernon School District has no asbestos containing materials in the school buildings. A copy of the inspection report which details this information is available for public inspection during normal working hours in the Administration office.

#### **Notice of Re-inspection:**

The following notice should be distributed to all employees and staff within 30 days of the receipt of the inspection report:

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos and implement an Asbestos Management Plan (AMP). This same statute also requires initial and annual notifications of the availability of a management plan. In compliance with these regulations, the District retained the services of Gary Snow & Associates, Inc. of Pierre, SD to conduct the inspection and update the AMP. A copy of this latest inspection is available during normal school hours at the administration office.

Based on this inspection, it has been determined that no asbestos containing materials have been identified in the Mt. Vernon School District.

#### **Records Required:**

1. Copies of the student/employee handbook in which the above notice appears.
2. Copies of letters or notices regarding asbestos sent to patrons/staff of the District.

### **EDUCATIONAL PHILOSOPHY**

In today's society, education is a continuous process of learning, not only for the present but for the future. Therefore, the Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, and emotional needs.

The Board will strive to provide a general educational program so that each child develops in accordance to his/her individual abilities, interests and potential. The responsibility of the school, within the resources allotted, is to help guide the individual in the many and varied educational experiences so that he/she can develop into a wholesome, happy and productive human being as is possible.

The Board recognizes the importance of the home as the first and main influence upon the child. The parent/guardian play a necessary role in the overall development of a student's academic, social, emotional, and physical development.

The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is one of the most significant influences in the school and must, therefore, possess and demonstrate professionalism, commitment, dedication, enthusiasm, and sensitivity. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

Adoption: January 14, 1991 Revised: July 13, 2015

# Mount Vernon District Goals 2023-2024

## Performance Goal 1 - Math

For the 2023-2024 school year:

For K-8, 65% of students will achieve proficient or advanced scores in Math.

- Grades K-2 based on NWEA RIT scores
- Grades 3-8 based on Smarter Balanced Assessment scores

For 3-8, Students will have a cumulative 0.25 gain from the previous year of the lowest target of the three year trend from the Target Report.

- Based on Mount Vernon Target Report

For 9-11, 80% of students will achieve at or above expected math scores from their 10th grade pre-ACT test on their 11th grade ACT test and 80% of 10th grade pre-ACT expected ACT math scores will be at or above the expected ACT scores from their 9th grade pre-ACT test.

- Grades 9-11 based on ACT scores and pre-ACT expected scores

### Action Steps

- Teachers in grades K-2 will issue initial assessments to students in NWEA to establish baseline results in order to help create learning opportunities and determine areas for growth.
  - Student Learning Objectives will be based on a standard within an anchor standard.
- Each teacher in grades 3-8 will base their SLO on the lowest target of the three year trend from the Mount Vernon Target Report.
- Teachers will focus on Priority Standards during the 1st Semester and then expose students in grades 3-8 to FIAB and IAB practice tests. Teachers will use results of initial practice tests to form small group learning experiences to reteach/review standard attainment then retest using the same practice tests.
- Teachers in grades 9-11 will find and incorporate supplemental grade level questions for pre-ACT and ACT content exposure within their given curriculum. All high school content area teachers will gain access to IXL ACT Prep support.
  - Non-ELA or Math teachers will focus on English, Reading, or Math for one Student Learning Objective.

## Performance Goal 2 - English

For the 2023-2024 school year:

For K-8, 65% of students will achieve proficient or advanced scores in English.

- Grades K-2 based on NWEA RIT scores
- Grades 3-8 based on Smarter Balanced Assessment scores

For 3-8, Students will have a cumulative 0.25 gain from the previous year of the lowest target of the three year trend from the Target Report.

- Based on Mount Vernon Target Report

For 9-11, 80% of students will achieve at or above expected English scores from their 10th grade pre-ACT test on their 11th grade ACT test and 80% of 10th grade pre-ACT expected ACT English scores will be at or above the expected ACT scores from their 9th grade pre-ACT test.

→ Grades 9-11 based on ACT scores and pre-ACT expected score

#### Action Steps

- Teachers in grades K-2 will issue initial assessments to students in NWEA to establish baseline results in order to help create learning opportunities and determine areas of growth.
  - Student Learning Objectives will be based on a standard within an anchor standard.
- Each teacher in grades 3-8 will base their SLO on the lowest target of the three year trend from the Mount Vernon Target Report.
- Teachers will focus on Priority Standards during the 1st Semester and then expose students in grades 3-8 to FIAB and IAB practice tests. Teachers will use results of initial practice tests to form small group learning experiences to reteach/review standard attainment then retest using the same practice tests.
- Teachers in grades 9-11 will find and incorporate supplemental grade level questions for pre-ACT and ACT content exposure within their given curriculum. All high school content area teachers will gain access to IXL ACT Prep support.
  - Non-ELA or Math teachers will focus on English, Reading, or Math for one Student Learning Objective.

### **Performance Goal 3 - Science**

For the 2023-2024 school year:

For 5th and 8th, 65% of students will achieve proficient or advanced Smarter Balanced Assessment scores in Science.

For 9-11, 80% of students will achieve at or above expected science scores from their 10th grade pre-ACT test on their 11th grade ACT test and 80% of 10th grade pre-ACT expected ACT science scores will be at or above the expected ACT scores from their 9th grade pre-ACT test.

→ Grades 9-11 based on ACT scores and pre-ACT expected scores

#### Action Steps

- Teachers will focus on Priority Standards during the 1st Semester and then expose students in grades 5 and 8 to FIAB and IAB practice tests. Teachers will use results of initial practice tests to form small group learning experiences to reteach/review standard attainment then retest using the same practice tests.
- Teachers in grades 9-11 will find and incorporate supplemental grade level questions for pre-ACT and ACT content exposure within their given curriculum. All high school content area teachers will gain access to IXL ACT Prep support.
  - Non-ELA or Math teachers will focus on English, Reading, or Math for one Student Learning Objective.

### **Performance Goal 4 - Professional Development**

The district will provide relevant professional development for staff enrichment, development, and growth.

#### Action Steps

- Ensure adequate resources and time are provided for teachers in regular education classes to create four curriculum maps, including depth of knowledge of standards, by the end of the 2023-2024 school year.
- Regular education teachers are required to complete one instructional planning guide document with depth of knowledge for standards per quarter for school accreditation ensuring that all four subjects covered by curriculum maps are reflected in the instructional planning guides.

## **Performance Goal 5 - School Climate**

The district will provide regular social and emotional learning opportunities for students and staff.

### Action Steps

- The district will implement the 7 Mindsets curriculum across all grade levels to ensure a positive and empathetic school climate.
- The guidance counselor will meet with elementary classes on a weekly basis covering social emotional learning topics.

### **Mount Vernon School District Purpose Statement**

The Mission of the Mount Vernon School District, administration, faculty, students, parents and community is to empower students to recognize and optimize their full academic potential for life-long learning in a safe and caring environment, reflective of our changing, diverse world.

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# **STANDARDS AND GUIDELINES**

## **MVP Academic Eligibility Policy-Middle & High School**

Valuable lessons can be learned, and leisure time profitably fulfilled through participation in the extra-curricular activities program. All policies and by-laws of the South Dakota High School Activities Association will be implemented and enforced in addition to this Co-Curricular policy. Participating in these activities is a privilege not a right, which carries these responsibilities with it.

Students must pass all of their classes to be eligible for MVP Co-op Activities. Any student with a failing grade (F) in one or more classes will be placed on academic probation for one week in all classes. The student must be passing all classes with no missing assignments in any class by the end of the probationary week to continue to be eligible for all activities. If not, the student becomes ineligible to play, participate, and or compete for a period of a week. Students must have a passing grade (D- or higher) and no missing assignments in all classes before he/she can resume play, participation, or competition in all extra-curricular activities. Students who have missing assignments due to an extended excused absence or illness will not have these missing scores figured into their eligibility status for a period of one week upon their return to school from said absence or illness.

Procedure: Grades will be taken after the 1st 3 weeks of each semester. At which time any student with a failing grade will enact the one week grace period. It is the student's responsibility within the grace period to make the necessary corrections to complete all of their missing assignments and/or improve their overall academic standing in the classes in which they are failing to pass (D-). Students will be allowed one grace period per semester. The student will remain ineligible for the timeframe of one week, on a week by week basis, after which time the grace period has been used.

The student will continue to practice during the probation and ineligibility week at the discretion of the coaches, teachers, and admin. Grades will be checked at 12:00 PM on Monday. The probation and eligibility week begins at 12:00 PM on Monday and ends, or begins again, the following on Monday 12:00 PM. In the event there is no school on Monday, grades will be checked on the first day of school for that calendar week. A failing grade (F) will carry into the next nine weeks, except at the beginning of each semester. The first three weeks of each semester will be a grace period to allow students and teachers to establish a solid academic baseline for reference.

All students will be eligible at the beginning of the year or semester unless ineligible according to the South Dakota High School Activities Association guidelines. (See SDHSAA eligibility policy in Handbook)

Administration, Athletic Director or designee will patents/students to inform them of the probation or ineligibility status.

This policy affects all extra-curricular activities to include athletics and fine arts. Students who are found to be ineligible may not:

- 1.) Participate in school sponsored extracurricular contests/events or be dismissed from a portion of the regular school day to travel with their respective team.
- 2.) Participate in any school sponsored co-curricular or fine arts contests/events that would require that student to miss a portion of the regular school day.

### **DUE PROCESS (ELIGIBILITY FOR ACTIVITIES)**

In the event a student has become ineligible to participate in school sponsored activities the student will be afforded their due process in the following manner.

- The student and parent(s) or guardian(s) will be informed when a violation has occurred and disciplinary action is taken.
- A determination of eligibility shall be made by the administration and may become effective immediately. The administration will address on a case by case basis.
- The student and parent(s) or guardian(s) will be afforded the opportunity to have a hearing before the administration.
- The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given.

### **ATHLETIC ELIGIBILITY/SDHSAA**

In order for students to be eligible for athletics, the student must pass four academic subjects per semester (2.0 credits) and during the preceding semester. Academic success in regard to the above is necessary for participating in any extra-curricular activities conducted under the governance of the SDHSAA.

<http://www.sdhsaa.com/Portals/0/PDFs/Handbook/Athletics/17-OutofSeasonRule.pdf>

### **ATHLETICS**

Football, Basketball, Wrestling, Volleyball, Track, Cross Country, Golf, Club Baseball, and Competitive/Sideline Cheer are the major sports offered at Mt. Vernon High School. Students who wish to participate in two or more sports during a season must train for both under the supervision and agreement of both head coaches.

### **OUT -OF-TOWN TRIPS**

STUDENTS WILL NOT BE ALLOWED TO RIDE HOME WITH ANYONE OTHER THAN THEIR OWN PARENTS WITHOUT A HANDWRITTEN NOTE OR A TEXT MESSAGE FROM THEIR PARENT TO THE SUPERVISOR OF THE ACTIVITY.

### **FAMILY TIME**

Practices at all levels will rotate between the two schools as mutually agreed upon by the administration. Coaches will have the discretion to move practices as they see fit. Practice length will be set by coaches and administrators. We will make our best effort to keep practice and game schedules equal for both schools including a rotation of home playoff games, as well as all sub-varsity activities. All coaches should understand that Wednesday will be honored as church night and that players should be released in time to attend their church functions. No school sponsored activities shall be scheduled after 6 PM on Wednesdays. Sunday practices can be held at coach's discretion, only if there is a scheduled activity on Monday, or it is in the postseason. Sunday practices cannot be made mandatory, nor will students, who have family commitments, be penalized for not attending. Each team will be given at least one day a week with no scheduled activity/practice.

### **ATTENDANCE FOR ATHLETIC PURPOSES (6-12)**

A student shall be in school the day of the performance, scheduled contest, program, or trip if he/she expects to participate. Any exception must be cleared through the administration.

### **ACADEMIC LETTERING CRITERIA:**

Any 9 – 12 student can earn an Academic letter by meeting the following criteria:

- A. Must have an accumulated GPA of 3.33 for each of the first three quarter grading periods for the current school year. (Note all subjects in which the student is enrolled in will be counted in the accumulation of the GPA)
- B. Must have no letter grade of C or lower on the first three quarter grading periods for the current school year. (Note: semester tests are not part of the criteria)

Awards will be given in the following order:

- A. First year lettering: MVP letter
- B. Second year lettering: Lamp of Learning Pin
- C. Third year lettering: Lamp of Learning Pin
- D. Fourth year lettering: Lamp of Learning Pin

## **ACTIVITY TICKETS**

Activity tickets are offered for sale at the beginning of the school year.

Ticket Prices are: MV Students Grades 1 – 12 Free Admission

Single Adult \$60.00

Family Pass \$85.00

Grandparents Pass \$40.00/couple \$30.00/single

Golden Age Pass - Courtesy ticket to those 60 & over living in the Mt. Vernon School District.

(Admission Prices: Student - \$ 3 .00 and Adult - \$ 5 .00)

## **ALTERNATIVE SCHOOL**

The following rules pertain to students from Mount Vernon High School that are participating in the Second Chance Alternative School program in Mitchell.

Eligibility/participation in the Second Chance Alternative School program will be based on the following items:

- A. The student must have been enrolled in a High School program from which they have earned at least five credits towards graduation
- B. The student is behind in the established normal progression for graduation and the possibility to re-establish the progression at the regular educational setting is severely limited. The number of credits for normal progression shall be those listed in the student handbook
- C. Other factors indicate that the individual would more than likely not obtain a high school diploma, may also be considered.
- D. A student's placement at the Second Chance Alternative School will be based on the availability of a Mount Vernon School slot in the Second Chance Alternative School program. The final determination of eligibility shall be done by school administration. The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given
- E. The student and/or parents shall be responsible for transportation to and from Second Chance Alternative School
- F. Students who have been dismissed from the Second Chance Alternative School program will be eligible to apply for re-admission to the regular school program.
- G. Credits and grade point average will be determined either at the completion of the student's participation in the Second Chance Alternative School program or when he/she returns to the regular school program. A student shall not be included in the class ranking or qualify for Honor Student awards if five (5) or more credits are from the Second Chance Alternative School Program.
- H. Students completing the requirements necessary for graduation will receive their diploma from the Mount Vernon School District. Students will be able to participate in the regular commencement exercises when completion of all academic requirements and criteria is met by the student.
- I. Guidelines for eligibility/participation in class and extra-curricular activities shall be as follows:
  - a. Students will be able to participate in athletic and other SDHSAA approved extra-curricular activities as long as they meet the requirements of the school district and the SDHSAA.
  - b. Students, whose attendance center is the Second Chance Alternative School, will be able to attend activities that are outside of the normal school day that are open to the public. During the regular school day, a student who is enrolled in the Second Chance Alternative School and not at activities at Mount Vernon High School unless it is a special circumstance and advance permission has been received from Mount Vernon High School and the Second Chance Alternative School administration

## **ASSEMBLIES**

- A. General assemblies may be held periodically. Students and faculty are required to attend.
- B. Pep Assemblies: The cheerleader advisor should contact the principal for permission in advance of an assembly. If administrative permission is received, contact should then be made with the coach and the band director.

## **ATTENDANCE POLICY**

Education is a state function under the control of the state legislature. It is compulsory, SDCL 13-27-1, that all children from age six and not exceeding age 18 regularly attend school, unless excused because of physical or mental condition.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the principal's office.

Attendance is taken in each class and study hall and a record is kept of absences for each class. Days/Hours of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

Parents do not have a legal right to excuse a student from school, see SDCL 13-27. The school district has sole authority to excuse a student from school.

Students that miss school, without parent/guardian verification, except for school approved absences that are seen outside of school, or athletic events on the day of the absence, will be considered as having skipped school. All make-up work and time missed will be made up through the discipline process.

Any student that wants to leave school early on a regular basis, must appear at the regular board meeting and get their permission.

### **A. Absenteeism:**

**Defined** – Absence from school or any portion of school during scheduled school hours.

**Excused** – means students whereabouts/reasons for absence from school is verified by parent/guardian.

**Unexcused** – means students whereabouts/reasons for absence from school has not been verified by parent/guardian

1. Acceptable Reasons for student absences are
  - a. Personal illness – excessive absences could require a Doctor's note confirming illness.
  - b. Family emergency or funeral (death, serious illness)
  - c. Dental or medical appointments that cannot be made on Saturdays or after school hours
  - d. School sponsored activities. Students should notify teachers in advance of absence.
  - e. Absences for repairs of vehicles, shopping with or without parents, employment/work or babysitting inside or outside of the home is strongly discouraged and are not subject to the absence procedure policy described in A.
  - f. If a student is expected to be absent due to above stated acceptable reasons parent/guardian verification is expected by 8:30 AM.
  - g. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy.
  - h. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home.
  - i. Perfect attendance recognition is accorded those students who are neither absent nor tardy on a yearly basis in Grades K - 8

- j. If a student knows he/she is going to be absent, he/she should communicate the intended absence to his/her teachers and attempt to make up all school work before the absence.
- k. In the case of an excused absence or an unexcused absence or truancy, the student shall be afforded the opportunity to make up the work and receive full credit. Students will be given at least as many school days as they were absent to make up the work for full credit. The following example will illustrate the above policy: Johnny misses three days of school. Monday, Tuesday and Wednesday. He now has four school days to make up the work missed and receive full credit, Thursday, Friday, Monday and Tuesday. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period ends within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
- l. Attendance will be taken every period of the day. All absences will be processed as follows for students in grades 6 - 12. Students who miss more than 15 minutes of a class period will be assessed one absence. Students who are late to the beginning of a class by 15 minutes or less will be assessed one tardy.
- m. If a student has 7 recorded whole day absences or any other combination when added up that equals 7 whole day absences (excused or unexcused) in a 9 week period of time, parental notification will be given in letter format. The notification will stress the importance of attendance in school achievement.
- n. The parent will also be informed that should the number of absences, whole day or any other combination that is equal to or exceeds 7 days in a 9 week period or 14 days in a semester notification will be given to the parent, Davison County State's Attorney's office, and Davison County Sheriff to ask for assistance in following SDCL:13-27-1 Compulsory School Attendance.

**Tardiness:** Tardiness is defined as failure to be at the assigned work station when the final bell rings. A student who is late arriving for any period class will have a tardy recorded by the teacher. Excessive tardies could lead to consequences from the administration.

**Truancy:** Absence from school without permission, One day, or any part thereof, equals one violation. Any student skipping part of a school day will receive an ISS. The student may be subject to the assignment of multiple ISS or a long-term suspension depending on the severity or repeat violations of the truancy policy.

#### **ATTENDANCE FOR ATHLETIC PURPOSES (6-12)**

A student shall be in school the day of the performance, scheduled contest, program, or trip if he/she expects to participate. Any exception must be cleared through the administration.

#### **BULLYING**

The Mount Vernon School District is committed to maintaining a constructive, safe school climate that is conducive to learning, teaching, and fostering an environment in which all students/staff are treated with respect and dignity.

Persistent bullying can severely inhibit a student's/staff ability to learn/teach effectively. 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/staff so they can learn and teach in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students/staff should be able to tell

and know that incidents will be dealt with promptly and effectively, and retaliation for such reporting will not be tolerated.

Bullying is repeated and intentional harmful behavior initiated by one or more students/staff and directed toward another student/staff. Bullying exists when a student/staff 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/staff can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student/staff 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 unwelcome sexual advances

**Racial**-involves rejection or isolation of a person because of ethnicity

**Cyber Bullying** - Cyberbullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

This policy is in effect while students/staff are on property within the jurisdiction of the board; while students/staff are in school-owned or school-operated vehicles; while students/staff are attending or engaged in school-sponsored activities; and while students/staff are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

The school board expects students/staff to conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of all students and staff.

All students, staff, school personnel, and parents are encouraged to report any behavior suspected or real that violates the above policy. All reports will be made verbally and in writing to school administration, as soon as possible to help determine whether an alleged act constitutes a violation of the policy.

All incidents of bullying will be handled on a case by case basis and may result in consequences that range from in-school suspension, out-of-school suspension and/or expulsion or change of educational placement.

### **BUSING**

The Mt. Vernon School District has provided a fleet of buses for those who ride to school on them and the Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules. Violation of these rules could mean a reprimand, detention, or cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

- A. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.
- B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
- C. All students must be seated while the bus is in motion.
- D. Arms and hands must be kept inside the bus.
- E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
- F. Boisterous and profane language will not be tolerated.
- G. Absolutely no smoking and/or possession of drugs, vapes or other controlled substances will be permitted on the bus.
- H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
- I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
- J. Students will assist the driver in keeping the interior of the bus clean. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle.
- K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.
- L. Bus drivers will not discharge riders at any other place than the regular stops without proper written authorization from the parent or school official.
- M. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, and cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
- N. In the event of road emergency, students are to remain in their seats, unless otherwise directed by the bus driver.
- O. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
- P. Non-bus students are discouraged from riding on an incidental basis and will not be allowed to do so without prior approval from the administration.

### **Consequences for misbehavior on the bus**

The following consequences will be for all students that ride our buses to and from school. Remember it is a privilege to ride the bus, and it is important that all students follow the bus rules as stated. In the event that a student violates one of the rules, or some other infraction that disrupts the driver or other riders, the following consequences will take place immediately.

1st Offense: If any student is involved in any type of bullying, or misbehavior to and from school, will receive verbal and written warning to parents and one detention.

2nd Offense: If any student is involved in any type of bullying, or misbehavior to or from school, they will be suspended from riding the bus for three (3) days.

3rd Offense: If any student is involved in any type of bullying, or misbehavior to or from school, they will be suspended from riding the bus for one (1) week.

IF BEHAVIOR CONTINUES, PERMANENT REMOVAL FOR THE REMAINDER OF THE YEAR WILL BE DISCUSSED WITH ADMINISTRATION. DURING THE SUSPENSION, IT WILL BE THE PARENT/GUARDIAN'S RESPONSIBILITY TO GET THEIR CHILD/REN TO AND FROM SCHOOL.

### **BUSING FOR STUDENT ACTIVITY TRIPS**

A. All school district bus rules will be in effect.

B. Students taking part in school sponsored activities must use school provided transportation when going out of town. At the conclusion of a school sponsored event students may be released to their parents or parent designee(adult only)if the parent signs a release form, or sends the school official in charge of the activity a text message or phone call acknowledging permission and assumption of liability on the parents part for their student's release.

### **CELL PHONES & ELECTRONIC RECORDING DEVICE POLICY**

All cell phones and electronic recording devices (including headphones) must be turned off and kept in backpacks, lockers, or teacher designated area/container during class time, this includes study halls for all students 6-12. (Exception: those 9-12 students who have earned privileges according to the Incentive Policy) Cell phones and electronic recording devices must NOT be used during class time, unless instructed for use by the teacher. When allowed, students must follow all classroom rules for the use of a cell phone or electronic recording device. Cell phones and/or electronic recording devices used for other functions (ie. Social media, texting, video, taking pictures ect.) during this time is considered a violation of the Cell Phone and Electronic Recording Device Policy.

### **USE OF CELL PHONES & VIDEO RECORDING DEVICES ARE STRICTLY PROHIBITED IN LOCKER/CHANGING/REST ROOM AREAS**

If a student is using a cell phone or electronic recording device, for reasons other than teacher directed educational purposes, at any time, the following consequences will be imposed:

- A. First/Second Violations in Classrooms: Cell Phone/Electronic recording device will be confiscated from the student and given to the administrative office. It will be returned to the student at the end of the day.
- B. Third and all other subsequent Violations in Classrooms: The cell phone/recording device will be returned ONLY to the parent/guardian of the student. Only those listed as contacts in Infinite Campus are able to be contacted. We realize that having to pick up a student's device may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated devices will be labeled with the student's name and kept in the administrative office until the parent takes possession. We will make all reasonable efforts to ensure that any electronic devices confiscated due to student lack of policy compliance will be kept with reasonable care. Students who have cell phones/electronic devices confiscated more than three times may/will be subject to consequences due to insubordination.



**A violation/infraction of a student caught recording in the posted, sensitive areas will be handled on a case-by-case basis and subject to suspension/expulsion to be determined by administration. THERE WILL BE NO EXCEPTIONS TO THIS POLICY**

### **CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER**

Any student caught cheating or plagiarizing on any test and/or assignment will have a zero assigned to that test and/or assignment. All cases will be referred to the principal and the teacher will notify the parents of the infraction. Disciplinary action will be taken and will be left up to the discretion of the teacher and the principal. The consequences will range from a detention to a suspension.

### **CLUB SPORTS**

The Mount Vernon School Board will recognize a Club Sport under the following conditions.

- a. Participation will be limited to only students who are in grades 6 - 12.
- b. Students will be required to follow all of the athletic/academic rules of participation as stated by the South Dakota High School Activities Association, all programs that are currently sponsored by the Mount Vernon School District and outlined by the student handbook.
- c. All rules including, but not limited to physical, academic, attendance, and training will be applicable to all Club Sports.
- d. A list of participants will be turned into the activities office before any competition will be allowed for verification of eligibility of listed participants.
- e. All club coaches will take responsibility to communicate with the Principal/AD regarding grades, attendance, or any other issue or offenses that may deem the participants ineligible.
- f. The school district will pay all sanctioning dues to South Dakota High School Activities Association for each club sport when applicable.'
- g. The school district will provide a vehicle for club use to attend competitions, however each club will be responsible for the cost of that travel, for example: fuel, bus driver, etc.
- h. All budget items including, but not limited to, transportation, payment of officials, coaches, supplies and awards will be the sole responsibility of the club team.
- i. Insurance coverage will be required on all participants and such proof must be provided when requested.
- j. All club teams will be permitted to establish criteria for the awarding of a varsity letter and other awards with the approval of the Principal/AD.
- k. All awards and participants earning such awards will be recognized at the appropriate athletic banquet sponsored by the Mount Vernon School District.
- l. All club activities will designate an official representative to work with the school district administration to implement the provisions and guidelines of the agreement.
- m. All club sponsored programs will enter into a signed written agreement incorporating, but not limited to, the above terms and conditions with the Mount Vernon School Board and must be renewed by the School Board each year prior to the activity beginning.
- n. The Mount Vernon School Board reserves the right to cancel a club agreement at any time if any of the above provisions, terms, and agreements have not been met.

### **COLLECTION OF BILLS**

It is the policy of the Mount Vernon School District that parents/guardians and emancipated students are to be responsible and held accountable for all authorized costs which the school may assess, including but not limited to costs and fees associated with the hot lunch program, overdue library books, materials for class/student projects, etc.

All such costs are to be paid in full when due and in all cases prior to the conclusion of each school

year. Should any bill not be paid in full by the end of the school year, the District shall no later than June 15 mail a letter to the parents/guardians/emancipated student notifying the parents/guardians/emancipated student of the outstanding bill(s), including the reason(s) therefore and the amount(s) thereof, and inform the parent/guardians/emancipated student that the unpaid bill(s) must be paid within thirty (30) days of the date of the written notice or must within thirty (30) days of the date of notice have made arrangements with the District for payment in full of the bill(s) prior to the first day of classes of the next school year.

Failure to have the bill(s) paid within thirty (30) days of the date of notice or have made arrangements with the District within (30) days of the date of notice to have the bill(s) paid in full prior to the beginning of the next school year shall result in the District withholding all grade reports, transcripts and or diplomas until full payment is received.

### **CONDUCT AT SCHOOL ACTIVITIES**

Students are encouraged to attend and support all school sponsored functions. The following rules apply.

#### **School Parties, Mixers or Dances**

- a. All administration approved school parties, mixers or dances may continue until 12:00 P.M.
- b. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance or party after having once left. Doors may be closed or locked one-half hour after the start of a dance or party.
- c. Proper conduct must be observed. Chaperones may remove immediately any student misbehaving. Any student ejected for misbehavior may be excluded from future mixers and/or activities for the remainder of the school year.
- d. All faculty members, their escorts, wives, or husbands, school board members, their escorts, wives, or husbands, and parents are welcome to attend the dances (provided they abide by school rules)
- e. Combination Jr. & Sr. High dances may be permitted with prior approval from the administration.
- f. Any party, mixer, or dance will have as many adult chaperones as classes invited.

#### **Athletic Events, Assemblies, Concerts, Plays and Programs**

Mt. Vernon students (Pre-K through grade 6) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students are expected to watch the game and support the team.

Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

### **CONFIDENTIALITY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the Mt. Vernon School District receives a request for access. Parents or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. The parents or eligible student may ask the Mt. Vernon School District to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. If Mt. Vernon School District decides not to amend the record as requested by the parent or eligible student, the Mt. Vernon School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

4. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Mt. Vernon School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Mt. Vernon School Board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
8. Upon request, the Mt. Vernon School District discloses education records without consent of another school district in which a student seeks or intends to enroll.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mt. Vernon School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

**DIRECTORY INFORMATION:**

The Mt. Vernon School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation of rights afforded parents and students should be submitted to the Superintendent of School of the Mount Vernon School District, or the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

**DANGEROUS ITEMS**

The Board recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class I misdemeanor and is strictly prohibited by this policy. (This does not include law enforcement officers.) A dangerous weapon is defined as: any firearm, air gun, knife, instrument, object, destructive device, explosive material or substance, whether animate or inanimate that is calculated or designed to inflict death or serious bodily injury.

Any student who brings an item fitting the above definition onto any school premises, vehicle, or building leased for any school function, activity, or event shall be expelled for not less than twelve months and will be referred to law enforcement authorities. Any student who threatens to inflict death or serious bodily injury by way of written message, verbal message, telephone message, internet or e-mail message will be subject to the same consequences. The Superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case by case basis but may not increase the length of the period of expulsion.

**DISTRICT REPORT CARD:**

Parents, students, staff, and community members are entitled to be informed of the information that is listed in the District's State Report Card. This is in accordance with the provisions and regulations governed by the Federal "Every Student Succeeds" Act. The Mt. Vernon State Report Card can be accessed via the internet. To find the district report card go to the following web address: [www.mtvernon.k12.sd.us](http://www.mtvernon.k12.sd.us) and click on the report card icon. This will give the most recent and relevant information regarding the status of the Mount Vernon Schools. Parents may also request a hard copy of the district's report card by contacting the Superintendent of Schools.

#### **DISCIPLINE POLICY:**

Any school staff member may direct a student to the office for disciplinary action. Some infractions may require punishment, and in school or out of school suspensions.

If a student exceeds three (3) in-school suspensions in one semester he/she may be referred to the Mount Vernon School Board of Education to determine the possibility of long term suspension (10 or more days), expulsion and/or change of educational placement hearing.

A student in violation of a Mount Vernon School policy could be assigned to stay after school or come to school early. It will be the student's responsibility to work around the inconveniences of family obligations, work, school and community activities. Exceptions will be made if the absence is caused by circumstances beyond the student's control. Each situation will need to be confirmed by the principal before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal.

The administration of Mount Vernon School reserves the right to implement effective disciplinary measures after due process procedures. Discipline problems that are not specifically mentioned or detailed will be dealt with in an effective manner.

#### **UNIFORM CODE OF BEHAVIOR:**

Mount Vernon School District PreK-12 Uniform Code of Behavior consists of three parts:

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.
2. A description of inappropriate behavior that, if practiced will lead to:
3. A progressive level of consequences for inappropriate behavior. Students are expected to read, understand, and follow the Uniform Code of Behavior. Both the expectations and the consequences of this document are practices at Mount Vernon Middle School/High School.

#### **Appropriate Behavior:**

The students of Mount Vernon School District are expected to:

- A. Demonstrate respect for each other through language and actions.
- B. Follow school rules and/or cooperate with the Student Senate and faculty to change rules.
- C. Attend school daily prepared to learn.
- D. Practice honesty, fairness and consistency in all of their efforts and relationships.
- E. Preserve school and personal property.
- F. Practice and encourage the acceptance of individual differences.

#### **Inappropriate Behavior:**

Offense: An incident which takes place in classrooms, halls, cafeteria, parking lot, school grounds, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's right or are not in the best interest of the school.

#### **CLASS ONE**

- A. Name Calling: Inappropriate language directed towards other students or staff that is derogatory, inflammatory, or negative.
- B. Bullying/Taunting/Teasing: Relates to making joking comments and or actions and being made fun of. It is delivered by verbal comment, written words, gestures, actions, or the spreading of rumors. It is deliberate and hurtful to the victim and it may be repeated over a period of time. This is to include any communication sent or received via any electronic device or social media platform format.

- C. Inappropriate Dress: Students are expected to dress with standards that enhance a learning environment. See Dress Code on page 24.
- D. Profanity/Graffiti: Use of obscene language or communication either verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition the writing on school property in a way which does not permanently damage said property.
- E. Tardy: Failure to be at the assigned workstation when the final bell rings due to the lack of student responsibility.
- F. Classroom Disturbances: Behavior which distracts from the educational process and disrupts the learning environment.

#### **CLASS TWO**

- A. Failure to Serve Office Detention: Failure to appear for detention at the time assigned or expected by the principal. Also includes leaving or being dismissed before the entire detention has been served.
- B. Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's information.
- C. Cheating/Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit will be allowed.
- D. Intimidation: To coerce, inhibit, or frighten to make someone change behavior, submit, or comply.
- E. Insubordination: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

#### **CLASS THREE**

- A. Leaving Without Authorization: Leaving the high school building to go to another place without permission of administration. Parents/guardians must be contacted and give consent before the student may be dismissed from school.
- B. Threaten: An expression of an intention to inflict pain, danger, harm, evil, injury, or punishment. This is to include any communication or threat sent or received via any electronic format example: computer, cell phone, blackberry, etc.
- C. Hitting/Pushing/Shoving
- D. Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.
- E. Tobacco: Using, possessing, selling, or dispensing, tobacco or vapes on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students may be subject to complete anti-vape/tobacco training.
- F. Harassment/Bullying: Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes. This is to include any communication sent or received via any electronic format example: computer, cell phones, blackberry, etc.

#### **CLASS FOUR**

- A. Reckless Driving: Definition of reckless driving- Any person who drives any vehicle upon a highway, alley, public park, recreational area, or upon the property of a public or private school, college, or university carelessly and heedlessly in disregard of the rights or safety of others, or without due caution and circumspection and at a speed or in a manner so as to endanger any person or property, is guilty of reckless driving. Reckless driving is a Class 1 misdemeanor and may be reported to law enforcement.
- B. Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer programs, files, or systems.

- C. Excessive ISS: Excessive ISS accumulates all class period ISS assignments together.
- D. Alcohol: Using, possessing, selling, dispensing, or being under the influence of any mood altering alcohol. Law Enforcement Authorities will be notified to administer appropriate legal consequences.
- E. Gross Insubordination: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. Insulting teachers, administrators or any other staff member in a way that is profane and disrespectful.
- F. Fighting: Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

**CLASS FIVE**

- A. Arson: The act of setting fire to school property or personal property within a school building to cause destruction of said property.
- B. Drugs: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.
- C. Weapons: A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm.
- D. Endangerment to Life: Any negligent, threatening or reckless behavior which could endanger a person's life or be capable of causing significant physical harm to an individual.

**Because it is not possible to list every appropriate behavior that occurs, the administration reserves the right to administer alternative consequences to inappropriate behaviors not included in this code.**

<b>DISCIPLINE CHART</b>				
<b>CLASS ONE</b>				
<b>OFFENSE</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>	<b>4+</b>
Name Calling	IN SCHOOL PUNISHMENT	MULTIPLE IN SCHOOL PUNISHMENTS	MULTIPLE IN SCHOOL PUNISHMENTS	ISS
Bullying/Taunting/Teasing				
Inappropriate Dress				
Profanity				
Tardy				

Classroom Disturbance				
<b>CLASS TWO</b>				
<b>OFFENSE</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>	<b>4+</b>
Failure to Serve Detention	MULTIPLE IN SCHOOL PUNISHMENTS	MULTIPLE IN SCHOOL PUNISHMENTS	ISS	ISS/OSS
Falsifying Information				
Cheating/Plagiarism				
Intimidation				
Insubordination				
<b>CLASS THREE</b>				
<b>OFFENSE</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>	<b>4+</b>
Leaving w/out Authorization	MULTIPLE IN SCHOOL PUNISHMENTS	ISS	ISS-OSS	ISS-OSS
Threatening				
to ISS				
Pushing/Shoving				
Theft +				
Tobacco +				
Harassment				
<b>CLASS FOUR</b>				
<b>OFFENSE</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>	<b>4+</b>
Vandalism +	ISS - OSS	ISS - OSS	OSS and long term suspension/ expulsion	Suspension/ Expulsion/ change of placement
Reckless Driving				
Excessive ISS				
Alcohol +				
Gross Insubordination +				
Fighting+				
<b>CLASS FIVE</b>				
<b>OFFENSE</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>	<b>4+</b>
Arson	Referral to Law Enforcement Authorities. Either long term suspension or recommended expulsion from school or change of placement			
Drugs				
Weapons				
Endangerment to Life				
<b>Administration reserves the right to assign alternative consequences</b>				

**DUE PROCESS (SUSPENSION/EXPULSION)**

In compliance with SDCL 13-31-4 (1973), on January 22, 1974 the South Dakota State Board of Education adopted a resolution defining the minimal standards for procedural due process guaranteed a public school student when suspended or expelled from school. The Mount Vernon School District is in compliance with the resolution, which sets forth the following minimum standards:

1. Adequate notice of charges.
2. Reasonable, opportunity to prepare for and meet the charges.
3. An orderly hearing adapted to the nature and circumstances of the situation, and
4. A fair and impartial decision.

Due process as defined in Article 24:07 Administrators Rules of the Division of Education.

### **DRESS CODE:**

The responsibility for the dress and grooming of a student, rests primarily with the student and his or her parents or guardians.

#### **Allowable Dress & Grooming**

- A. Students must wear clothing including both a shirt with pants, shorts or skirt, or the equivalent and shoes.
- B. All clothing must have fabric in the front and on the sides.
- C. Clothing must cover undergarments.
- D. Fabric must cover all private parts and must not be see through.
- E. Footwear must be worn at all times.
- F. Students may not wear or carry head apparel during the school day, unless that head apparel is part of a student's customary religious attire
- G. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- H. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### **Non-Allowable Dress & Grooming**

- A. Clothing may not depict, advertise or advocate the use of violence, weapons, alcohol, tobacco, marijuana or other controlled substances.
- B. Clothing may not depict pornography, nudity or sexual acts.
- C. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- D. Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- E. Students may not wear chains or accessories with spikes/sharp objects
- F. Students may not wear sunglasses during the day, unless medically necessary.
- G. If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- H. Discipline for dress or grooming violations will be consistent with discipline policies for comparable violations and will follow the Mt. Vernon School Student Handbook. Repeated dress or grooming violations will be considered insubordination and be subject to the appropriate disciplinary response.

**\*The administration reserves the right to make a determination on violations on an individual basis.**

### **DROP RULE FOR ELECTIVE CLASSES**

Drop/add of an elective class or classes shall be allowed at any time up through the fifth (5th) day of class after the beginning of a semester; and, then, only with written parental permission which shall be received by the principal before the end of the fifth class day.

The principal may approve a drop/add beyond day four if after consultation with the parent and counselor that extenuating or unusual circumstances exist for the student.

### **DRUG POLICY**



## (ALCOHOL/DRUG ABUSE AND CHEMICAL ABUSE NARCOTICS, DRUGS, AND ALCOHOLIC BEVERAGES) BOARD POLICY

The board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the Districts' Schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community.

Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than punitive way. One of our goals is to prevent abuse, accomplishing this goal, we and other staff members educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psycho-active or mood-altering chemicals in the school district. This policy is in effect on property owned, leased or maintained by the school district, at Mt. Vernon School sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be drug or controlled substance, or chemical substances which affect psychological functions or affect the education system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

### **VIOLATIONS**

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

#### **A. FIRST OFFENSE**

1. The administration will notify the parent(s)/guardian(s) by phone as soon as possible to explain the incident and arrange a conference.
2. The administration may suspend for five (5) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension. The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. The suspension of a student who agrees to be evaluated and treated may be commuted to one (1) day. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of

appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

#### B. SECOND AND SUBSEQUENT OFFENSES

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference as soon as possible.
2. The administration may suspend for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s) in writing of the suspension.
4. The administration will recommend to the school board that the student be expelled.

#### C. SUPPLYING/DISTRIBUTING OR SELLING CHEMICAL (DRUGS/ALCOHOL) OR MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE.

1. The administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling chemicals may result in a ten (10) day suspension.
3. The administration will refer the case to law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the superintendent.

D. PUPILS WHO VISIBLY APPEAR TO BE IMPAIRED FROM USE OF THE ILLICIT DRUGS/ALCOHOL WILL BE REFERRED TO THE ADMINISTRATION, AND THE BUILDING ADMINISTRATOR WILL DETERMINE WHETHER TO CONTACT THE PARENT AND/OR LAW ENFORCEMENT, REFER TO THE EMERGENCY AUTHORIZATION FORM OR IMMEDIATELY SEEK ADDITIONAL MEDICAL TREATMENT. FOLLOWING THE HANDLING OF THE MEDICAL EMERGENCY, THIS POLICY STATEMENT FOR CHEMICAL ABUSE WILL BE FOLLOWED.

#### E. AN ANNUAL REVIEW OF THE SCHOOL DISTRICT'S PROGRAM WILL BE MADE:

1. To determine the programs' effectiveness and implement changes to the programs if they are needed.
2. To insure that disciplinary sanctions are consistently enforced.

### **DUAL CREDIT**

Students who attend Mount Vernon High School and who are either Juniors or Seniors are afforded the opportunity to take college level courses via the DOE/BOR Dual Credit program. Students may enroll in a course or courses in the fall or spring semester which are offered at an institution of higher education or postsecondary vocational-technical institution. The student shall obtain the district's approval of the course prior to enrolling. Students will be required to carry a full load of courses while at Mount Vernon. Exceptions to this can only be determined by the administration. Eligibility to participate is governed by DOE/BOR criteria. If an eligible student successfully completes a post-secondary course requirement the student will receive credit towards high school graduation as well as post-secondary credit. Mount Vernon will follow SD BOR and SDDOE guidelines in regards to HS credit accumulation. Mount Vernon school will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the administration. It is the student's responsibility to ensure the post-secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank. Beginning in the 2021-2022 school year, not all dual credits will be transcribed on a 5.0 scale. Only courses that are transferable within the SD Regental System will be transcribed on the 5.0 scale.

**Payment procedure for Dual Credit:** The student and/or parent/guardian are required to pay for the cost of any DC course. Proof of payment can then be submitted to the business office for reimbursement. The MVSD will reimburse half the cost of the class as long as the school board deems it has the funding available to do

so. Students who fail a DC course will be required to reimburse the MVSD for its share of the cost of the DC class.

### **EMERGENCY DRILLS**

Recent national events on increased school violence, crisis management, and natural disaster incidents has resulted in school districts continuous evaluation of current programs, policies, and procedures that address these types of unfortunate incidents across the nation. The Mount Vernon School District has taken numerous measures to address these areas of concerns to ensure the best it can that student and staff safety measures remain a top priority of the district. All students and staff are required to participate in training, drills, and procedures on a monthly basis throughout a school year that will increase the likelihood of survival if such incidents did occur. Every room in the building is equipped with the following procedural documents; Lock down, Evacuation, Fire, Student Crisis, and Severe Weather. These procedures and documents are reviewed annually.

### **EXCURSIONS/FIELD TRIPS**

Excursions or field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Students are also encouraged to keep parents informed about excursions.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Mount Vernon School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mount Vernon School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mount Vernon School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy is released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Mount Vernon School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Mount Vernon School District has designated the following information as directory information:

- |                          |                                   |
|--------------------------|-----------------------------------|
| -Student's name          | -Participation in officially      |
| -Address                 | recognized activities and sports  |
| - Telephone listing      | - Weight and height of members of |
| -Electronic mail address | athletic teams                    |
| -Photograph              | -Degrees, honors, and awards      |

- Date and place of birth received
- Major field of study - The most recent educational
- Dates of attendance agency or institution attended
- Grade level

**FUND RAISING PROJECTS**

All fund-raising projects must be approved in advance by the sponsoring organization advisor. It is then the responsibility of that advisor to consult the building principal and superintendent. Any expenditure by a school organization must be handled in the same manner. These approvals will be based upon the intended usage of the funds raised, the nature of the fund raising activities and the degree to which it fulfills its purpose for the organization. All monies collected by a school organization are school funds and must be deposited in a school activity account.

All school related booster clubs wishing to conduct any fundraising event, raffles, 50-50 chances, or sales of any food/beverage item for the sole purpose of raising money on any school premises or during any school sponsored activity must have prior approval and confirmation of the date, time, and location of said fundraising event from the administration.

All school related booster clubs will be limited to one food and beverage fundraising event per calendar school year. The assignment of such events to the calendar will be done on a first come first serve basis. The Mount Vernon School Board reserves the right to grant or deny permission requested by any school related booster club or any other outside agency, entity, or service club, and will do so on a case by case basis.

**GRADE POINT AVERAGES**

**Un-weighted/Weighted Grading Policy:**

Student accumulated Grade Point Averages will reflect the degree to which a student in grades 9 – 12 masters the adopted content standards as defined by the South Dakota Department of Education and the Mount Vernon School District. The following Weighted GPA scale will be associated with the following letter grades for all courses a student is enrolled in that are titled/classified/defined by the following. While the un-weighted GPA scale will be associated with all other courses the district offers that are not defined as the following: Weighted Courses – AP (Advanced Placement), CP (College Prep), Dual Credit (post-secondary and high school credit are both awarded), Post-secondary Technical School/College/University level course taught by staff associated with such institutions.

**Weighted – Letter Grade and GPA Value:**

A = 5.0	A- = 4.67	B+ = 4.33	B = 4.0	B- = 3.67	C+ = 3.33	C = 3.0
C- = 2.67	D+ = 2.33	D = 2.0	D- = 1.67	F = 0		

**Unweighted – Letter Grade and GPA Value:**

A = 4.0	A- = 3.67	B+ = 3.33	B = 3.0	B- = 2.67	C+ = 2.33	C = 2.0
C- = 1.67	D+ = 1.33	D = 1.0	D- = .67	F = 0		

**Grading Scale Dual Credit/Certain On-line courses (depending on instructor):**

A= 100-90 B= 89-80 C= 79-70 D= 69-60 F= 59 and below

Assigned grades for students enrolled in such courses will be assigned to the student’s permanent record (transcript) upon completion of all coursework when documentation from the provider, vendor, or institution is received.

Students will not be allowed to drop such a course from their transcript because they are not satisfied with the results they have earned in the class.

**GRADE REPORTS**

Reports of student academic progress will be made every three weeks. All grade reports will be sent home by the students via their parent’s email that is listed on the student directory information.

At the end of each quarter, any student with a failing grade will have a report card sent home to the parent/guardian, via US mail.

### **GRADING SCALE 6 – 12**

A = 96 – 100	A- = 94 – 95	B+ = 92 – 93	B = 89 – 91	B- = 87 – 88
C+ = 85 - 86	C = 82 – 84	C- = 80 - 81	D+ = 77 – 79	D = 72 – 76
D- = 70 – 71	F = 69 -60			

### **GRADUATION CEREMONY PARTICIPATION REQUIREMENTS**

Students must be actively engaged and working towards all graduation requirements set forth by the State Division of Education and the Mount Vernon School District and must have accumulated a total of 23 credits and received a grade of passing on their senior project before being allowed to participate in the graduation exercises at Mount Vernon High School. No High School Diploma will be awarded until all graduation requirements of the state and the district are completed in full.

### **GRADUATION POLICY**

Students intending to graduate from Mount Vernon High School must meet the requirements set forth by the State of South Dakota, Department of Education and the Mount Vernon School Board. In order to obtain a diploma from Mount Vernon High School a student is required to have completed 24 credits. There are 18 credits required and the student must obtain 6 more credits from elective classes. A student must take and pass a minimum of six academic classes per year every year or an equivalent of 3 credits per semester to stay on pace for graduation. Exceptions may be made by the administration only.

Beginning with the graduating class of 2025, Mt. Vernon will no longer recognize a valedictorian and salutatorian.

### **GRADUATION REQUIREMENTS FOR MVHS DIPLOMAS**

English - 4.0 credits (English I = 1, English II = .5, Speech = .5, English III = 1, English IV = 1)

Math - 3.0 credits (Algebra I = 1, Geometry = 1, Math Elective = 1)

Science – 3.0 credits (Physical Science = 1, Biology = 1, Science Elective = 1)

Social Studies – 4.0 credits (Geography = 1, World History = .1, Am. History = 1, Am. Govt. = 1)

Fine Arts = 1.0 credit (Any Fine Art elective = 1)

Physical Education/Health = 1 credit (Health = .5 credit Physical Education = .5 credit)

Technology= Intro to Tech = 1.0 credit

Senior Project= .5 credit

Required Credits = 17.5 credits

Elective Credits = 6.5 credits

24 credits Senior Project = .5 (Will be pass/fail \*not factored into GPA)

### **SENIOR PROJECT PROPOSAL RATIONALE**

\*You will complete a Senior Project as a requirement for graduation as a way to exhibit the knowledge and maturity you have acquired while attending Mount Vernon School District. Too often your senior year becomes a lost opportunity as students use the time to relax and gear down academically. We feel this is not in the best interest for our students who are about to enter a globally competitive world.

\*The project will be a learning stretch, meaning the topic is not something you have already experienced, but should be an area of interest or even a possible career path.

\*You will have two mentors: a teacher assigned to help you stay on track, and a mentor who has knowledge and expertise in your chosen topic making them a specialist there for your guidance.

\* You must meet a minimum of 10 hours with the specialist mentor. Absences from school to meet with mentor must be approved by administration.

\*The Senior Projects will be assessed by following grading Rubrics created for each section of the Project by a panel of judges, and all sections must be passed in order to graduate.

\*The Senior Project will span the full academic year.

\*You will be given .5 credit and it will be posted on your transcript. However there will be no assignment of a letter grade as it will be posted as pass/fail. The senior project will not be factored into your GPA.

\*Those students who meet the timelines and are considered to be in good standing with the progress of the project will be excused from all required and elective semester tests. Those that do not will be required to take semester tests under the guidelines of the current semester test policy.

\*The Senior Project consists of four parts: Research Paper Project/Product Portfolio Oral Presentation

### **ONLINE LEARNING**

Using online learning, school districts can receive courses that normally would not be offered because of low enrollment or a lack of qualified teachers. These classes can be a wonderful tool in expanding our current school offerings. This policy is intended to make both the students and the parents aware of these standards.

As a student taking a distance learning class I am aware that:

1. This is normally only open to juniors and seniors. Freshman and sophomores will be allowed to take them on an individual basis.
2. The MVSD will not pay for any courses that we offer in the building.
3. Students will not be allowed to sign up for a course unless it is a bona fide need or a potential area of career interest for them.
4. Students understand that they will be placed in a study hall to complete their work and that there is little guidance from an instructor.
5. Students are to be working on their online class during its designated period.
6. Students cannot drop online class once the refund date has passed.
7. If a student fails an online class, they may not enroll in another one without approval from the principal.

### **GRIEVANCE PROCEDURE**

**POLICY:** In implementation of all Federal programs the Mount Vernon School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability and will not violate any of the provisions of applicable federal programs, statutes or regulations (e.g., titles I-II-III-IV & IX, Rehabilitation Act Section 504, Americans with Disabilities Act, McKinney-Vento Education of Homeless Children).

In compliance with applicable federal laws and regulations, the Mount Vernon School District has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The superintendent can be reached at Box 46, Mount Vernon, South Dakota 57363 or by calling (605) 236-5237.

Grievance Procedure:

Definitions:

- a. A grievance is a complaint by a student, parent or other patron of the District, employee, employee representatives or other concerned groups of advisory organizations based upon or concerning an alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation or program of the school district, state or federal statutes/regulations, regarding discrimination or concerning violations relating to federal programs.
- b. An employee is considered to apply to all persons employed by the school district.
- c. A student is considered to apply to all persons enrolled in the school district.
- d. An aggrieved person is the individual making the claim.
- e. The board means the Board of Education of the Mount Vernon School District.
- f. Days shall mean calendar days. Time frames may be extended upon written mutual agreement.
- l. **Informal Procedure** - Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication involving the teacher, administrator or board in an attempt to seek clarification of areas of concern and resolve the problem. It is of utmost importance that students and

employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible prior to filing a grievance.

## II. Formal Procedure

### a. Level One

1. A grievance must be filed in writing within 90 days after the grievant knew, or should have known, of the act or condition on which the grievance is based and the specific remedy requested. The grievance shall be complete and specific as it related to the facts from which the grievance arises.
2. The grievant shall file the formal grievance in writing with the designated federal programs coordinator.
3. Such coordinator or his designee shall respond in writing to said grievance within 15 days. If the grievant is not satisfied with this disposition of the complaint at this level, grievant may proceed to Level II.

### B. Level Two

1. If the aggrieved is not satisfied with the disposition at Level I, he or she may appeal that decision by filing in writing with the business manager an appeal within 10 days or the receipt of the decision at Level I.
2. The notice of appeal shall include a copy of the Level I decision and with specific statement( s) or reason(s) why the Level I decision is being appealed (i.e., how or why the Level I decision is wrong.)
3. At its next regular meeting, the board or its designated agent shall consider the grievance and may
  - a. Schedule a time for a hearing before the Board, or may designate an individual or committee to (1) investigate the grievance and to report to the Board, (2) to hold a hearing on the grievance and recommend to the Board and for the Board's approval the appropriate disposition of the grievance.
4. At any hearing before the Board or the Board's designee, the complainant shall have the opportunity to present evidence, including an opportunity to question parties involved. The standards of Due Process shall be adhered to and the Rules of Evidence shall be applicable to the degree necessary and appropriate for an orderly hearing and production of facts and evidence necessary for the Board to make an informed decision.
5. The board shall make a final decision thereon at the following regular or special board meeting, and the decision shall be in writing with a copy of the same provided to the complainant.
6. If the aggrieved is not satisfied with the disposition of the grievance by the Board, he/she may appeal the decision of the board as provided for in law.

### C. Level Three -

1. Any unresolved complaints may be submitted to the SD Department of Ed as a last step.

## **GUIDANCE SERVICES**

Guidance and counseling services are provided on a limited basis throughout the Mount Vernon School system to help each student develop toward social, emotional, and intellectual maturity. In addition to the guidance offices available to students, it is our philosophy that any individual involved in the supervision of students should render positive and constructive help to any student within the school at any time the activities of the student indicate that he or she is not working for the improvement of him/herself or for the welfare of his or her fellow students.

While the guidance program provides limited individual and group counseling opportunities college-career guidance and social-emotional learning are the program's main focus.

Students should feel free at any time to ask the help of the Guidance Counselor with their problems with the assurance that confidentiality will be maintained. The Counselor will assist the individual student in discovering why he or she is unsuccessful in school work, what favors are producing financial, emotional, social or family difficulties, and will help to find ways of altering the unsatisfactory conditions to the advantages of the individual, and help the student to explore the various alternatives.

### **HALL PASS SYSTEM**

Students leaving study hall must sign out to the library, locker or the rest room. With the discretion of the instructor, there is to be no more than one person signed out to each respective rest room at one time. A student who wishes to leave study hall or a class for any other purpose must have permission from the receiving instructor in the form of a pass. When leaving the room, the student is to place their cell phone in care of the instructor.

### **HEAD LICE POLICY**

Students K-12 that are identified by school district staff or parents to have head lice will not be allowed to return to school without medical documentation declaring the child to be in an allowable condition to return to the school setting, This change is due to the persistent and continuous reoccurrence of this problem. We can no longer rely on just parent's word that the child/children are being treated for the condition in the appropriate manner. The medical documentation can come from any practicing medical professional, or clinic setting.

You must be aware that nits are attached to the hair dead or alive, so it takes a lot of work to remove them. The nits either have to be pulled off or combed out with a fine tooth comb. You may still see the nits in a child's hair even after the use of special medicated shampoo. Please keep in mind the shampoo treatment must be repeated 7 – 10 days to be sure all nits are dead.

The length of time you see the nits on a child's head depends on how much time you spend on removing them. Just shampooing will not remove the nits. This is a tedious, time consuming, but necessary process.

Thank you for your cooperation in this matter. We realize this situation is difficult to address. However, if we do not take the extreme measure of asking medical clearance to return to school, we may never rid the persistent insect from the school. Please keep a watchful eye on your child/children. Please remember all cases of head lice must be reported to a school official. We would encourage anyone needing medical assistance or help eliminating the presence of the persistent insect please call the county health nurse at 995 – 8050.

### **HONOR ROLL SYSTEM 9-12**

The Honor Roll and Merit Roll will be computed at the end of each quarter. Grade point averages will be computed on a 4.0 scale. To be recognized for Honor Roll, a student must average 3.67 or higher for the quarter in all subjects. To be recognized for the Merit Honor Roll, a student must average a 3.0 – 3.66 GPA for the quarter in all subjects.

### **HONOR STUDENT RECOGNITION (GRADUATION)**

In order to be identified as an honor student for graduation students must have an accumulated grade point average based on their first seven semesters of their high school career that is equal to 3.50 and above. The distinction of the senior class Valedictorian and Salutatorian will be determined on the senior class rank of the number 1 and number 2 highest (GPA accumulated values) for the senior class based on the first seven semesters of a student's high school career. Transfer students from other institutions will be allowed to compete for such class distinctions with respect to the transcript in which they transferred into the district regardless of differences or variances of grading scale or methods used to assign grades from the institution(s) in which the student transferred from. Ties in accumulating GPA's in respect to class rank and distinctions will not be broken and will be awarded to any and all students who meet criteria.

### **HONOR ROLL/MIDDLE SCHOOL**

Mount Vernon Middle School Honor Roll guidelines are as follows:



HONOR: The student in grades 6th-8th will have received all A's on their Report Card to include +/-'s, at the end of each quarter.

MERIT: The student in grades 6th-8th will have received a combination of A's and B's on their Report Card to include +/-'s, at the end of each quarter. Students are not be allowed to have any C's on their Report Cards, to include +/-'s.

The grades will be inclusive of all subjects the students are enrolled in.

### **IMMUNIZATION AND BIRTH CERTIFICATES - NEW STUDENTS**

South Dakota State Law (SDCL13-28-7.1) requires that any pupil entering school in this state, shall prior to admission, be required to present to school authorities certification from a licensed physician that he/she has received adequate immunization according to the recommendations of the State Department of Health.

The 1988 legislature passed into law a requirement that schools have on file a copy of a certified copy of a birth certificate for each newly enrolled student. This law will affect students who move into the district as well as all incoming kindergartners. The certified copy of the birth record must be presented on or before the date of enrollment in school.

### **INCENTIVE POLICY**

Rules that apply to all:

For the first quarter, no student will have any extra privileges with the exception of possibly the juniors and seniors at the discretion of the principal – everyone will start with a level playing field. At the end of the first nine weeks, each student's status for the upcoming quarter will be determined based on their first quarter results. This will be done for each quarter going forward and will start fresh at the beginning of every school year.

Students who qualify will be placed on the incentive list. They will remain in this level until grade reports are sent out for the three week grading period. They will not move up or down during this three week period and their absences and tardies DO NOT start over every three weeks.

Please note – being on the incentive list is a privilege and is not an unalienable right. Privileges are subject to be taken away at any time. Teachers and staff reserve the right to revoke them as consequences for infractions including, but not limited to, missing work, late work, dropping grades, disrespect, breaking of rules, tardiness, absences, abusing privileges, etc. The length of revocation of privileges will be decided by the teachers on a cases by case basis depending on the severity of the infraction. Teachers and staff also reserve the right to collectively move kids up at their discretion for special circumstances. It is imperative that teachers keep an open line of communication with administration to make sure that students are only getting the incentives that they are deserving.

At the beginning of every three week grading period, school staff will receive a list of students and the respective incentive status that they have earned. A daily list of changes will be sent so that staff is aware of where each student belongs. Any student with missing work will immediately go to bronze status until they are caught up. (We are hoping that this will provide some of our students with an incentive to keep their work up to date.)

### **INCENTIVES MET:**

- \*Must have a 3.0 or higher GPA
- \*No more than 5 absences (this does not include school affiliated events)
- \*No more than 3 tardy
- \*No disciplinary issues in that given quarter-this includes cheating

### **REWARDS:**

- \*Open campus during lunch and study hall hours
- \*Free Admission to sporting events

\*Students that stay in the study hall setting, may have full access to cell phones, i-pods, headphones, etc.

\*Access to student lounge/commons/gymnasiums/weight room during lunch and study hall hours

### **INCLEMENT WEATHER**

In case of inclement weather listen to:

Radio Station KMIT (FM 105.9), KOOL 98 (FM 98.3)

TV Stations KELO, KSFY, KDLT

Other school announcements will also be made through the above channels.

Every effort to notify parents/guardians about weather or other school related announcements will be made through the School Reach Parent Notification System. It is the parent/guardian/students responsibility to supply the appropriate contact numbers to ensure proper notifications.

### **INSTRUMENTAL RENTAL CHARGES**

The following charges will be made for the items mentioned:

**BAND RENTAL:**

Instruments: \$50.00 per year + needed repairs

**IMPORTANT:** The \$25.00 instrument rental deposit is non-refundable and non-transferable in case a student moves to another district during the current school term.

**NOTE:** Instruments are rented to beginners and those playing the tuba, baritone, tenor sax or baritone sax.

Instruments are inspected for damage by the Music Store and rented out by the school, in playable condition.

Music Items: Hats, gloves, and plumes (need to be replaced if lost) Lesson books, reeds, etc. can be purchased at the Music Store.

### **LEAVING THE BUILDING**

No K-12 students are allowed to leave the school grounds without the permission of the administration or office personnel. There will be no driving of any vehicles during the course of the school day without permission of the administration or office personnel. This does not apply to those students on the incentive list.

### **LIBRARY**

The library is open from 9:00 A.M. to 3:00 P.M. of each school day for use by students in grades K -12 and staff members. Members of the community living in Mount Vernon School District #17 -3 may check out available library books and magazines, provided they complete an application card giving address, phone #, etc.

City Library is open Monday and Wednesday from 3:00 PM - 6:00 PM and Saturday from 9:00 AM - 12:00 NOON.

Books are checked out for two weeks and may be renewed for another two weeks. Books may be renewed beyond this time, as long as the book has not been requested by someone else.

Newest issues of magazines in the main library are for use in the library only. Back issues may be checked out for one week and may be renewed if no one has requested the magazine.

If lost items are not returned within a reasonable amount of time, the borrower will be billed the cost of the library materials. Until the overdue items are returned or paid for, no other library materials may be checked out to that borrower. If the overdue item is paid for and then found before the end of the school year, the money paid for the cost of the book will be refunded. Any item that is returned to the library showing damage beyond normal use will need to be paid for before any other items can be checked out.

No beverages or food are allowed in the library.

Please let the library staff know if you need help locating a book or finding information on a research topic. If we do not have the information you need, we may be able to obtain it through the South Dakota Library Network.

### **LOCKERS**

The MVSD will issue each student a school owned locker where the student is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in the lockers.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Every student issued locker is considered school property. There is and will be NO expectation of Privacy for any student use of their assigned locker.
2. There should be reasonable suspicion for school authorities to believe that articles kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
3. Search of an area assigned to a student should be for a specifically identified item.
4. General housekeeping inspection of school property including lockers will be conducted.
5. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities and turned over to law enforcement officials.

### **MUSIC LETTERING POLICY**

**BAND-LETTER AWARDS:** Letters can be earned by students in 8-12 band based on a point system earned throughout the school year.

Total Points Needed to Letter: 14

1. Band Member: 1 point for each year in band
2. Performance Perfect Attendance: 5 points
3. Pep Band Perfect Attendance: 5 points
4. Preparing Ensemble for Contest: 2 points
5. Superior Rating for Ensemble at Contest: 4 points
6. Preparing Solo for Contest: 3 points
7. Superior Rating on Solo at Contest: 3 points
8. Honor Bands/Festival Bands: 3 points per event
9. All-State Band Audition: 4 points
10. All-State Band Member: 4 points
11. Jazz Band Member: 3 points
12. Solo Award at Jazz Contest: 4points

Other points may be awarded at the discretion of the director.

**CHOIR-LETTER AWARDS:** Letters can be earned by students in 9-12 choir based on a point system earned throughout the school year.

Total Points needed to letter: 14

1. Choir Member: 1 point for each year in choir
2. Performance Perfect Attendance: 6 points
3. Preparing Ensemble for Contest: 2 points
4. Superior Rating for Ensemble at Contest: 4 points
5. Preparing Solo for Contest: 4 points
6. Superior Rating on Solo at Contest: 6 points
7. All-State Choir Audition: 4 points
8. All-State Choir Member: 4 points
9. Jazz Choir Member: 5 points
10. Solo Award at Jazz Contest: 4 points

### **NONDISCRIMINATION**

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount

in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, reinforce this statement.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

LEGAL REFS: Title VII, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1962, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375 Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975 Age Discrimination in Employment Law, P.L. 95-256

Constitution of the State of South Dakota, Art. VI SDCL 13-37; 20-12; 20-13

### **NOON HOUR, LUNCHROOM POLICIES and Free and Reduced Lunches**

Students: K - 5 ... \$3.00    6-8...\$3.30    9-12 ... \$3.30    Reduced price ... \$.40    Adults ... \$4.40

2nd entree \$1.35    2nd milk - \$.50

Breakfasts: Students K – 12 ... \$2.15    Reduced Breakfast-...\$.30    Adults - ...\$2.75

A hot lunch program is offered for all students K - 12 at Mount Vernon. Students may bring their lunch to school if desired. Lunch accounts are computerized by families. All money must be turned into the business office by 9:00 AM to be credited that day. If your account reaches a \$0.00 balance your child (children) will not receive a reimbursable meal until money is available in the account. Students not receiving a reimbursable meal will be offered bread, butter, peanut butter and milk.

Because elementary students eat at different intervals there is a possibility that the lunch account could deplete prior to all siblings eating lunch. Please make every effort to know your account balance and how much your children are spending on a daily basis to avoid the embarrassment of students not being able to eat.

The lunch period is meant to be a period of relaxation as well as a time to eat. The following rules are to be observed:

- a. Students should enter at a walk. Running is forbidden.
- b. Students will go to the end of the line. There will be no "cutting in."
- c. Throwing of food will not be tolerated.
- d. Dishes and silverware are to be returned to designated areas and paper materials placed in garbage containers provided.
- e. Food shall not be taken from the lunchroom.
- f. Mount Vernon School has a policy for free and reduced price meals for children unable to pay the price of meals under the National School Lunch Program.
- g. Application forms are sent to all homes along with a letter which provides information of the income criteria. The information provided on the application is strictly confidential and will be limited only to the certifying official or officials. Applications may be submitted at any time during the year.
- h. Breakfast Program: The Mount Vernon School District offers a breakfast program to all Mount Vernon students PK-12. Breakfast accounts are included into the students regular lunch account and follow the same procedure. If the account does not have sufficient funds your child will not be allowed to purchase a breakfast until money is available in the account. The school breakfast program falls under the guidelines of the National School Lunch program for free and reduced price meals.
- i. All students in grades K – 12 will be allowed 15 minutes to eat. If necessary, added time may be given to accommodate delays.
- j. Violations of any above stated policies or procedures may result in solitary eating, detention or loss of lunchroom privileges. The building principals shall assign such supervisors as necessary.

## **PARENTS RIGHT ON TEACHER QUALIFICATIONS (TITLE I)**

What do I know about my child's teacher? The federal education law put in place by the Elementary & Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers and paraprofessionals instructing their child. You may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

## **PARENT/TEACHER CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences are scheduled at the end of the 1st quarter and/or near/middle of the 3rd quarter.

## **PHYSICALS**

Athletic physicals are required as stipulated in Article I, Section 11 of the South Dakota High School Activities Association Constitution and Bylaws:

"Doctor's Health Statement. Every other year every student, before being allowed to participate in interschool athletics, shall be certified as to the adequacy of his/her health for such participation, by a duly licensed doctor of medicine or a duly licensed four-year college trained osteopath, an official blanks furnished by the Executive Secretary. The date of such required health certification shall be one of the entries on the annual report of student athletic participation made to the Executive Secretary by each member school."

The student will pay the full cost of the physical.

## **PUPIL RIGHTS AMENDMENT**

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

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

\*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

**\*Receive notice and an opportunity to opt a student out of**

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**\*Inspect, upon request and before administration or use -**

1. Protected information surveys of students

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Mount Vernon School District will/has develop[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Mount Vernon School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mount Vernon School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Mount Vernon School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

#### **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Constructive criticism of the schools is welcomed by the Mount Vernon School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

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

When a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The Board recognizes that situations may arise in the operation of the school system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members, the principals, the superintendent, and the Board.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purpose of further study and decision by this body.

Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hear-say and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

#### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the school.

In order to assure that citizens who wish to appear before the board may be heard, and at the same time conduct its meeting properly and efficiently, the following procedures and policies have been adopted:

1. Any individual who desires to speak about an item on the agenda is asked to present the "request to speak" to the Superintendent, the Business Manager, or the Board President.
2. Persons who wish to speak about an item that is not on the agenda are asked to present such request to the Superintendent or the Board President prior to the beginning of the meeting. Persons who present such a request may or may not be allowed to speak about the topic before the meeting is adjourned and only if time and agenda allows and only with board president approval.
3. Citizens who desire Board action on an item not on the agenda shall submit the item to the Superintendent's office at least ten (10) days prior to the meeting of the Board at which they wish for the item to be considered.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five minutes. The Board vests in its President, or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

### **REQUEST AND AUTHORIZATION FOR MEDICATION/TREATMENT**

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication 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 may 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 on the authorization for medication/treatment form granting the school permission to administer the medication before any medication can and/or will be dispensed.

### **RESOLUTION OF DISPUTES INVOLVING STUDENTS EXPERIENCING HOMELESSNESS**

The following information is based on a brief published by the National Center for Homeless Education at SERVE. For more information, go to [https://nche.ed.gov/pr/data\\_comp.php](https://nche.ed.gov/pr/data_comp.php) and find the brief "Resolution of Disputes."

Families and youth in homeless situations may be unaware of their right to dispute placement and enrollment decisions. When disputes are raised, too often, students are kept out of school during the dispute resolution process. The McKinney-Vento Education of Homeless Children and Youth Act requires districts to inform parents of their rights and give the parent a written explanation of school's decision if the school choice is disputed by the parent. The law also requires that the student attend the school of choice during the dispute process.

Districts must have a process for resolving disputes at the district level. When inter-district issues arise, representatives from all involved districts should be present to resolve the dispute. Parents should be able to initiate the process directly at the school they choose or at the school district level. Parents should be informed so that they can seek the assistance of advocates or attorneys.

Disputes filed with the district are to be investigated and attempted to be resolved according to the locally developed and adopted procedures provided, such procedures ensure timely resolution and provide for the items listed below. In the case where the district procedure does not meet these timelines, the procedures below will be used.

- a. District/MV Liaison takes an action pertaining to the eligibility, enrollment or school placement.
- b. Parent, guardian or unaccompanied youth should file a dispute within 10 district business days, of written of the eligibility, enrollment, or school placement decision by the district.
- c. The district may have two levels of hearings; one through the superintendent and one to the school board. Because the district's liaison for homeless students has the role of assisting and supporting the

parent, guardian, or unaccompanied youth during the dispute process, he or she should not be named as the superintendent's designee for this purpose.

- d. Disseminating procedures to the district school board.
- e. Notifying the SD DOE within 5 district business days of receipt of written disputes concerning McKinney-Vento complaints is considered a necessary information sharing mechanism.
- f. The district must conduct timely investigation and processing of disputes within 10 district business days, with an additional 5 district business days, if exceptional conditions exist.
- g. Disseminating written dispute findings and resolutions to all parties to the dispute and the district school board. Privacy is a priority.
- h. Appealing to the South Dakota Department of Education with 15 district business days is a right of the parent, guardian or unaccompanied youth.
- i. Strategies for District Liaisons During the Dispute Resolution Process: Provide parents, guardians, and unaccompanied youth assistance as needed with the dispute process by offering to assist parents, guardians, and unaccompanied youth with gathering information and providing referrals to advocates or attorneys
- j. Insuring that parents, guardians, and unaccompanied youth understand the timeline and can meet deadlines and being flexible with deadlines when necessary
- k. Allowing parents, guardians, and unaccompanied youth to submit written and/or oral documentation to support their position
- l. Allowing parents, guardians, and unaccompanied youth to submit their documentation for the dispute at the school to minimize any inconvenience that would occur by requiring them to go to other offices
- m. Gather information in ways that do not harass or intimidate parents, guardians, and unaccompanied youth and do not violate confidentiality or the Family Education Rights and Privacy Act
- n. Keep thorough documentation of all communication with parents, guardians, and unaccompanied youth related to the dispute
- o. During the dispute process, follow up with the school in which the parents or guardians want their child to attend, or the unaccompanied youth wishes to attend, to ensure that the or youth is enrolled and receiving all services, including transportation if the dispute is over attendance at the school of origin
- p. Follow up with the parents, guardians, or unaccompanied youth and school once a decision is rendered to assist with the implementation of the decision. This is especially important when the decision is not what the parents, guardians, or youth wanted; the liaison can plan a key role in helping them accept the decision and to put supports in place for transitioning the child or youth to a new school.

A dispute may be appealed to the SD Department of Education by a parent/guardian or unaccompanied youth.

The state form is located at: <http://doe.sd.gov/oess/title/homeless/docs/HomelessComplaintForm.pdf>

Sample school and districts forms may be found at <http://doe.sd.gov/oess/title/homeless/disputeresolution.asp>

For more information, contact the state coordinator, [laura.johnson-frame@state.sd.us](mailto:laura.johnson-frame@state.sd.us) or call 605-773--2491.

### **RIGHTS OF CHILDREN AND YOUTH WHO ARE EXPERIENCING HOMELESSNESS**

You have certain rights or protections under the McKinney - Vento Homeless Education Assistance Act of 2001.

The Mount Vernon School District policy is to:

1. Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
2. Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
3. Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.



4. Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following
  - a. Transportation services
  - b. Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
  - c. Programs in vocational and technical education.
  - d. Programs for gifted and talented students.
  - e. School nutrition programs.

### **SEMESTER TESTS (ASSESSMENT)**

Student assessment is a pivotal piece to the measurement of school success. Student assessment is a means to set targets for student achievement, focus staff development, provide for instructional accountability, and encourage curriculum reform.

All teachers at the high school level at Mount Vernon School will be required to assess student performance in their classroom on a semester basis using a semester examination or test. Each teacher will be responsible for assessment of student performance at the course level or grade level during the semester.

The post-semester assessment will be used to determine a semester grade as follows:

Two nine weeks grades - 4/5                      Semester examination - 1/5

A student must have passing grades in at least two (2) of the three (3) major grades offered in a course during a semester. These two passing grades do not guarantee a student will pass the course if the average of these grades is failing. (A semester grade includes two (2) quarter grades and the semester exam grade.) A semester test schedule will be arranged to provide equitable test distribution.

### **SEMESTER TEST PROCEDURES: (All students 9 - 11)**

Classes in which semester tests are required:    English I, English II, English III, Foundations of Technology, Algebra I, Algebra II, Geometry, Physical Science, Biology, Anatomy, Chemistry, Geography, World History, American History, Health

Seniors are not required to take semester tests.

### **SEXUAL HARASSMENT POLICY**

**POLICY:** It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy. Sexual harassment can arise between employees, by an employee to a student and student to student. All forms are subject to this policy.

**DEFINITION:** Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct can have the effect of unreasonably interfering with an individual's academic or work

performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

EXAMPLES: The list is examples of sexual harassment but because it is not possible to list every inappropriate behavior that occurs, the administration reserves the right to administer alternative consequences to inappropriate behaviors not included in this list:

- \* sexual advances
- \* touching of a sexual nature
- \* graffiti of a sexual nature
- \* displaying or distributing of sexually explicit drawings, pictures and written materials
- \* sexual gestures
- \* sexual or "dirty" jokes
- \* pressure for sexual favors
- \* touching oneself sexually or talking about one's sexual activity in front of others
- \* spreading rumors about or rating other students as to sexual activity or performance.

Not all physical conduct would be considered sexual in nature. Some examples are:

- \* a high school athletic coach hugging a student who made a goal.
- \* a kindergarten teacher's consoling hug for a child with a skinned knee,
- \* one student's demonstration of a sports move requiring contact with another student.
- \* discouraging/disparaging remarks towards an individual's sexual identity or orientation.

### **RESPONSIBILITY:**

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws for staff and students. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

### **COMPLAINTS:**

\*EMPLOYEES - Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor.

\*STUDENTS - A student who believes he or she has been sexually harassed (or a parent who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, principal, faculty member, administrator, campus security officer, affirmative action officer, staff in the office of student affairs or the schools Title IX coordinator.

\*INVESTIGATION - All reported incidents will be thoroughly investigated and subject to disciplinary action. While absolute confidentiality cannot be guaranteed confidentiality consistent with due process will be strictly maintained. Criminal acts must be reported to law enforcement authorities. An employee or student may file a written complaint because of dissatisfaction with the handling of a harassment complaint and may utilize any applicable grievance procedure for the purpose.

\*LEGAL REFERENCE - South Dakota Executive Order 81-08

Federal-Title IX (1972 Education Amendments)

### **MISSING SCHOOL FOR ACTIVITIES**

Students will miss no more than one day of school per week for athletic activities that take place during the school day. Only one varsity meet and one junior high (7,8,9) meet will be scheduled during the school week. For those students who participate on both varsity and junior high levels, the coach and student/athlete will have to decide what meets they will participate in, as they will only be allowed to miss the one day of school per week. Exceptions to the policy, due to weather related cancellations and postponements will be discussed and considered, as needed.

### **STUDY HALL GUIDELINES**

1. Take care of bathroom/drinks/supplies at the beginning of the period. No one will be allowed to sign out to the bathroom/drinking fountain/locker during sign out time. Emphasize this as kids are coming into the rooms.
2. The first 20 minutes are supposed to be quiet time. No one leaves or talks.
3. After the initial 20 minutes, students will be allowed to sign out to places that they need to for school purposes. Do not let them sign out to just leave the room. If they sign out and are not back within reasonable time limits, or they are not where they signed out to be, their sign out privileges may be suspended.
4. No access to any sort of electronics without the permission of the study hall supervisor. This includes, but is not limited to, cell phones, ipods, headphones, ect.

### **SUSPENSION**

Suspension shall mean temporary denial of a student to participate in any of the school day, extra-curricular, co-curricular, organization, club, or school activity for the length of the assigned suspension.

1. Short Term Suspension shall mean suspension for a period of ten (10) school days or less. A school principal shall have authority to invoke a short term suspension. However, a conference involving the student, principal, and one or both parents shall be held before the student is readmitted.
2. Long Term Suspension shall mean a suspension for a period of eleven (11) school days or more. Long term suspension may be ordered only by action of the Mount Vernon Board of Education. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
3. Three or more suspensions will result in automatic referral to the Board of Education for consideration of long term suspension or expulsion.
4. All daily work shall be made up on suspension days.
5. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspension(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
6. Any student on a full day suspension will not be able to participate in any co-curricular or extra curricular activities and/or practices for that day(s).
7. Regulations regarding special education - See the "Comprehension Plan for Special Education."

### **TECHNOLOGY USAGE AGREEMENT**

The Mount Vernon School District 17 – 3 (MVSD 17 – 3) will provide networked resources for all staff and students for educational purposes only, with the understanding that all resources and accounts are the property of the MVSD 17 - 3. There will be NO EXPECTATION OF PRIVACY for any staff or student computer or account. Student files will be purged upon the completion of the school year. Students who wish to retain files have a variety of ways to save their files off-site via a USB “thumb” drive or multiple on-line options. Users are asked to NOT place large amounts of music or videos onto your “home or network folder” as these files may be deleted if your account limit is approached. Users are not allowed to run applications (download and/or install software) without the consent of the Technology Coordinator or administration unless you have been granted local administrative rights. Your network rights could be removed or restricted by not following MVSD 17 – 3 Technology Usage Agreement.

#### **MVSD 17 – 3 Online Resource Policy (General)**

The MVSD 17 - 3 restricts staff, students and community members from using the online resources provided from the school for personal use. The purpose of providing on-line resources is to allow staff and students to use the Internet for educational purposes. Anyone caught abusing these resources will have their privileges reduced or revoked. Access for these resources is controlled by login rights which are provided by the technology coordinator. MVSD 17 - 3 network administrators will have access rights over all software and data that is being used on our network.

- A. MVSD 17 – 3 takes every precaution to protect staff and student files. The network administrator uses NTFS settings to limit staff and student access to particular user folders, files and share drives.
- B. Student computers will be monitored by selected staff using a control tool allowing “snapshots” or “video records” of any student’s desktop and/or screens to be captured. Remote reviewing by selected staff will ensure students are engaged with their class assignments and/or homework. Staff members will control software installed will be allowed to engage students in class about appropriate use of on-line resources. Administration will reserve the right to direct the technology coordinator to limit, block or remove on-line (Network, Internet and/or Email) access to students in violation of MVSD 17 – 3 Technology Usage Agreement (Policy) or the State Of South Dakota K – 12 Data Center Policy.
- C. Staff and students will follow all the policies in the State Of South Dakota K – 12 Data Center Policy Manual which can change at any time with the most current version posted on <https://members.k12.sd.us/in/Downloads2/7/491/K12DataCenterPolicyManual.pdf>
- D. Any policy of MVSD 17 – 3 that conflicts with the State of SD K-12 Data Center will be superseded by the State’s policy. MVSD 17 – 3 policy will be reviewed annually and updated to reflect such changes through school board review, readings, and approval.
- E. Only the Technology Coordinator is allowed to join a wireless device to the network.

### **Email Policy**

The State of South Dakota provides email accounts for every staff and student in the state. Emails pass through content filtering devices that will not deliver email with offensive language or content. Staff will have the ability to email any student or educator in the K12 system. Students may be restricted to any of the below features by the K12 Data center. Other email accounts or free email accounts will be blocked by the school’s content filter and are not accessible unless approved by MVSD 17 – 3 administration.

•MVSD 17 – 3 reserves the right to limit students to any of the following K12 emailing restrictions:

\*Do not use the Student Send/Receive Restrictions

\*E-mail anyone

\*E-mail anyone in the K-12 system

\*E-mail only K-12 educators

\*E-mail anyone in your district

\*E-mail only educators in your district

•MVSD 17 – 3 reserves right to limit students email reducing the hours on-line some students are spending emailing other students not for school purposes. Since this is a practice with potential for abuse, cheating, or collaboration not intended for the classroom or school purposes the default “E-mail only educators in your district” will be the norm for students. Administration will decide and direct the Technology Coordinator which students will be allowed another option from the list above for other educational reason to fulfill an assignment and/or online course.

### **Internet Safety Policy**

It is the policy of the MVSD 17 – 3 to prevent individuals from accessing inappropriate material over our computer network. It is our intention to comply with the Children’s Internet Protection Act. Users are not allowed to access inappropriate material via Internet, email or other forms of direct electronic communications. MVSD 17 – 3 uses a content filtering device and software provided by the State of South Dakota and Tech Solutions to prevent users from accessing inappropriate material. It is the responsibility of all MVSD 17 – 3 staff to report any misuse of the school’s network. Any individual caught engaged in activities that would violate the terms of the Children’s Internet Protection Act will be reported to the proper authorities.

MVSD 17 – 3 Internet and Email Discipline Policy

Students are not allowed to do the following on school computers:

- A. Engage in cyber-bullying.

- B. Search for inappropriate material on the Internet. Examples include but not restricted too pornography, plagiarism, unauthorized installation files, programs, games, viruses, hacking.
- C. Send or receive inappropriate communication over the network to include viruses, unauthorized programs, files, texting, or email that includes any data administration determines non-educational or disruptive to the school's network.
- D. Play games on the computer during class, locate or use proxy servers, visit social networking sites.
- E. Download inappropriate material from a portable storage device to include files or programs not authorized to run over MVSD 17 – 3 network.
- F. Share assignment and/or homework files to complete assignments without completing the classwork assigned and/or cheating.

Students who are caught breaking the above rules may have one or all of the following done to them depending on the severity of the situation:

- a. Lose their Network, Internet and/or email privileges for an extended amount of time.
- b. Have their parents contacted and informed about their child's behavior.
- c. Stay after school and extra duties.
- d. Be removed from the classroom or school for an extended amount of time. (Extreme situation, sending threatening email to another student for example.)
- e. Efforts will be made to restrict the guest account on the network utilized by wireless devices without a login (Examples: i-Pads, Smartphones,etc...).

### **Laptop Usage Policy**

When a Mount Vernon School District student or staff member is provided with a laptop, he/she accepts responsibility for safeguarding the laptop itself as well as the data stored on the laptop. Should the laptop become infected or not operate as intended the Technology Coordinator will re-image the computer which will erase all previous data. It is the Student's or Staff member's responsibility to use their network folder for all files they want to have recovered. Saving to a local folder on the hard drive "C:" drive or "My Document" are examples of locations that are not backed up and could be lost if a laptop is re-imaged. While on school grounds ``network accessible" home folders should be used. If you want to work on files off school grounds "at home" - purchase your own USB Flash or Thumb drive to copy files to. You can also use a local hard drive folder such as "My Documents" but be sure to keep track of your own files and synchronization. The reason we do not use folder redirection at our school district will be explained at an annual briefing prior to laptops being issued.

Laptops users are expected to exercise reasonable care and take the following precautions:

1. Take appropriate steps to protect and laptop from theft.
2. Secure your laptops either in a locked room, locker or have it on you personally.
3. Laptops should not be left unattended.
4. Laptops that are not secured or left unattended overnight should be kept in a locked drawer or cabinet, if available. Otherwise, the laptop should be kept out of plain sight.
5. Laptops left unattended in a parked car should be kept out of plain sight or locked in the trunk.
6. Do not work on or save sensitive information on a laptop without taking appropriate precautions:
7. Sensitive information refers to any data that is protected by policy or software licensed through the district, or by any local, state or national laws or regulations. This includes, but is not limited to, education records, personally identifiable information, and confidential internal information.
8. I.T. staff will answer any questions regarding what data is considered sensitive and what is not.

Take care to protect the laptop from damage

1. Laptops should not be used in locations that might increase the likelihood of damage. Examples: rain, dusty or sandy areas, extreme heat.

2. Laptops should be kept in a padded carrying case or sleeve during transportation. Upon issuing of your laptop it is your responsibility to purchase a book bag or carrying case to tote your laptop if you are not in a stationary location.
3. Report damage, loss or theft as soon as possible
4. Reports should be sent to the Technology Coordinator. Please use a work order form available in the office and place it in the Technology Coordinator's box. In the case of theft, a report will also need to be made to law enforcement, student, parent/guardian's insurance company and the school district's insurance company in order to document and substantiate the theft report.
5. If a laptop is damaged, lost or stolen and the above precautions were not followed, the person to whom the laptop was provided will be held responsible for assuming part or all of the cost of repairing or replacing the laptop. The determination of responsibility will be made by the Mount Vernon School District Technology Coordinator and Superintendent.

If you have questions about the policy, please contact the Technology Coordinator or Superintendent at the Mount Vernon School District.

### **TESTING PROGRAM - DISTRICT WIDE**

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the Mount Vernon School as follows:

Early Childhood Screening - Fall

Career Planning Program Level 1- Ninth Grade

Students in grades 6 – 12 are required by DOE to access SD My Life for Career, College, Course Audit, and Personal Learning Plan software inventories on yearly basis.

The prescribed Smarter Balanced Assessment will be administered to all students in grades 3 - 8 & 11 in the spring of the year, in areas of Math and Reading along with Dakota Step test in Science.

Students in grades 9-11 will take the Pre-ACT or the ACT.

### **TITLE I**

It shall be the policy of the Title I program to involve the parents of all Title students in the program to the extent possible. Parents are considered to be not only inherently interested in the learning processes of their children, but also a necessary partner in the success of any remediation undertaken by the school.

To meet that end, the Title I staff, as part of the Mt. Vernon LEA, shall promote its educational assistance through various activities. They shall consist of, but not be limited to:

1. Notifying each child's parents in a timely manner that the child has been selected to participate in Title I and why the child has been selected.
2. Informing each child's parents of the specific instructional objectives for the child.
3. Reporting to each child's parents on the child's progress.
4. Establishing conferences between individual parents and teachers as needed.
5. Providing timely information concerning the Title I program including, for example, program plans and evaluations.
6. Providing materials and suggestions to parents to help them promote the education of their children at home.
7. Soliciting parents' suggestions in the planning, development, and operation of the program.
8. Consulting with parents about how the school can work with parents to achieve the program's objectives.
9. Providing timely responses to parents' recommendations.

### **DISTRICT WIDE PARENTAL INVOLVEMENT POLICY**

#### **PART I. GENERAL EXPECTATIONS**

The Mount Vernon School District agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA
3. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
6. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
7. The school district will be governed by the following statutory definition of parental involvement, and expects that it's Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- A. That parents play an integral role in assisting their child's learning;
- B. That parents are encouraged to be actively involved in their child's education at school;
- C. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- D. the carrying out of other activities, such as those described in section 1118 of the ESEA.
- E. For States where a Parental Information and Resource Center is established] The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Mount Vernon School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
2. Providing full opportunities for the participation of parents who are economically disadvantaged, have limited English proficiency, parents with disabilities, or are parents of migratory children, including providing information and school reports in a language and form parents can understand.
3. Assisting parents and parental organizations by informing them of the existence of resources and training available within the community.
4. Educating teachers, school personnel, and administrators on how to improve parent involvement and work with parents as equal partners.

5. Ensuring school-parent compacts are being used to outline responsibilities of the school, staff, parents, and students in striving to raise student achievement and explain how an effective home-school partnership will be developed.
6. Approving reasonable and necessary expenses associated with parent involvement activities, including transportation and childcare costs, to enable parents to participate in school related meetings and training sessions.
7. The Mount Vernon School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - I. At the beginning of the school year, a student handbook with pertinent school information will be placed on the school website.
  - II. An open house is held in the fall with staff explaining how parents can help educators make the child's school year successful.
  - III. Parent/Teacher Conferences are held twice a year; once in the fall and again in the spring. Other conferences may be held upon request. At the first conference, Report Cards and Smarter Balanced results will be shared as well as other alternative assessment scores such as MAP. Parents not attending conferences will receive this information by mail.
  - IV. Quarterly grade reports are sent from the classroom teachers with narrative reports added by special education teachers.
  - V. Parental Portals provide parents a way to check student progress at any time online.
  - VI. School updates will be posted on the school website on a regular basis.
  - VII. All correspondence with parents will be presented in a parent friendly format. Any alternative translations needed will be provided by the school district. Contact information for teachers and administration will be provided to the parents.

### **School Parent Involvement Policy**

The Mount Vernon School believes that activities to increase parent involvement are a vital part of the success of the Title I program. Parents will have an opportunity to design, implement, evaluate, and suggest changes to improve the program. To ensure this, the school will provide the following components:

- A. Staff, parents, and students will attend an open house prior to the start of school. Students and parents are encouraged to visit the student's classroom, as well as the Title I room. We strongly encourage parent participation in any and all classes.
- B. The Student Handbook that contains pertinent information about school policy will be posted on the school website. The Title I Parent Involvement Policy is included, as well as the School-Parent Compact, and a letter to inform the parents of the highly qualified teachers. The handbook is approved by the school board yearly.
- C. Report cards are sent home quarterly with special education teachers providing a narrative report that is added to each student's report card. MAP, Progress Reports are also sent out to parents with kindergarten through fifth grade.
- D. Two parent/teacher conferences will be held during the school year. Special education teachers attend the conferences with the classroom teacher of the student they serve. Additional conferences are also available at parent's or teacher's request.
- E. Smarter Balance Assessment scores are made available to parents.
- F. Parents are encouraged to visit, volunteer, or contact the school at any time through the use of telephone or email. Volunteers: We encourage parents and grandparents to volunteer at the school. We value the involvement of those adults who are interested in supporting the learning process and willing to share their time and talents when possible. We genuinely appreciate the large number of



moms, dads, and grandparents who help the staff and students each year and volunteer many hundreds of hours to the school.

- G. Parent portal is available for parents to access their child's grades.
- H. The District uses Infinite Campus to contact parents, students and staff in case of changes in weather or emergency situations.
- I. The School Wide Plan, which includes our Parent Involvement, will be reviewed annually by the Advisory Team consisting of community members, parents, teachers and administrators.
- J. Staff meetings are held weekly at the Elementary level and as needed at the Middle and High School level. School wide staff meetings are held monthly to discuss such issues as parent involvement.

Our early childhood educators have organized a Pre-Kindergarten Round-Up in late October or early November each school year for screening purposes. These screening dates are sent home with students in grades PreK-5.

### **TITLE I COMPLIANCE ASSURANCE**

The administration of the Mount Vernon School 17 - 3 hereby assure that all staff in this school have met with requirements outlined in section 1119 of Title I Part A. All Title I paraprofessionals have at least a GED or high school diplomas. All Title I paraprofessionals have an associate degree, 48 college credits, or have passed the South Dakota state test of Paraprofessionals. All Title I teachers are highly qualified.

### **TITLE I – MOUNT VERNON SCHOOL DISTRICT COMPLAINT POLICY**

Parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing the enrollment, transportation, 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 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 acknowledgement 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)

**TITLE IX of the 1972 EDUCATION AMENDMENTS** prohibits discrimination on the basis of sex. It requires that: No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. If an individual has a complaint of possible sex discrimination which has taken place in the Mount Vernon School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

Step 1: The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.

Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible

for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Mount Vernon School District.

Step 3.: The Title IX coordinator shall attempt to conciliate the complainant with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.

## **TOBACCO**

The Mount Vernon School District is committed to providing a healthy and safe environment for students, staff and citizens. The Mount Vernon School Board acknowledges that adult staff and visitors serve as role models for students and embraces its obligation to provide learning and working environments that are safe, healthy and free from unwanted smoke and tobacco use on all district property and during all school-sponsored activities.

### **Tobacco-Free Environment**

The MVSD buildings and grounds are 100% tobacco/vape-free at all times, for all persons, without exception. Use of any type of tobacco is prohibited on or in district parking lots, in district owned vehicles or in any personal vehicles on the MVSD property. All persons are prohibited from using tobacco/vape at school-sponsored activities off school district property, which may occur either before, during or after regular school hours. Students are also prohibited from possessing any type of tobacco/vape. Students and staff are prohibited from promoting tobacco through the use or display of tobacco-related materials such as clothing, hats, backpacks and other items promoting tobacco or vaping products.

For the purpose of this policy, tobacco products include, but are not limited to, cigarettes, pipes, cigars, hookah, snuff, dissolvable tobacco or chewing tobacco, as well as unregulated nicotine products such as electronic cigarettes and other vaping devices, which may or may not contain tobacco.

### **Enforcement and Cessation**

District Administration, including school superintendent and principal(s), will oversee the enforcement of this policy for all persons. Tobacco or vaping products found in student possession will be confiscated. Students who violate this policy will be encouraged to quit and provided information on cessation, including the SD Quitline [1-866-737-8487]. Student violations may also result in, at the discretion of school administration: parent/guardian notification, a written assignment on the dangers of tobacco and nicotine use, participation in a tobacco education and/or cessation program, suspension or ineligibility to participate in extracurricular activities, community service or notifications of law enforcement.

MVSD employees in violation of this policy will be encouraged to quit and provided information on cessation, including the SD Quitline [1-866-737-8487]. Employees may also be subject to disciplinary action pursuant to MVSD policy. Visitors in violation of this policy will be asked to comply, and if necessary, be subject to appropriate consequences, which may include being directed to leave school property.

### **Policy Communication**

The superintendent shall provide public notification of the district's policy through appropriate means, such as signs posted on the perimeter of the property, at the entrances and other prominent places, student and staff handbooks and public announcement at school events.

The Mount Vernon School Board or designee is responsible for regular review of this policy and its procedures. The School Board is responsible for the approval of this policy. The Board or school administrator will be available to address questions and concerns regarding this policy.

The following procedures will be used when addressing student violations of the tobacco policy:

### **First Offense**

- a. Administration will notify parents/guardians as soon as possible of the infraction.
- b. Administration may enforce discipline measures up to an Out of School Suspension for five(5) days for first time offenders.
- c. Offenses will be handled on a case by case basis.
- d. Referral to certified health, mental health, and/or other certified agencies for enrollment in a cessation program.

**Second Offense**

- a. Administration will notify parents/guardians as soon as possible of the infraction.
- b. Administration may enforce discipline measures up to an Out of School Suspension for ten(10) days for second time offenders.
- c. Offenses will be handled on a case by case basis.
- d. Referral to certified health, mental health, and/or other certified agencies for enrollment in a cessation program.

**Third Offense**

- a. Administration will enforce a long term Out of School Suspension for up to forty five days(45) days.
- b. The student will only be readmitted back into school after the student and parent/guardian provide proof that the student sought out and is enrolled in a cessation program by certified health, mental health and/or other certified agencies.

**TRAINING RULES FOR STUDENTS WHO PARTICIPATE IN SANCTIONED SOUTH DAKOTA ACTIVITIES ASSOCIATION EVENTS**

The following rules and regulations have been established for the activities programs of the Mount Vernon/Plankinton School District.

- (1) NO DRINKING OF ALCOHOLIC BEVERAGES
- (2) NO SMOKING OR USE OF TOBACCO SUBSTANCES – THIS INCLUDES ANY USE OF VAPE PENS
- (3) NO USE, INGESTION, OR POSSESSION OF ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA
- (4) NO INHALING, HUFFING, OR INGESTING ANY SUBSTANCE FOR THE PURPOSE OF INTOXICATION.
- (5) NO ACTIVITY WHICH WOULD CONSTITUTE A FELONY OR MISDEMEANOR (OTHER THAN MINOR TRAFFIC OFFENSES)
- (6) NO MISCONDUCT. THE ADMINISTRATION OF BOTH SCHOOLS, REGARDLESS OF THE STUDENT’S HOME DISTRICT AFFILIATION, THE COOPERATIVE’S HEAD ATHLETIC DIRECTOR, AND THE HEAD COACH OF THE SPORT IN WHICH THE VIOLATION HAS OCCURRED WILL BE INVOLVED IN THE INVESTIGATION OF ANY REPORTED INCIDENT OF A STUDENT(S) MISCONDUCT.
  - a. Coaches/directors may require additional rules concerning curfew, practice, and other items appropriate to the particular activity
  - b. Activities rules and regulations shall be in effect from the 1st date of FB/VB practice through the completion of the state track meet. All offenses will be CUMULATIVE during the student’s 7-12 grade athletic career.
  - c. To restore eligibility, the student must continue to participate and complete the season in which the suspended activities take place. Uncompleted suspensions will carry over to the next sport/activity in which the student participates and completes.

**Methods of Detection of Violation of Activities Rules and Regulations**

- a. Any school district employee who has reason to believe a student has violated one of the activity rules and regulations is encouraged to report the alleged violation to either the principal, Dean of Students, or coach/athletic/activity director. Members of the community are requested to report students suspected

of violating the activities rules and regulations. All information reported shall remain confidential until such time as it has been determined a policy has been violated.

- b. As stated by SDCL 26-11-5.1, “a law enforcement agency may provide notice of an incident within its jurisdiction to public or nonpublic school officials and to the parent or guardian of a school student if the incident is one in which the agency has probable cause to believe the school student has violated any provision of state law involving alcohol, illegal drugs, firearms, or bomb threats, or has made any threat of violence relating to any school or its students, employees, or property.”

**Steps in Discipline**

- a. The activity coach/director will report to the principal and/or activities director that a violation has been alleged and state the circumstances surrounding the alleged violation.
- b. The principal and/or activities director will consider facts and follow due process and determine whether there was a violation as prescribed by existing policies. Individual circumstances will be taken into consideration when determining if the policy was knowingly or willingly violated as it may relate to possession of alcoholic beverages or illegal drugs.
- c. The student or students involved in an alleged violation will be given an informal conference with the principal and/or activities director in order to respond to the allegation of a violation.
- d. The principal and/or activities director will then render a decision as to whether a violation has in fact been committed and as to the disciplinary action to be taken, as outlined in the policy.
- e. Findings will be reported to the student, as well as to his/her parents/guardians, by the activities director.
- f. Penalties for Violations:

1. Knowing that each activity has a different number of events, each advisor/coach has submitted the events this policy will cover.

a) The number of events does fluctuate from year to year in some activities. The principal and/or activities director has the authority to add an event suspension if the total number of events in that activity goes to 12 or above. Likewise, the principal/activities director may eliminate an event suspension should the number of events become less than 12.

b) In a situation where a student participates in more than one activity during the same season, the student will serve the appropriate suspension for each individual activity.

Activity	Number of Events	Number of Events Missed	
		1st Offense	2nd Offense
Football	8	1	2
Basketball	20	2	4
Boy's Golf	11	1	2
Girl's Golf	11	1	2
Cross Country	8	1	2
Wrestling	14	2	4
Gymnastics	10	1	2
Volleyball	20	2	4
Track	11	1	2
Baseball (club)	21	2	4
Band	12	2	4
Vocal Competition	4	1	2
Oral Interp	3	1	2
One Act Play	2	1	2
National Honor Society		Dismissed from organization	

A third and subsequent offense violations will result in the student being barred from participating in any school activity for twelve (12) months from the date of the third or subsequent violation.

First Offense (drug related):

a) Penalty: SDCL 13-32-9 requires that anyone who uses, possesses, or distributes controlled substances or marijuana will be suspended from all school extra-curricular activities for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

b) As provided by SDCL 13-32-9, (Ref to Appendix A) 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 program before becoming eligible to participate. If a suspension is reduced pursuant to SDCL 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two SDHSAA sanctioned events upon completion of the reduced suspension period.

Second Offense (drug related):

a) Penalty: After confirmation of a second violation, SDCL 13-32-9 (Ref to Appendix A) requires that anyone who uses, possesses, or distributes controlled substances or marijuana, for a second time, will cause that person to be ineligible for all extra-curricular activities for one calendar 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. If a suspension is reduced for a second offense shall make the student ineligible for a minimum of six SDHSAA sanctioned events upon completion of the reduced suspension period.

Third Offense (drug related):

a) Penalty: After confirmation of a third violation, SDCL 13-32-9 (Ref to Appendix A) requires that anyone who uses, possesses, or distributes controlled substances or marijuana, for a third time will cause that person to be ineligible to participate in any extra-curricular activity at any secondary school accredited by the Department of Education.

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 failure to complete the entire activity shall result in the student being ineligible for one year. A suspension that is not completed in one activity season shall carry over to the next activity.

#### **MVP COOP COMPLAINT/GRIEVANCE PROCESS:**

Students and or Parents who believe student due process rights and procedures were violated, in respect to enforcement of consequences where their student is concerned while participating in MVP Cooperative activities, and wish to pursue a different solution of said decision must do so by following the complaint/grievance policy of the district in which the head coach's contract is held and following the outlined chain of command prior to filing grievance:

Sports Head Coach>MVP Cooperative Athletic Directors>Both District's Administration.

#### **TRANSFERRING IN**

Students transferring in to the Mount Vernon School should arrange for the forwarding of their transcripts from their previous school. We reserve the right to final approval on all credits which may or may not be applied towards graduation.

#### **TRANSFERRING OUT OR WITHDRAWING**

1. Every student who changes schools or withdraws for any purpose, should notify the office two (2) days ahead of time.
2. The office will give the student a card which he or she must present and have signed by each of his or her teachers, showing the students has made satisfactory clearance.

3. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
4. Please make final check-out with the office.
5. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment, and costs incurred in take-home projects in Art classes.

### **VEHICLES (STUDENTS)**

When a student arrives at school in the morning, the vehicle is to be parked and not moved until school is dismissed in the afternoon. Vehicles may be moved during the day only with the permission of the principal or the superintendent. No one is to sit in or on or drive cars or motorcycles during the noon break.

Please park in designated marked areas, and leave all driveways open for through traffic. During snow removal, all vehicles must be cleared from the parking lot.

Please consider the issues regarding the safety and well-being of elementary age students.

### **VISITATION POLICY:**

Visitor defined: Any patron, parent/guardian, student, or person who is not a contracted employee or enrolled student by or in the Mount Vernon School District.

#### **Students:**

Preschool children should not come to visit school unless they are accompanied by a parent or guardian.

Students of other schools desiring to visit classrooms in grades K - 12 should not come to visit unless they have prior approval and permission from the administration. Notes of intent to visit must be given one full day in advance of the intended date of visitation.

#### **Patrons, parents/guardians/student or person:**

While above-mentioned individuals are welcome at any time, it is imperative that all individuals will be required to check in at the district's main office with administration prior to entering any classroom. The administration strongly encourages appointments to be made with administration and the teacher prior to the classroom visit being conducted. This is to help ensure that the visit will not conflict the teacher's assigned duties or become a distraction to the learning process, as well as, to help administration ensure the classrooms safety, health, and welfare for all students and staff of the district.

# **MOUNT VERNON ELEMENTARY SCHOOL HANDBOOK (K-5)**

The Mount Vernon Elementary School staff and teachers welcome each of you to our school community. The Mount Vernon School District offers a broad curriculum to meet the needs of all children. Through academics, special programs, and activities we provide your child(ren) a well-rounded educational experience.

We know the importance of working as a team with the members being the teachers, staff, administration, students, and most importantly you, the parents.

The information found in this handbook has been written to acquaint you with our school operations, policies, and procedures. Please read and become familiar with the expectations of your child(ren) which will then result in a great educational experience for everyone.

## **ATTENDANCE/TARDINESS**

Regular attendance directly relates to a student's ability to achieve in school. A student that is absent misses class instruction, presentations, discussions, and student-teacher contact; all of which are difficult to make-up after the absence. Most subjects are taught in a sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. Students who have been absent will be allowed two (2) days for everyday missed to make up their work and tests that took place while they were absent.

Students who are ill and not in school are not allowed to attend any school activity that evening.

A student will be considered tardy (not absent) if he/she is in the room when the bell rings and is not more than 10 minutes late for class.

Excuses for a late bus, bad weather, or a signed pass from another teacher or administrator, indicating the reason for the tardy along with the date and time, will not be considered tardies.

## **BEHAVIOR AT SCHOOL EVENTS**

Athletic games, school plays, and musical activities often attract many elementary students outside of the regular school hours. If a child does not plan on sitting and watching the event, it is encouraged that they stay home. PARENTS are responsible for their children at these events. However, if a parent is not taking that responsibility, the administration or any teacher may remove the child from the event if his/her behavior is unacceptable. Misconduct at such events reflects on the parents, students, and the school.

## **CARE OF SCHOOL PROPERTY AND RESPECT OF THE SCHOOL**

Students who maliciously or carelessly damage school property shall be required to reimburse the school district for the cost of replacing or repairing the property and shall be disciplined accordingly.

## **CAUTION TO STUDENTS**

Students are urged not to leave money, jewelry, or anything of value in school. If you do so, it is at your own risk, and the school will not be responsible if such items disappear. It is recommended that toys are kept at home and not brought to school. The school will not be responsible for any toys or personal items that are lost or broken at school.

## **CELL PHONES**

Cell phones are not allowed for recreational use in the elementary. If a student has a cell phone in their possession, it will need to be kept in the student's book bag and not used until after school. If a student is caught using their cell phone during school hours without permission, the phone will be confiscated and turned into the office until the end of the day. The student can request the return of the phone at the end of the day, where a verbal warning will be given. The second, and all subsequent, infractions will result in consequences assigned at the discretion of the administration, and the parents will be required to pick up the phone from the administration office.

## **DISCIPLINE POLICY**

Personal conduct in school and at school events is a reflection of your personal character. If you insist on doing things which are contrary to the discipline or school policy, harmful to school property, or discourteous to

others, you can expect disciplinary action which may include consequences, suspension, or expulsion. Suspension may be in-school or out-of-school, to be determined by the superintendent and principal.

### **DISCIPLINE POLICY FOR GRADES K – 5** **SCHOOL WIDE BEHAVIORAL EXPECTATIONS**

School – Wide Positive Behavioral Support is a set of strategies and systems to increase the capacity of schools to reduce school disruption, and educate all students including those with problem behaviors.

- \*Clearly defined outcomes
- \*Research-validated practices
- \*Supportive administrative systems
- \*Use of information for problem solving

#### **Features of School – Wide Positive Behavior Support**

1. Establish regular, predictable, positive learning & teaching environments.
2. Train adults and peers to serve as positive models.
3. Teach and model behavioral expectations.
4. Create systems for providing regular positive feedback.  
ACKNOWLEDGE students when they are DOING THE RIGHT THING.
5. Improve social competence.
6. Develop environments that support academic success.
7. This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed.

#### **CODE OF CONDUCT FOR STUDENT BEHAVIORAL EXPECTATIONS**

Mount Vernon Elementary will maintain a level system for handling infractions of behavioral expectations. The Code of Conduct criteria will be followed for handling behavior violations. (See High School Code of Conduct.)

#### **Consequences for Behavioral Expectations and Violations of Code of Conduct for K-5.**

##### **Step 1 – First Major Offense**

School staff and faculty may direct a student to the office for disciplinary action. Infractions may require consequences and parents will be notified. (Some major offenses may be considered serious enough to warrant suspension, in school or out of school, from the classroom for a more extended period of time.)

##### **Step 2 – Second Major Offense within 15 School Days of First Offense.**

Any school staff member may direct a student to the office for disciplinary action. Infractions may require punishment, and in school or out of school suspensions and parents will be notified. A conference will be held, if necessary, with the parents, pertinent staff, and the principal.

##### **Step 3 – Third Major Offense within 30 Days of First Offense.**

One full day of in-school suspension. Parents will be notified, a conference will be held, with the parents, pertinent staff, and the principal. An action plan for corrective behavior will be developed, reviewed, and signed for the improvement of the student's behavior.

##### **Step 4 – Fourth Major Offense within 30 Days of First Offense**

Multiple days of ISS/OSS will be determined by administration. Parents will be notified, a conference will be held with the parents, pertinent staff, and the principal. An action plan for corrective behavior will be developed, reviewed, and signed for the improvement of the student's behavior.

The Discipline Policy for any other infractions will follow the policy in the High School Handbook.

#### **ELASTIC CLAUSE**

The student and parent handbooks do not include everything that could possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.



## **FIELD TRIPS**

Field Trips to nearby points of interest are scheduled by the various classroom teachers and approved by the principal. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign a permission form before their student will be allowed to attend the field trip. Sometimes a small sum of money may be requested from each student to help defray transportation or facility use costs. If you do not wish to have your student participate in the field trip, please indicate on the permission slip your request, and special arrangements will be made for your child to maintain a work schedule at school. Chaperones for field trips will be determined by the classroom teacher and administration.

## **FOOD AND POP**

All food and beverages that a student or parent brings for a special occasion will be consumed in the lunch room in order to protect our flooring in the classrooms.

## **FUNDRAISING**

Fundraising at the elementary level is not always necessary. All fundraising ideas must be approved by the principal. These approvals will be based upon the intended use of the funds raised and the nature of the fundraising activity.

## **HOMEWORK**

Homework is important and will be determined by the classroom teacher. Homework may vary by grade and subject. Your child will be responsible for getting their homework and completing homework for the next school day or when the teacher deems it due. Middle school students will follow the homework guidelines as outlined in the discipline policy.

## **INDOOR/PE SHOES**

Indoor shoes will be worn while in the building. A second pair of shoes will be designated for PE use. Outside shoes or boots will be worn outside.

## **LEAVING THE BUILDING**

No elementary students will be allowed to leave the school grounds unless parent permission is given or a parent is present. All requests will require a note and a follow up phone call when the student leaves the building if they leave without a parent present.

## **PARENT/TEACHER CONFERENCES**

Regular conferences are scheduled at the end of the 1st quarter, at midterm and/or at the end of the 3rd quarter.

## **PLAYGROUND RULES**

### **GENERAL RULES FOR PLAYGROUND**

### **AND FOR COMING IN FROM THE PLAYGROUND.**

1. Play cooperatively. No bullying.
2. Stay on the playground.
3. Do not throw ice, snow, stones, dirt, sticks, or sand.
4. No cussing, swearing, backtalk or foul or profane language.
5. No wrestling, tackling, fighting, or pushing.
6. No guns, knives, or lasers allowed on the school grounds.
7. When the whistle is blown to go inside, each class has two minutes to line up. Any additional time taken will be deducted from the next recess.
8. Line up behind the leader.
9. No pushing, shoving, or cutting in the line.
10. Hold all playground equipment in your hands.
11. If you take out equipment, you are responsible for bringing it in.

12. Keep hands, feet, and objects to yourself while walking into the school.

### **REDUCED & FREE BREAKFAST/LUNCH**

The District encourages all families to apply for Free & Reduced Breakfast/Lunch status. All information given on the form is CONFIDENTIAL. The Free & Reduced Lunch count is the basis for many of the state funding formulas. There are many families in our district who are not being reported and there is therefore a reduction of funds to the district. You are not in any way obligated to participate in the Free and Reduced Lunch Program, even if you qualify.

### **SCHOOL HOURS**

School will begin at 8:10 AM, Monday through Friday. School dismisses at 3:30 PM Monday through Thursday and at 2:00 PM on Friday. The halls should be cleared of students before 8:10.

Adult supervision begins at 8:00 AM in the lunchroom. Please bring your child to school as close to 8 AM as possible. This important as to avoid any unsupervised activity or accidents.

### **TARDINESS**

Excessive tardiness by a student will be recorded and the parent will be notified by phone from the principal and a follow up letter from the principal will be placed on file.

### **TITLE I**

All students will be given the opportunity to participate in our School Wide Title I program if they are having difficulty in reading and/or math. Participation will be based on the following criteria: SBA, MAP, and District Assessments, which measures grade level standards. Each teacher in grades K - 5, along with the Title I teacher, will use data to determine placement in our School Wide Program. Please contact the school if you have any questions.

### **VISITORS**

We maintain an open door policy for adult visitors and encourage parents to become involved in their child(ren)'s education by visiting the classroom as often as they wish. We want you to be an active partner in your child(ren)'s education. We suggest that you do not visit during the first two weeks of school as it is basically adjustment/review time or the last two weeks of school as the student's time will be devoted to testing, evaluations, and completing units. The principal should be notified before any visitations. Visitors must check in at the office upon arrival at the school.

Visiting children who live elsewhere should NOT be sent to school with enrolled children before permission is given by the principal and the classroom teacher. All visitors should check in at the office first.

### **WINTER WEATHER GUIDELINES AND RULES**

Students must wear coats, snow pants, gloves/mittens, and boots in order to go outside for recess. It is recommended that all clothing items be labeled with your child's name in order to prevent losing them. General safe play is allowed on the snow hills. No pushing, shoving, tackling or other rough play is allowed. No sliding on the ice or throwing of snow or snowballs is allowed.

Students in Pre- K - 5 will not have recess outside if the wind chill temperatures are 0 degrees or below. Recess monitors are encouraged to use self-judgement and common sense in respect to enforcement of weather/playground outerwear. All students who are determined to have attended school without proper outer weather gear will be required to stay indoors for health, safety, and cleanliness reasons. This will be at the discretion of the classroom teacher.