

**2023-24 Todd County School District  
Student &  
Family  
Handbook**





**Dear Parents/Guardians/Custodians and Students:**

**Welcome to the 2023-2024 School Year.**

**Why do we have a Student/Family Handbook?**

**Todd County Schools focus on creating a secure learning environment that is free from harm, models desirable behaviors and are conducive to learning. When schools are perceived to be safe and secure by students, parents and staff, it increases opportunities for all of us to learn.**

**Included in this handbook are a District Directory and the 2023-2024 School Calendar. District Policies are referenced throughout the book and can be found on the Todd County School District website: <http://www.tcsdk12.sd.us/board-policies>.**

**Also included is the current Activities Handbook for Students and Families. Activity schedules may vary because of unusual circumstances this school year.**

**If you have any questions or concerns, please contact your child's principal.**

**Sincerely,**

**Roberta Bizardie  
Superintendent of Schools  
Mission, South Dakota**

**Strong School plans are available on the Todd County School District website: [tcsdk12.org](http://tcsdk12.org), or contact your student(s) attendance center for details.**

## **Todd County School District Directory**

<b><u>BUILDING/ADDRESS</u></b>	<b><u>PHONE #</u></b>	<b><u>BUILDING/ADDRESS</u></b>	<b><u>PHONE #</u></b>
<b><u>District Office</u></b>	(605)856-3501	<b><u>Spring Creek Elementary</u></b>	(605)747-2541
<b><u>Curriculum Center</u></b>	(605)856-3502	233 Yellow Cloud Drive	
PO Box 87		St. Francis, SD 57572	
Mission, SD 57555			
<b><u>Exceptional Education</u></b>	(605)856-3513	<b><u>TC Elementary School</u></b>	(605)856-3506
PO Box 519		PO Box 308	
Mission, SD 57555		Mission, SD 57555	
<b><u>HeDog Elementary</u></b>	(605)747-2438	<b><u>TC Middle School</u></b>	(605)856-3504
PO Box 260		PO Box 248	
Parmelee, SD 57566		Mission, SD 57555	
<b><u>Klein Elementary</u></b>	(605)378-3854	<b><u>TC High School</u></b>	(605)856-3503
28959 299 <sup>th</sup> Avenue		PO Box 726	
Valentine, NE 69201		Mission, SD 57555	
<b><u>Lakeview Elementary</u></b>	(605)429-3339	<b><u>TCHS Guidance</u></b>	(605)856-3503
26886 299th Street		<b><u>TC Achievement School</u></b>	(605)856-3544
Crookston, NE 69212		PO Box 87	
<b><u>Littleburg Elementary</u></b>	(605)378-3881	Mission, SD 57555	
28406 300 1 <sup>st</sup> Street		<b><u>Wanbli Wiconi Tipi/JDC</u></b>	(605)856-8701
Valentine, NE 69201		<b><u>Bus Shop</u></b>	(605)856-3509
<b><u>O'Kreek Elementary</u></b>	(605)856-3507	<b><u>Maintenance Shop</u></b>	(605)856-3518
PO Box 180		<b><u>Supply Office</u></b>	(605)856-3508
O'Kreek, SD 57563		<b><u>TCHS Dining Hall</u></b>	(605)856-3515
<b><u>Rosebud Elementary</u></b>	(605)747-2411	<b><u>Food Service</u></b>	(605)856-3514
PO Box 310		<b><u>Rosebud Dormitory</u></b>	(605)856-4486
Rosebud, SD 57570			
<b>RST FIRE HALL</b>	(605)747-2700		
<b>TC SHERIFF</b>	(605)856-4411		
<b>MISSION POLICE</b>	(605)856-2620		
<b>MISSION FIRE HALL</b>	(605)856-4435		

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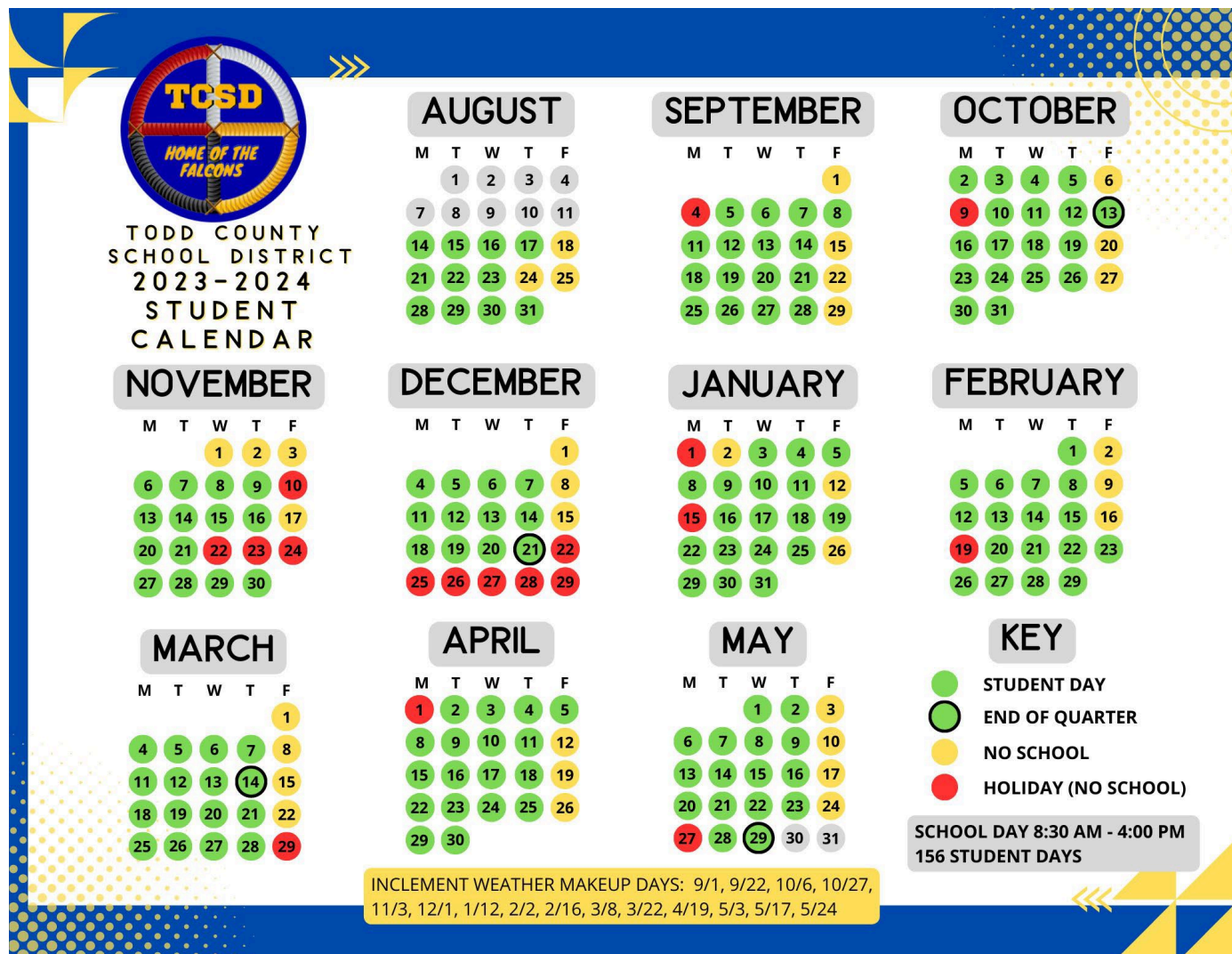
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## TODD COUNTY SCHOOL DISTRICT 4 DAY SCHOOL WEEK CALENDAR



## Information for Parents & Guardians

All Todd County School District Policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

### Attendance and Enrollment

The parents/guardians are responsible for sending their children to school. Students are to attend school on a regular basis. Any absence (other than for school-sponsored events or approved educational trips) that add up to 10 or more days per year are considered excessive. **Students with chronic truancy will be reported to RST Tribal Education Truancy Department and may be considered for retention or may not receive credit.**

The school wants your child to come to school beginning on the first day of school, **August 14, 2023**. The school day for Todd County Schools is as follows:

Todd County Elementary School is from **8:30 AM to 4:00 PM**.

All other elementary schools are from **8:30 AM to 4:00 PM**.

Todd County Middle School is from **8:30 AM to 4:00 PM**.

Todd County High School is from **8:30 AM to 4:00 PM**.

Free breakfast and lunch are provided for all students.

If a student needs to leave the building during the day here is what needs to happen:

1. Come to the office and check your child out. (If the secretary doesn't recognize you, you may need to show a picture ID).
2. Send a note naming the person that will be checking out your child. You may get a phone call to confirm. Remember, your child can leave with only people named on the enrollment forms.

Children have to be five years old on or before September 1<sup>st</sup> to be able to enroll in kindergarten.

If enrolling your child in a new school, you will need to provide a **birth certificate, tribal abstract, and immunization record along with the school name and address of the last school they attended.**

Enrollment forms need to be filled out each year for all students. If information changes (like your address or phone number) please let the school know. Often, the school may need to contact you. It is important that we have current phone numbers.

### Attendance/Tardy Procedures

**Any student entering school after the school day has begun, must report to the office before going to the classroom to get an admit slip.** Students will be tardy if they come to school or class after the class has begun.

Attendance/Family Liaisons under the direction of administration work with students and families to help students who are frequently tardy.

Absences will be recorded according to the following categories:

#### **Excused:**

Must have written, signed explanation from parent/guardian or documented phone call within 3 days of absence. If notification is given after this time records will not be changed.

- Illness or quarantine\* (may require Dr. statement)
- Bereavement or serious illness in family
- Weather that is so severe that it threatens the health of the child
- Major religious holidays
- Principal authorized absence (includes Out of School Suspension)
- Doctor's appointments (for students who go to a doctor's appointment and come back to school, an excused absence will be given for the time they are gone)

\* Documentation for students who have a chronic illness or medical condition may be covered through a 504 plan that is developed with the student's identified school team and parent/guardian.

**Unexcused:**

- All other absences

**Educational Leave:** Students may be excused from school attendance for up to five (5) days each school year for attendance at a state or nationally recognized youth program of educational value including tribal. Family educational trips are also eligible for Educational Leave with administrative approval prior to the absence.

If your student has shown a pattern of absences, in their educational career, that is detrimental to the student's ability to learn, the Todd County School District will pay extra attention to your student's attendance. We will call frequently, visit frequently, and do everything we can to help you and your student succeed and that can only happen when they are in school. Learning is sequential and what is taught on any given day helps the student learn on following days. If you miss over 20 days of school in a year, your student's ability to learn and succeed cannot be guaranteed. If a student continually misses school, chronically, year after year, by the time they reach High School their ability to pass the classes they need to graduate will be extremely compromised. Our goal is to educate all students of Todd County and to hopefully see them all graduate, but that only happens if they are in school every day that is possible.

**The following steps will be followed to report chronic absences to RST Tribal Education and to RST Tribal Courts.**

**Step One:**

**When Wakanyeja (student) has had three (3) days of Unexcused Absences in a single month, immediately notify parent/guardian/custodian (in person or via telephone or email) and inform the family of potential consequences.**

**Step Two:**

**When Wakanyeja (student) has six (6) days of Unexcused Absences in the current school year, immediately notify parent/guardian/custodian (in person or via telephone or email) and inform the family of potential consequences.**

**10 Day Referral to RST Tribal Education**

When a student reaches 10 Days of Unexcused Absences a referral will be made to RST Tribal Education.

**Removal of Student from the Roll for Consecutive Unexcused Days** (Source: 28 SDR 19)

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Todd County Achievement School students with 5 consecutive unexcused absences will be dis-enrolled and will need to enroll in another school.

**Excuses Policy**

There are always legitimate reasons to miss school, mainly sickness and family emergencies, but outside of those two areas your student needs to be in school. Please help us help your student.

Please refer to **policy JEC (Attendance Policy), JHB (Truancy), and JH (Student Absences and Excuses)**. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

**Records**

Only staff that work with your child will be able to look at your child's record without your written permission, according to policies JRA. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

**Activity/Athletic Competition and Eligibility**

Regarding student eligibility and participation in extra-curricular activities, please keep in mind:

1. The district will not pay for student meals on trips within 60 miles of the school.
2. Before your child participates in any activity, both you and they will sign an agreement that outlines expectations.

3. To ensure your child is safe for athletic participation, they will need to have a physical in grades 7-12. Students in grades K-6 will need a physical or sign a waiver.
4. Middle and high school students in activities sponsored by the South Dakota High School Activities Association (SDHSAA) will follow the SDHSAA rules.
5. Athletes wanting to ride home with their parents from away events will need to be checked out with the director/coach before leaving.
6. All laws, including SDCL 13-2-9, will be followed. This law says that, “a student that is adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana is ineligible to participate in any extracurricular activity.”

For additional information check the Todd County Activities Handbook for Students.

## Prom

To attend the Todd County High School Prom, the following rules will be adhered to:

- Juniors and Seniors may bring a high school underclassmen with approval from administration.
- Freshmen and Sophomores are not allowed to attend without an upperclassmen date from TCHS.
- Juniors and Seniors may bring a date from another high school with approval from administration.
- If your date has graduated they can be out of school for one year with approval from administration.
- All students must be enrolled in a high school (except for those who had graduated from high school from one year). Those who graduated from another high school must show proof of their graduation date.
- If you are planning to bring an out-of-district date, they must sign up by the Tuesday evening before prom.
- Middle School students cannot participate in High School prom which includes the grand march and pictures.

All decisions are at the discretion of the Todd County High School Administration.

## Transportation

Help your child remember that riding a bus is a privilege. Students are expected to discipline themselves and comply with the instructions of the bus driver. The driver will be in full charge of the bus and passengers. There must not be disturbances of any kind that might distract the driver and impede the safety of the passengers.

If an incident happens on the bus the transportation director will notify you of the incident and possible bus suspension. You will know the reason for the suspension and how long it is going to last. A bus suspension means that you will need to find a way to get your child to and from school. Cameras are installed on most buses for student safety.

If you need to have your child go to another drop-off, you will need to call your child's school before 1:00 PM so that staff can notify the right people. Also, students are to get on and off the buses at the school they attend. When there is bad weather, if school is not canceled, school vehicles will travel where possible.

### Todd County School District STUDENT CONDUCT ON SCHOOL BUSES

Buses are provided for those students whose distance from school or health make this service essential. Misconduct will not be tolerated and will result in forfeiture of the privileges of riding. Students are expected to discipline themselves and comply with the instructions of the bus driver. The driver will be in full charge of the bus and passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding school buses:

1. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Bus riders should not move to board the bus until it has completely stopped, and the door is open.
4. Students shall ride on their assigned buses until directed otherwise by the administration or driver.
5. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
6. Students must occupy the seats assigned to them.



7. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Shouting, screaming, smoking, running, fighting, vulgar talk, and pushing are not permitted.
8. Students must refrain from unnecessary conversation with the driver. His/her job requires his/her full attention.
9. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
10. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw paper or trash on the floor or out the bus window.
11. Students will not open windows without permission of the bus driver.
12. Students must not, at any time, put hands and arms out of the bus windows.
13. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
14. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from school.
15. A driver may set additional rules, subject to the approval of the Director of Transportation if conditions warrant.

## Parking and Visitation

There are identified places at each school for parents/guardians and visitors to park. For high school students, there is also an identified parking lot. Also, students need to understand that their vehicles may be searched if there is a reason to do so.

Once you enter the school, all visitors are asked to check in at the office. Please remind your child that only adult visitors are allowed in school.

## Telephone Use

**If you need to call your child at school, a staff member will take a message and get it to your child between classes or at the end of the day.**

If your child has a cellphone please read Policy JICJ. (All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/> or at each school.) so you are aware of school expectations. Middle and High School students may use their phones before and after school, and during lunchtime. Cellphone use during transition is a building level decision. If your child does not follow the policy, they will need to give their phone to an administrator. They will be able to pick up their phone at the end of the day. If it happens again you (the parent) will have to come in.

## Nuisance Items

Electronic items not needed by your child (such as: toys, electronic items, lasers, cellphones, earbuds, headphones, or I-pods) need to be kept at home. Keep in mind that the school is not responsible for the loss or theft of these items. Staff may confiscate these items and any other personal property brought to school.

## Care of Property

Your child will not be charged for books and materials they use for classes. We want everyone to take care of the materials they use. If things are lost or damaged students will have to pay for the item to be replaced. Some schools have lockers. These lockers are assigned to students when they enroll. Since the lockers are school property, administrators may randomly search them. Each student is responsible for all items in their locker.

## Technology Usage, Rules and Care

Technology is important in our schools. When students enroll at a school, you are asked to read and sign an Internet Usage Policy Agreement. This form will be kept on file at the school. You can ask for a copy any time. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

## Student Registered Sex Offenders

If a student enrolled in the District is registered as a sex offender under SDCL 22-24B-2, the student, if age 18 or older, or the parent(s)/guardian(s) of a student age 17 or younger, shall inform the Superintendent or Building Principal of the student being registered as a sex offender. The Superintendent or designee will arrange a meeting for the student to include the student, the student's parent(s) or guardian(s) if the student is age 17 or younger, school resource officer, District administrators and guidance counselors, to determine the student's background, conditions of parole, the safety risk posed by the student, and any other relevant factors affecting the student and the safety of other District students. Under no circumstances is any student registered sex offender permitted to loiter on District property in violation of SDCL 22-24B-22(2) and 24. Please reference TCSD Policy JFCL for further information. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>.

# Partnership Information

## Involvement in Decision Making

We want you to be a part of building and district family leadership teams. Parent and community involvement policies are published in the Todd County Dreamcatcher. Please read policy KBC (Parent Involvement in Decision Making—School Improvement Council) and KC (Community Involvement in Education—School Improvement Council). All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

## Family/Teacher Communication

Parents/guardians of 6th-12<sup>th</sup> grade students can use Parent Portal on Infinite Campus and Schoology to see attendance and grade reports. This is an online program. Please call your child's school if you want to use this. The district's web site (<http://www.tcsdk12.org>) also has information for families.

Todd County faculty will contact parents/guardians when there are concerns over grades, behaviors, attendance, and any other student related issues. If we are unable to reach you, school personnel will attempt to make a home visit.

## Raising Concerns

We want families to bring concerns and constructive criticisms to school official's attention. To do this, **Board Policy KE requires written, formal complaints involving instruction, discipline, or learning materials, to follow the Chain of Command:**

- 1.) Principal
- 2.) Superintendent
- 3.) Board of Education

Written complaint forms are available at each school. Policy KE can be found online at <http://www.tcsdk12.org/board-policies/> or a hard copy is available at each school.

# Information about Student Achievement

## Grading

Parents/guardians can check on student progress through the Infinite Campus Parent Portal or by contacting staff at the school. Teachers will also try to connect with both students and parents/guardians so that information can be shared.

Kindergarten through fifth grade uses a standards-based report card based on the TCSD Board of Education adopted curriculum.

At the middle and high school level, a four 4-point scale is used to determine Grade Point Average (GPA). Advanced Placement classes at the high school are weighted on a five 5-point scale, which will affect students' GPA and weight of the grade. High School Valedictorian and Salutatorian will be selected according to the final cumulative GPA.

**The following grading system is used for 6-12<sup>th</sup> Grade:**

Percent	Letter Grade	4 Point Scale	AP Scale
90-100	A	4	5
80-89	B	3	4
70-79	C	2	3
60-69	D	1	2
59 and below	F		

A high school student who receives an "F" will have to retake the class. A student who misses work due to an excused absence the last week of the semester will receive an "I" incomplete and will have two weeks upon their return to school to complete the work missed during the excused absence. The "I" will then be changed to the earned grade.

Seniors preparing for graduation must have all work completed and handed in by 12:00 noon on the Wednesday preceding graduation.

In order for a sixth, seventh or eighth-grade student to be promoted to the next grade, the student should successfully complete the following requirements:

1. Receive no more than one failing (F) overall course grade in the following subjects: language arts, mathematics, science, social studies and,
2. Receive passing grades of D or better in at least half (50%) of all Exploratory Classes.

Final promotion decisions will be determined in collaboration with guardians, students, and building administration.

## Interventions and Progress Monitoring for Struggling Students

The Student Success Team (SST) is a way to look at a student's schoolwork, attendance and behavior problems and plan appropriate interventions. Throughout the process, teachers will monitor your child's progress. This will help you, your child, and school staff to see what works and determine what else can be done.

The SST process may be the first step in the evaluation process for identification of students eligible to receive services under IDEA.

Students receiving interventions progress will be monitored to determine next steps. If a struggling student doesn't make improvements after consistent attendance and changes in interventions, an exceptional education referral will be submitted.

Each school building had an SST advocate in case questions arise.

The Responsive Classroom Approach is used throughout the district to look at student behavior. Responsive Classroom looks at why problem behaviors occur. Behavioral Intervention Plans can be made to help with problem behaviors, teach new skills, and identify help for the student. The Responsive Classroom Approach is designed to cut down on problem behaviors in the school, and help make a more positive school climate with higher school performance.

## Graduation Requirements

All Todd County High School students will follow and meet the required course of study (22 credits) as determined by the Todd County School Board. Students who transfer into the District during their senior year can petition the School Board through the High School Administration to follow the state-required 22 credits to graduate if their enrollment does not allow them time to take the identified required course load. Please see policy IKF online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

## Homework and Tutoring

One of the best ways students can succeed in school is to be ready for class. If they needed to do work at home, they need to bring it with them to class. If a student feels they need extra help, they can stay after school, and are expected to follow the same behavior expectations. There are times when students will be expected to stay for tutoring. Students who have failed to turn in work as required or are failing classes may be required to stay for tutoring.

## Students that are 18 Years Old

Students 18 years old and older have met both State and Tribal laws regarding required school enrollment. Todd County High School does not want to leave these students out or violate his/her rights, but the voluntary enrollment of an 18 year-old student shows his/her willingness to follow all the rules and regulations of the school.

## Non-Discrimination

The Todd County School District will not treat students, **families or staff** differently because of their race, religion, color, sex, background, disability, or sexual orientation. The district follows the Title IX requirements for students, their parents, and all employees. If you have questions about Title IX, see Richard Medema at the District Office.

Section 504 of the Americans with Disabilities Act is a Civil Rights Law that makes sure anyone with a physical or mental disability that substantially limits a major life activity (i.e. seeing, working, breathing, performing manual tasks, walking, learning, speaking, or caring for ones-self) is eligible for appropriate accommodations. Please talk with the principal in your child's building so that all accommodations are identified. The same educational chances are offered to students who are pregnant, married, or single

parents. For more information, please see policies ACA (Non-discrimination—Title IX), JE (Homeless Children/Unaccompanied Youth), and JIE (Pregnant Students, Married Students, or Single-Parent Students) online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

## Sexual Harassment

It is the policy of Todd County School District to see that schools are free from sexual harassment and sexual violence. Sexual harassment is illegal, unacceptable, and will not be tolerated by employees or students of the school district. Please see Policy GBAA online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

## Bullying

**Bullying is the repeated act of one or more individuals intimidating others through verbal, physical, mental, cyber, or written interactions.** Bullying takes many forms and happens in any setting. Bullying can create insecure and unwarranted anxiety that can affect the learning and social environment in school negatively. Bullying in the schools, on school grounds, on any school transportation, or at school-sponsored activities will not be tolerated and disciplinary action will be taken. For more information, please see policy JICB/GBAB (Bullying and Harassment) online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

**Not all conflicts between students can be considered bullying.** If both students participate in the conflict and if there is not an imbalance of power between the students the incident will not be considered bullying according to Policy JICB/GBAB. Appropriate disciplinary actions will be taken to address the issue, but the bullying policy procedures will not be used in these cases.

## Nursing Services

All schools have access to nursing help. If a student has a serious injury at school, parents/guardians will be contacted and a report will be kept in the student's file. If the student needs to take medication, parents/guardians are asked to make sure that:

1. The medication is in the original container and it has the original label with the student's name, the physician's name, date of the prescription, and the directions for use listed.
2. Specific instructions about how to administer the medication are given. These instructions need to be signed by the parent/guardians and dated.

If a nurse is not available at the school only staff members who have been trained will give the student medication. Finally, if he/she has had an illness, surgery, or broken bones that require special arrangements, please contact your child's school so arrangements can be made for their return.

## Lice/Bedbugs

Having head lice or bed bugs is not something to be ashamed of. Head lice or bedbugs do not carry disease, but can cause your child to develop sores from scratching that may require antibiotics. Head lice and bed bugs are spread to others and must be treated. If your child has head lice or bed bug bites, they cannot be in school until treated. Upon returning to school your child will be checked. If head lice or bed bugs are still present, you will be notified to take your child home for additional home treatment. The School Nurse will provide you with information to treat head lice or bed bugs and how to prevent reinfection.

## Student Appearance and Dress Code

The Todd County School District Board of Education adopted Policy JICA Student Appearance and Dress Code Policy. All students are expected to follow this policy. Policy JICA can be found online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

## Behavioral Expectations for On and Off School Grounds

Students are welcome to attend extracurricular events if they behave in an appropriate manner. Students cannot stay after school unsupervised and wait for activities to start. Because of limited supervision during elementary activities, parents/guardians are to supervise their child(ren) if they choose to leave the building during activities. Students are not allowed to bring basketballs or items that interfere with the events. Students are expected to follow expectations from school administration and staff.

Students may take field trips during the school year under school supervision. Written notes will be given to parents telling about the trips. A permission slip is needed for activities that occur out of the District or for trips that require overnight lodging. Trips



taken during school hours do not require written permission other than the form signed by parents at the beginning of the year. Students need to follow the rules and policies of the District during extra-curricular contests and field trips.

## Drug and Alcohol Policies

The Todd County School District is committed to providing a drug, alcohol and tobacco free environment. If a student is suspected of using drugs or alcohol, the Principal and another designated school staff person (Nurse, Security, Assistant Principal, etc.) will determine if the student will take a urine test. If a student refuses this, it will be considered as an admission of guilt. An attempt to contact parents/guardians will be made. If this is unsuccessful, a school official will sign the authorization for this test.

## Gang Activity or Association

Todd County School District is guided by the policy definition of “street gang”, a formal or informal ongoing organization, association, or group of three or more persons who have a common name or common identifying signs or symbols and have members or associates who individually or collectively engage in or have engaged in a pattern of street gang activities.

Gang activities and associations are unacceptable behaviors on school grounds or at activities. Students are prohibited from representing gang affiliation, conducting gang-related activities, recruiting others for gang membership and threatening or intimidating others to act against their will to further gang purposes. All gang activities, including tagging, will be reported to appropriate school and law enforcement officials. Students exhibiting gang or gang-like behavior will receive school consequences that reflect the seriousness of the violation.

## Safety Protocol

There are times when it is necessary to place the school in “lock down”. Students need to follow administrator and/or law enforcement directions. Students are not to use telephones, cell phones, electronic communications or other devices that may hurt an ongoing investigation. Students who do not follow this will be dealt with using the Discipline Protocol and local/state/tribal laws. Students will not be released without administration and/or law enforcement approval.

At the High School metal detectors/wands **may** be used throughout the school day. The following will be enforced:

1. Security staff will set up and use scanning equipment.
2. A table will be set up nearby for purses, backpacks, and any other items that will be inspected.
3. Security or school personnel will be assigned to inspect purses, backpacks, etc.
4. Law enforcement will be notified if a weapon or illegal substance is located during the search process.

## Search Process for Extracurricular Activities

1. Because attendance is **voluntary** at these events, inspection of purses, backpacks, etc. can occur without prescreening.
2. People attending functions may choose to leave items somewhere else before entering the event. **With this exception, procedures used at extracurricular activities are the same as those during the school day.**

## Disciplinary Procedures for Identified Infractions (K-12)

### Behavioral Expectations

Todd County School District believes that it is important to create a community within our schools where expectations of students are understood, guidance is given, and a safe and orderly environment is maintained.

Students need to develop knowledge and understanding of their Hocokan – the center, in order to be “in harmony”. (Oceti Sakowin Essential Understanding 4 Kinship & Harmony). To develop knowledge and understanding of their Hocokan, students also need to understand that the expected behavior of a Lakota is one of Wolakota, or peace. Wolakota means to act and behave with ultimate respect, harmony, peace, and friendship. Wolakota is a powerful deterrent to arguing, fighting, making enemies, and shaming others.

Students are assisted in achieving these goals and the school climate is improved as a result, when each student:

- **Knows what is expected of him or her at school;**
- **Believes that he or she has the academic and social skills to achieve;**
- **Responsibly observes and respect the rights of others;**
- **Receives recognition and praise for doing good work and behaving appropriately; and**
- **Feels that there is someone at school who cares about him or her and encourages his or her academic and social development.**

## Student Infractions

We believe that every student would make a good choice if they were confident that they were prepared to make that choice respectfully and with dignity. It is our responsibility to teach students social skills which will allow them to be successful not only as a young person but as an adult. Teachers are expected to use pro-active teaching skills to redirect the student however, if the student does not make the choice to correct their behavior, they will receive an office referral.

When consequences are required, appropriate due process will be provided to students in accordance with federal law, tribal ordinance, State statute and/or district policy. Please refer to Policy JIA online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

The following definitions help explain student infractions and seriousness of the infraction.

### Class I Violations

**Disruptive Behavior:** Engaging in behavior that causes an interruption in a class or activity despite the corrective efforts of school personnel.

**Dress Code Violation:** Dressing in a manner that: 1) Creates a distraction; 2) Creates a disruption; or 3) Otherwise violates the school dress code (JICA).

**Nuisance Item(s):** Laser pointer, personal telecommunications device, or any other item brought to school which creates the potential for disruption.

**Other class I violations as deemed by administration**

### Class II Violations

**Public Display of Affection:** Touching, kissing or fondling in public that is beyond casual contact that creates, or has potential to create a disturbance of the school setting.

**Dishonesty:** Alteration of a school document, cheating, plagiarism, false reporting, failing to report, and forging a signature, all with intent to deceive.

**Disregard for Safety:** Non-criminal action or behavior with the potential to injure the student or others.

**Insubordination/Defiance/Lack of Cooperation/ Refusal of Corrective Action:** Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators in a verbal, physical or symbolic manner. Ignoring a directive to complete an assignment, refusing an assigned intervention or consequence, or failing to report for an assigned intervention or consequence.

**Offensive Speech or Actions/Inappropriate Language:** Speaking to school personnel or other students inappropriately, displaying a sign, signal, or gestures indicative of gang affiliation, and/or delivering a message that may include swearing, vulgarity. This includes signals or carrying signs indicating vulgarity.

**Out of Assigned or Designated Area:** Tardiness skipping a class, but remaining on campus, or being in a prohibited area.

**Unkind/Rude “Mean” Behavior:** Any instance of rude behavior toward another through physical, verbal, written, emotional or cyber interaction.

**Technology Policy Violation:** Failure to use district-owned hardware, software or other technology for its intended educational use as described in the *TCSO Acceptable Use Policy*.

**Transportation/Bus Disturbance:** Any behavior on a bus or school vehicle that creates a safety problem or disturbance. This includes any act that violates a school rule or district policy relating to any form of student transportation.

**Unexcused Absence/Skipping School:** Being absent from school without a valid excuse and or authorization from a parent/guardian or school personnel. This also includes leaving school grounds without prior permission during regular school hours.

**Other class II violations as deemed such by administration**

### **Class III Violations**

**Bullying:** One or more individuals intimidating 1 (one) or more persons negatively and over time through verbal, physical, mental, cyber, or written interactions.

**Cyber-Bullying:** Willful and repeated harassment and intimidation of a person using digital technologies including but not limited to email, blogs, social website, chat rooms, and instant messaging.

**Disturbance of School/Disorderly Conduct:** Intentionally causing serious disruption in the school, making unreasonable noise, obstruction of any lawful assembly or vehicular or pedestrian traffic. This violation includes any unlawful gang activity, unlawful assembly, engaging in conduct constituting a riot or who being present at an assembly that either has or develops such a purpose.

**Disturbance of School/Refusal to Disperse:** Escalating refusal of disciplinary action to the point of disturbance. Intentionally disobeying a reasonable public safety order to move, disperse, or refrain from specified activities in the immediate vicinity of an unlawful assembly or riot.

**Disturbance of School/Refusal of Disciplinary action:** Refusal to comply with disciplinary consequence or action

**Endangering Others/Reckless Behavior:** Deliberate or careless conduct that endangers the safety of others.

**Gang Affiliations:** Students are prohibited from representing gang affiliation, conducting gang-related activities (e.g. tagging), recruiting others for gang membership, or threatening or intimidating others to act against their will to further gang purposes. This includes representing gang affiliation; conducting unlawful activities in the name of a gang; recruiting others for gang membership; wearing clothing that symbolizes or suggests involvement in gang activity affiliation with gangs or other similar organization (e.g. “colors”, bandanas, flags, hair nets or certain types of jewelry); and using symbolic (non-discriminatory/non-threatening gesture (e.g. making a hand sign with an offensive meaning; or flashing a signal indicating affiliation with a gang or group or organization with a history of advocating disruption or violence.

**Harassing Communication:** Using a telephone or other electronic communication device to contact another person with intent to terrorize, intimidate, threaten, harass, or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act. Harassment also includes threats to inflict physical harm or injury to any person or property.

**Harassment (Non-Sexual):** Engaging in a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and that may negatively and substantially impact the emotional or mental well-being of a student or employee.

**Hazing:** Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other person, against another student, and in which both apply: 1) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in an organization that is affiliated with school; and 2) The act contributes to a substantial risk or potential injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

**Obscene/Pornographic Material:** Possessing or accessing any pornographic or vulgar material.

**Offensive Conduct/Sexting:** Intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, dissemination, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a minor, including the student himself or herself, in any condition of nudity.

**Property Damage/Vandalism:** Damaging, defacing, destroying public/school property, including tagging or using gang-related symbols, pictures words, language, or other means known to gang members.

**Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that may be a matter of interest to an outside agency when: 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development; 2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

**Verbal Assault:** Any profane or vulgar speech towards a staff member or student delivered in a public setting.

**Theft:** Stealing, receiving stolen property, transferring stolen property and extortion.

**Threat or Intimidation:** This violation means verbal, physical, or symbolic actions or behaviors that convey the threat of physical contact and/or injury.

**Tobacco/ Vape and or Vaping:** Possession of any tobacco/vape or tobacco/vape-related product. Using tobacco/vape or tobacco/vape-related products.

**Trespassing/Refusing to Leave After Notice/Unauthorized Entry:** Entering school or school facilities outside of established hours of operation without an administrator's permission or being on school grounds, in buses or at a school-sponsored activity or event without permission while a suspension is in force.

**Encouraging a Conflict:** Participating in a conflict by acting as a messenger between two conflicting parties, setting up a physical fight, videoing a fight, or any action that perpetuates a conflict.

**Other class III violations as deemed by administration**

## **Class IV Violations**

**Alcohol or Intoxicant/Possession/Use/Transfer/Sale:** Possessing, using, transferring or selling any substance, which may alter the sensorium, including alcoholic drinks, or a prohibited substance as defined in district policy.

**Alcohol or Intoxicant/Under the Influence:** Exhibiting noticeable behaviors, a physical appearance, or odors consistent with use of alcohol or another intoxicating substance.

**NOTE:** The term "intoxicant" includes any substance not fitting the definition of alcohol or drug which may alter the sensorium that may result in temporary or permanent loss or diminution in judgment, perception, or coordination [RST 104(a)]. The sensorium that may result in temporary or permanent loss or diminution in judgment, perception, or coordination [RST 104(a)].

**Assault; Simple:** This violation means: 1) Attempting to cause bodily injury to another with the actual ability to cause the injury; 2) Recklessly causing bodily injury to another; 3) Negligently causing bodily injury to another with a dangerous weapon; 4) Attempting by physical menace or credible threat to put another in fear of imminent bodily harm, with or without the actual ability to harm the other person; or 5) Intentionally causing bodily injury to another which does not result in serious bodily injury [SDCL §22-18-1; see also RSTLOC 5-5-1].

NOTE: Students have a right to self-defense. Self-defense is determined solely by the school administrator [GBGB and JIC].

**Fighting:** Engaging in mutually aggressive physical actions, involving physical contact where some injury may occur.



## **Drug Policy Violations:**

**Possessing.** This violation means unlawfully having in one's possession a substance knowing that it is to be used in violation of SDCL §22-42-15 [SDCL §22-42-2, §22-42-3, §22-42-4, §22-42-5, §22-42-6 and §22-42-15.1].

**Using.** This violation means unlawfully and intentionally ingesting, inhaling, or otherwise taking into the body any substance (except alcoholic beverages as defined in SDCL §35-1-1) for purposes of becoming intoxicated, unless such substance is prescribed by a practitioner of the medical arts lawfully practicing within the scope of the practitioner's practice [SDCL §22-42-5.1 and §22-42-15].

**Delivering.** This violation means delivering a controlled drug, substance, or other unlawful substance) SDCL §22-42-1(5)].

**Dispensing.** This violation means giving a controlled drug or substance to an ultimate user [SDCL §22-42-1(4) and §22-42-1(11)].

**Distributing.** This violation means delivering a controlled drug, substance, or other unlawful substance) [SDCL §22-42-1(5), §22-42-2, §22-42-3 and §22-42-4].

**Transfer or Sale.** This violation means possessing with intent to distribute, selling, or otherwise distributing a substance knowing that it is to be used in violation of SDCL §22-42-15 [SDCL §22-42-7 and §22-42-15.1].

**Misrepresentation:** This violation means knowingly manufacturing, delivering, or possessing with intent to deliver: 1) A non-controlled substance that is represented to be a controlled substance to others [SDCL §22-42-16]; or 2) A counterfeit of such a substance [SDCL §22-42-1(2), §22-42-2, §22-42-3, §22-42-4 and §22-42-7].

**NOTE:** The term "drug" includes a substance which may alter the sensorium that may result in temporary or permanent loss or diminution in judgment, perception, or coordination [RSTEC 104(a); see also RSTLOC 5-28-1 et seq. and 5-29-1 et seq.].

**Other Class IV Misconduct:** Committing any other criminal offense that is substantially similar to those referenced in this class of violation. **This includes cyber-attacks on TCSD Technology System(s).**

## **Class V Violations**

**Arson/Fire or Explosion:** Starting a fire or causing an explosion with the intent to destroy an occupied or an unoccupied structure or other property [SDCL §22-33-9.1 and §22-33-9.2; see also RSTLOC 5-22-1].

**Dishonesty (False Fire Alarm):** Knowingly causing a false fire or other emergency alarm to be transmitted.

**Terrorism Threat:** Threatening to commit a crime of violence or an act dangerous to human life as defined by SDCL §22-1-2(9), intending to intimidate or coerce.

**Weapon/Firearm:** This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any weapon from which a projectile or projectiles may be discharged by gunpowder [SDCL §22-1-2(16)].

**Weapon/Other:** This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any object, other than a firearm, described in SDCL §22-1-2(10).

**Weapon; Destructive Device:** This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any object described in SDCL §22-1-2(13).

**Weapon/Explosive:** This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat [SDCL §22-1-2(14)].

**NOTE:** The term does not include "permissible fireworks," as defined by SDCL §34-37-5 [SDCL §22-1-2(14)].

**Deadly Weapon/Look-Alike:** This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any look-alike, toy, air soft gun, paintball gun, multi-tools, or facsimile of any such item.

Suspensions

In some cases of class 3 offenses, administration may work with students and families in arranging alternatives to suspensions. Alternative to out of school suspensions will be determined by the administrator. The seriousness of the offense, and the number of offenses and the willingness of the student will be taken into consideration in determining and alternative consequences.

If a student’s actions require an out-of-school suspension (OSS), parents will be notified in writing. Parents/guardians will have complete custody and jurisdiction of their child during the suspension. Upon returning, the student will have 5 school days to make up missed assignments.

A student who is suspended cannot be on any Todd County School District property or at any District-sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

The School Board reserves the right to suspend and or expel a student per Policy JKD/JDK.

The disciplinary matrices on the following pages will be followed by all schools. Administrators will determine age-appropriate consequences for students in lower grades. Behavior interventions will be attempted.

Todd County School District Discipline Matrix

**Todd County School District Logical Consequences in Responding to Class I, II, III Behavior Violations**

When responding to Class I, II, III misbehavior, we embrace the Responsive Classroom approach that ensures proactive steps of teaching children the social and academic skills they need in order to learn effectively. Our goals in responding to misbehaviors are; stop the negative behavior and re-establish positive behavior as quickly and as simply as possible, so that we can return the child to learning. We also want to give students the opportunities to recognize and fix their mistakes and develop internal control of their behavior.

**Logical consequences are a way of solving problems, getting back on track, and learning.**

The <b>INTENTION</b> of logical consequences	To help children recognize the effects of their actions and develop internal controls
The <b>UNDERLYING BELIEF</b> about logical consequences	Children want to do better and can do better with reflection and practice
The <b>EDUCATOR’S APPROACH</b> when using logical consequences	Stops the behavior and gathers information before determining consequence
The <b>NATURE</b> of logical consequences	Related to the behavior; reasonable for the child to do
The <b>MESSAGE TO THE CHILD</b> when using logical consequences	The damage done, not the child, is the problem

**\*continued on next page**

**The three types of logical consequences are relevant, realistic, and respectful.**

<p><b>You break it, you fix it</b></p>	<p>If a child breaks something or makes a mess, whether intentional or not, the educator helps the child, take responsibility for fixing it or cleaning it up.</p>	<p><b>Possible Examples*</b></p> <p><i>Student jiggles the table and causes water to spill. The teacher directs them to clean it up.</i></p> <p><i>Student accidentally knocks another student down on the playing field. The teacher prompts student to help the other student up, ask if he's OK, and go with him to get first aid if needed.</i></p>
<p><b>Loss of privilege</b></p>	<p>Removing a privilege is not to punish the child, but to protect the child, the group, and the learning environment. Once the child demonstrates readiness to handle the responsibility, the privilege will be returned.</p>	<p><b>Possible Examples*</b></p> <p><i>Student insists on using the watercolor brush in a way that damages its bristles. The teacher tells student that she cannot use watercolors during choice time until she's reviewed correct use of the brush and shown the teacher that she knows how to use it without damaging it.</i></p> <p><i>Student's class job for the week is line leader, but as he leads the class to lunch, he leans into a classroom to wave hello to a friend. The teacher tells the student that he has lost the privilege of being line leader for the day and temporarily gives that responsibility to another child. Later, she checks in with the student to make sure he remembers and understands the expectations for walking in line.</i></p>
<p><b>Time-out</b></p>	<p>During this time, the child is expected to regain self-control so they can come back to the group and participate in a positive way. It can range from</p>	<p><b>Possible Examples*</b></p> <p><i>Time-out in the classroom</i>  <i>Time-out of the classroom</i>  <i>Time-out in the office(ISS)</i>  <i>Time out of the school(OSS)</i></p>

\*Not limited to or exclusive of

There are significant variations on what logical consequences look like at the different grade levels. Each child and situation is unique. Different situations call for different responses. When children misbehave, they give us valuable information about what they need. Our elementary schools have the option of using the discipline matrix on the following page based on the severity of the behavior.

Brady, K., Mary Beth, F., & Deborah, P. (2015). *Rules in School Teaching Discipline in the Responsive Classroom* (1<sup>st</sup> ed.). Turner Falls, MA: Center for Responsive Schools.

<p><b>Class I Behavior Violations</b> Disruptive Behavior, Nuisance Item, Other Class I Violations</p>	<p><b>Class II Behavior Violations</b> Offensive Speech or Actions, Inappropriate Language, Insubordination, Defiance, Refusal of Corrective Action, Lying, Cell Phone, Bus Disturbance, Other Class II Violations</p>	<p><b>Class III Behavior Violations</b> Disturbance of School, Disorderly Conduct, Theft, Bullying, Cyber-bullying, Sexting, Threats, Intimidation, Verbal Assault, Harassment (sexual and other), Property Damage/Vandalism, Other Class III Violations</p>
<p style="text-align: center;">Todd County School District Consequences of IV Behavior Violations</p> <p><b>Consequences will take into consideration the age/level of maturity of the offender and the severity of the offense. Standard consequences for Class IV Behavior Violations may be imposed in these instances.</b></p>		
<p style="text-align: center;"><b>Class IV Behavior Violations</b> Weapon Violation, Arson, Bomb Threat, Alcohol, Drug, Intoxicant, Assault, Fighting, Fire Alarm, Other Class IV Violations</p>		



## Middle School and High School Discipline Matrix

NATURE OF VIOLATION	CONSEQUENCES
<b>Class I</b> – Disruptive Behavior and Dress Code	<b>1<sup>st</sup> Violation</b> – 1day ISS, Parent Notification and Incident Review <b>2<sup>nd</sup> Violation and further violations</b> -Deemed Disorderly Conduct and will move to a Class 3 offense with corresponding Class 3 consequences
<b>Class II</b> – Offensive Speech or Actions, Inappropriate Language, Insubordination, Defiance, Refusal of Corrective Action, Skipping, Excessive Tardiness, Cheating, Forgery, Lying, Cell Phone, Nuisance Item, PDA, Bus Disturbance, and Other Class II Violations	<b>1<sup>st</sup> Violation</b> – 1day ISS with Incident Reviews <b>2<sup>nd</sup> Violation and future violation</b> – deemed Disorderly Conduct and will move to a Class 3 offense with corresponding Class 3 consequences
<b>Class III</b> – Hazing, Gang Affiliation, Theft, Property Damage, Vandalism, Bullying, Cyberbullying, Sexting, Threats, Intimidation, Verbal Assault, Harassment (sexual and other), Disruption of Learning Environment, Tobacco/Vape and or Vaping, Disorderly Conduct and Other Class III Violations	<b>1<sup>st</sup> Violation</b> – up to 3 days OSS with Incident Reviews <b>2<sup>nd</sup> Violation</b> – up to 5 days OSS with Incident Review <b>3<sup>rd</sup> Violation</b> – up to 10 days OSS with potential referral to TCSD School Board for long-term suspension hearing
<b>Class IV</b> – Assault, Fighting, Alcohol, Drug, Intoxicant, Other Class IV Violations, Non-Controlled Substance Violation: Possession, use, distribution or sale of any Over-the-Counter (OTC) product or non-controlled prescription medication in a manner inconsistent with established procedures.	<b>1<sup>st</sup> Violation</b> – up to 7 days OSS with Incident Review, police report may be filled, and or outside referrals deemed necessary by administration. <b>2<sup>nd</sup> Violation</b> –Up to 10 days OSS, police report, and potential referral to School Board for long-term suspension hearing
<b>Class V</b> - Weapon Violation, Arson, Bomb Threat, False Fire Alarm	<b>1<sup>st</sup> Violation</b> – 10 days OSS and referral to School Board for long-term suspension or expulsion Hearing. Police Report

Administration reserves the right to deviate from this discipline matrix to fit the needs of individual students, school personnel and/ or the situation.

# **2023-2024 Todd County Falcons Activities Handbook**



**Freddie Falcon, ever-present at Todd County sporting events, with High School Assistant Principal Mike Hammer, also an avid sports buff.**

**The photo is by the late Kernit Grimshaw, whose thousands of photographs of TCHS Athletes were beyond compare.**

**Once again, Kernit, our eternal gratitude for all you contributed to our Falcons and the Todd County School District.**

**We Miss You!...**

## **TODD COUNTY HIGH SCHOOL CO-CURRICULAR/EXTRA CURRICULAR OPPORTUNITIES**

Yearbook Boys	Band
Basketball	Girls Basketball
Cheerleading	Choir
Cross Country	Drama Production
Football	Boys Golf
Girls Golf	National Honor Society
One Act Play	Student Council
Track	Volleyball
Girls Wrestling	Boys Wrestling
Club Activities: Archery, Rodeo Club, Soccer, Sicangu and Baseball	

### **IMPORTANT PHONE NUMBERS**

High School	856-3503
Middle School	856-3504
District Office	856-3501

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## ***Introduction***

One of the primary purposes for interscholastic activities in the school curricula is to prepare young adolescents for the challenges of adult life. Students are being short-changed if all they take from the interscholastic programs are the skills related to playing the sport or activity. **We must offer the student things that will last them a lifetime and help them to be a better person and better equipped to deal with the challenges of life. If it's done right, participation in activities, win or lose, can become one of the most powerful and influential educational experiences that can occur in young adults.**

A good activities program will make a concerted effort to teach:

1. Good sportsmanship.
2. The importance of persistence and perseverance.
3. A commitment to excellence.
4. The want and desire to be the best you can be at every pursuit.
5. How to achieve and commit to a goal.
6. Pride, devotion, dedication, honesty, trustworthiness and self-discipline.
7. Respect for those in authority.
8. The ability to work and care for others in a team setting.
9. Respect for rules and regulations.
10. Stick-to-itiveness in developing a strong work ethic.
11. Teamwork

## ***Administrative Discretion Clause***

The Activities Handbook does not include everything that may 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. It is sincerely hoped that each student will have a successful and enjoyable school year. Please take the time to know and understand the rules and regulations you are expected to follow, and many problems can be avoided.

## ***Philosophy***

The ultimate goal of education is to develop successful adults. Student activities are an integral part of the educational program. The program of student activities should supplement the curricular program by offering a variety of learning experiences that will enable all students to enhance their individual interests, talents, and skills. Students are encouraged to try a variety of activities.

There are several parameters-board of education policies, South Dakota High School Activities Association (SDHSAA) and conference rules and regulations, building and department policies, budgetary considerations, risk management and professional ethics-that affect decision making. The one parameter, however that is not mentioned will be that all decisions must be based on the needs of the students.

# Co-Curricular Purpose and Benefits

## ***Purpose***

For the student: Co-curricular programs provide opportunities for developing morale; for being sportsmanlike hosts to visiting fans, officials, and athletes; and for exercising the qualities of fair play and courtesy. Co-curricular activities should be considered a part of the school curriculum, educational in the purpose and conduct.

For the participant: Competition offers an opportunity to develop skills, learn team concepts, attain a high level of fitness, promote friendships, and learn and practice good sportsmanship. It is fully intended that co-curricular competition develop the understanding that the rules of the activity are similar to the rules of everyday life.

For the community: Co-curricular programs encourage wholesome school/community relations under constructive conditions. These programs provide entertainment, a sense of pride, and a vehicle for fans to make a positive impression of our community to others outside the Todd County School District.

## ***Benefits***

The school provides: An opportunity for every student to participate in some phase of the activities. Including leadership in the form of qualified coaches, directors, and other advisors, and the necessary equipment and facilities.

The student provides: Sacrifice, self-discipline, desire, determination, and dedication. A good attitude that would include:

- a. High regard and willingness to conform to training rules.
- b. Proper care and accounting of equipment.
- c. Acting as a representative of the school, student body and community.
- d. An understanding of the team concept before individual goals.

The parent provides: Positive encouragement to their son or daughter, support and enforcement of the training rules, and support to the programs and coaches/advisors in which their son or daughter is participating.

Coaches, directors and advisors provide: The proper ideals of sportsmanship, ethical conduct, and fair play. Emphasis of the values derived from participating in the activity fairly. There will be cordial courtesy to visiting team, officials, and participants. The respect, integrity, and judgment of officials will be provided. A thorough understanding and acceptance of the rules of the game and/or activity standards of eligibility will be upheld. Leadership will be honored and the use of initiative and good judgment by the participants on the team will be honored. Coaches/directors and advisors recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional wellbeing of the individual.

# General Program Procedures

## ***Practice Times***

Practice time is extremely valuable. Activity advisors are encouraged to work together with the Activities Director in setting up equal use of the facilities. Advisors and coaches need to have their full attention on team members while at practice. Coaches and advisors have the responsibilities to the safety of team members. The advisor should be the last to leave, making sure equipment is cared for, lights are off, and doors are locked. No advisor or coach should ever leave unless all students have been accounted for and have left the facility. Sunday: There will be no school-related activities or practices held on Sundays, unless first approved by the Activities Director. This includes both fine arts and athletics. If practices are approved, students will not be required to attend.

When school is dismissed due to inclement weather, High School practices may possibly be held but only by permission of the Activities Director/ Building Administration. The advisor must use his/her good judgment on days when school is not in session whether or not to have practice. At all times, the safety of the participants should be the primary concern. The advisor should consult the Activities Director before scheduling practice on any weather cancellation day. Practices held when school has been dismissed will be considered voluntary and student athletes will not be penalized for non-participation.

## ***Guidelines for Parents/Guardians Observing Practices***

The Todd County School District allows parents/guardians to come and observe all practice sessions. In order to ensure that coaches are allowed to conduct practices without interference from the parents/guardians, the following guidelines must be followed:

1. Parents/Guardians must restrict themselves to the designated observation area of the gym, track, or field
2. No video or audio recording will be allowed
3. Please use any mobile device away from the atmosphere of the practice
4. Do not engage in any conversations with players/coaches unless they do so.
5. Do not use loud or distracting conversation
6. Parents/Guardians are not there for evaluation purposes
7. Parents/Guardians can be asked to leave if the rules are not followed

## ***Activity Clothing and Equipment***

Students receiving articles of clothing/equipment to be worn/used during activities are responsible for those items, and are expected to take proper care of them. Advisors issuing these items will be responsible to check them in at the end of that activity. Missing items will be charged to that individual responsible.

## ***Attendance***

In order to participate in a school-sponsored activity (practice, performance, game, meet etc.) a student must be in school all day up to the time he/she is dismissed by the school for the activity. The Activities Director/Administration may grant an exception to the activities attendance policy on an individual basis.

## ***Suspensions***

Students who are suspended out of school are also suspended from attendance or participation in all school activities until the day following the end of the suspension. A student who has been placed in ISS will be allowed to practice if they have completed the term of the ISS suspension. If a student has been placed in ISS the day of an event or competition, they will not be eligible to play or participate in the event or game. This would also include traveling with the team. A student who has been suspended from a team for a training rule violation will be allowed to practice but not compete during the duration of the suspension.

## ***Procedures for Trips***

This guide has been compiled so that all know the procedures that are to be followed:

1. The advisor is in charge of all matters pertaining to students, destination, times and rest stops. An itinerary will be filed with the Activities Director prior to any trip.
2. The advisor is responsible for discipline on the bus. Students must keep the noise level low enough so that the bus driver is not distracted. Only technology devices with headphones will be allowed during a bus trip.
3. The bus driver is the final authority on matters related to speed, load, safety, and driving conditions.
4. Smoking on the bus or a school vehicle will not be allowed at any time.
5. Eating and drinking on a moving bus is not desired. However, distances in South Dakota are such that at times it may be necessary. Students are to use the garbage containers that are available in the bus. Advisors will check to make sure the bus or other school vehicles are clean before allowing students to leave.
6. Students will know when and where the bus will be leaving from and returning to after the trip. Also, students will know the approximate time they are expected to return home in case parents need to pick them up after the trip has ended.
7. Advisors are responsible for the students conduct the entire trip, not just on the bus. Supervision will therefore be maintained at all times.
8. All athletes, managers, cheerleaders, etc. will ride with the team in school district transportation to the contest. Exceptions must have written approval and cleared in advance by the coach, activities director or principal and only under extenuating circumstances.
9. Students who travel with their respective activity groups will be required to return with their group. Parents/Guardians may sign out their child to take them home with them. Only parents/guardians will be allowed to check out students NO EXCEPTIONS, unless there are extenuating circumstances, they must receive permission from the Activities Director or building Principal before the activity group departs.
10. Parents are responsible to pick up their child after each event/activity. Coaches will not be allowed to give students a ride home.
11. Coaches will not be allowed to pick up students and bring them to practice, games, meets, etc.
12. Any problems, which arise on a trip, should be reported to the building Principal as soon as possible.
13. Everyone is responsible for promoting the Todd County Activities Program on out of town trips.

## ***Student Transportation To and From Events***

Students are to ride to a game or contest in school vehicles; under **certain** circumstances, with permission of the Activities Director or Building Administration, a student could be allowed to ride to a contest or event with a parent or guardian.

Students will be allowed to travel home with parents/guardians once they have been checked out. This must be done with the coaching staff/advisors. Parents/Guardians must sign a travel release form. A Travel Release Form allows a student to ride home with their parent or legal guardian. Students can only be checked out from an event by a parent or guardian. Individuals that are on a student's check out list will not be allowed to check a student out after an away event. Extenuating circumstances may be considered by administration. Extenuating circumstances must be handled at least three (3) days prior to the event.

The School District will be responsible for transporting students, participants, coaches, managers, statisticians and Board of Education recognized volunteer assistants to and from athletic and activity events.

## ***Conduct and Attire***

All participants in any extracurricular activity will be held to the following procedures regarding conduct and dress attire while attending an activity as a representative of Todd County School District.

Participants are expected to adhere to responsible standards of behavior and conduct themselves in a socially acceptable manner. The purpose of this procedure is to assist students in presenting themselves in a manner that promotes a positive and productive environment.

Participants will:

1. Be fully responsible for one's own actions and the consequences of such;
2. Follow the TCSD Student and Family Handbook policy and procedures
3. Respect the rights and beliefs of others;
4. Treat others with courtesy and consideration;
5. Respect and obey the rules of the school and laws of the community;
6. Conduct themselves in a manner befitting role models.

Dress Code:

1. Todd County School District student dress code policy will be followed and enforced.
2. Head gear must be removed upon entering a facility and remain off while indoors;
3. Sweats and warm-ups are not allowed unless the team/group as a whole is dressed in like uniforms;
4. Visible body markings such as hickeys and gang related tattoos are not acceptable and must be covered;
5. Any items symbolizing weapons, drug or alcohol, racial slurs, sexually demeaning pictures, words, etc., or profane or obscene language are not permitted.
6. Any items that compromises modesty such as tube tops, halter tops, backless tops or dresses, or see-through attire are not permitted;



7. Clothing that exposes inappropriate areas is not allowed. This includes, but is not limited to, shirts/blouses that have low necklines and showing of undergarments or midriffs;
8. Clothing which represents association with gang membership is NOT allowed (i.e. pocket chains, bandanas, necklaces, etc.).

### ***Parent Meeting***

Todd County Activity Advisors are to conduct parent meetings prior to the start or within the first week of practice. The following areas need to be presented at this time:

1. Coaches should present the district's philosophy.
2. Coaches should explain the risk of personal injury that is inherent with participation of the specific activity.
3. Coaches should explain the training rule policy.
4. Coaches should discuss any additional rules and expectations.
5. Coaches should explain that athletes will not be allowed to participate without parent consent and proper physical forms.
6. Coaches should remind parents that no athlete would be allowed to participate in any activity if they owe the department for lost equipment or uniforms.
7. Coaches should explain the attendance policy in respect to activity participation.
8. Coaches should explain the eligibility requirements.
9. Coaches should explain the travel policy for activities.
10. Coaches should discuss the importance of sportsmanship.
11. Coaches should discuss any other pertinent information including the lettering policy.

### **Social Networking Expectations**

The Todd County Activities Department recognizes its student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. Each student-athlete must remember that they represent the Todd County School District, and are expected to portray themselves, their team, and the Todd County Activities Department, in a positive manner at all times.

If you participate on a social networking site:

- Everything you post is public information. Texts or photos are out of your control once placed online.
- Use caution when adding or inviting friends.
- Limit information about your location or plans.
- Use of disrespectful comments and behavior online will not be tolerated by the Todd County Athletic Department. This includes but is not limited to:
  - ❖ Comments or photos that depict unlawful or prohibited conduct.
  - ❖ Derogatory, defamatory, harassing, or discriminatory posts related to teammates, a coach or coaching staff, or the Todd County Athletics Department, that will adversely affect team chemistry.
  - ❖ Comments that create a serious danger to the safety of another person or that constitute a credible threat of emotional or physical injury to another person.

**Situations involving any of the above activity will result in a meeting with the Athlete, Parents, Coach, Principal, and Athletic Director. The results of that meeting could range from just having the meeting, to different levels of suspension. Those involved in that decision will be the Coach, Activities Director and Administration.**

**This applies to all athletes in the Todd County School District playing on school-sponsored teams. It is in effect for 365 days a year. All penalties will be administered during the sport that has been adversely affected.**

## **Additional Athletic Program Procedures**

The following describes the Todd County School District philosophy at the various levels of athletic programs.

Varsity (A team for middle school)	Select Squads Highly Skilled Highly Competitive
Junior Varsity (B team for middle school)	Higher Level of Competition Prepare for the Varsity Level May Involve Some Screening
C-Team (high school and middle school)	Maintain Large Roster Provide Fair Playing Time Stress Fundamentals

### ***Varsity or A team***

Factors such as time, facilities, equipment, staffing, and budgetary constraints limit participatory opportunities. Because activities are developmentally beneficial, however, advisors are encouraged to involve as many students as possible in the activities program in some manner. In short, a balance must be found between maximizing opportunities and diluting the efficiency and quality of a program. At the high school and middle school level, students tend to become more selective in their choices as they begin to identify their interests and talents and become more adept at comparing their skills with those of their peer group. In spite of increased specialization, advisors in certain activities may be involved in the unpleasant task of making selections (cutting). Every program below the varsity level or A team, however, is developmental, and as many participants as possible should be retained.

### ***Junior Varsity or B team***

Junior varsity and B team squads include cross-country, football, volleyball, wrestling, girls/boys' basketball, and golf. The JV and B team athletic philosophy is to develop players for the varsity or A team level of competition. However, this does not mean that playing time will be equal or that every player will play in every game.

## ***Ninth Grade Students***

Ninth graders can compete at the “C” team, JV and varsity level. Ninth graders will have separate girls/boys’ basketball and volleyball schedules if participants numbers allow. This will assure each participant some playing time. However, this does not mean that playing time will be equal or that every player will play in every game.

## ***Athletic Participation of Seventh and Eighth Grade Students at the High School Level. – see Policy JJICA***

It is the desire of the Todd County School District to have appropriate athletic programs for the appropriate age. However, the district acknowledges that it is not uncommon to have a young athlete with the physical talent and maturity to be elevated to high school level competition in some areas of athletic competition.

It is the intent of this policy to allow for a rare instance where a gifted athlete may be given the opportunity to participate in a high school athletic activity as outlined in this policy.

No child in the other elementary grades should ever be moved to a higher level of competition.

The Todd County School District coaching staff will use the following procedure for movement purposes when the above listed programs are offered at both seventh and eighth and high school levels. It is the responsibility of the District Activities Director to see that the procedure is followed:

1. The respective coaches for the specific sport and schools that the recommendation is being made from will consult and make that decision. No other coaching staff, school staff, and parent/guardian will make a recommendation or consultation in regard to a student athlete being moved to high school level of competition.
2. The decision will be based on that rare instance of being classified as a gifted athlete, the athlete’s skill level development, maturity, and his/her attitude.
3. The respective coaches will then consult for approval from their respective activities directors for approval.
4. Upon approval from both respective activities directors, the paper work will be forwarded to the respective building administrators for approval.
5. Upon approval from both respective building administrators, the parents/guardians will be informed and consulted for approval.
6. Only after approval has been given by all parties, by signature, will the student athlete be notified and consulted, and the decision will then be made and signature of approval given.
7. A letter with an attached form showing signature approval from “all” parties will be kept on file at the high school with the activities director and a copy will be kept on file with respective middle school/elementary activities director.
8. If all parties agree (building administrators, activities director, head coaches, parents/guardians, and student), the athlete will be added to the eligibility

## roster in the high school

Eligibility factors: The following factors must be adhered to regarding advancing an athlete to high school level competition.

1. Students advanced to high school level competition will no longer be eligible for athletic participation in that particular sport at the 7<sup>th</sup> and 8<sup>th</sup> grade levels. It will not, however, affect their participation in other sports.
2. Students advanced to high school level competition must meet the high school eligibility standards.
3. The athlete must have on file in the high school office, a current physical examination. A pre-participation Interval Health History report must also be completed.

Participation in high school athletics as a 7th or 8th grade student in NO WAY AFFECTS THE STUDENT'S ELIGIBILITY WHEN HE/SHE ENTERS HIGH SCHOOL. The student will still have four (4) first semesters and four (4) second semesters of high school eligibility.

Granting 7th and 8th grade student letters and other awards for high school competition also has no bearing on future eligibility.

### ***Lettering***

Specific lettering requirements for each sport or activity are left to the discretion of each head advisor. The first time a student letters, he/she will be given a letter "TC" pin and a bar for that particular activity. Every time thereafter, he/she will only be given a bar by the head coach/advisor. It is understood that for an athlete to earn an athletic award at Todd County High School they must have complied with all rules and regulations for athletic participation as established by Todd County High School and the SDHSAA. The athlete must complete the season unless released by the advisor for reason of illness, injury, or extraordinary circumstances. In this case, lettering will be at the discretion of the head advisor and his/her staff. Lettering requirement should be made known to the athletes prior to the season. Lettering requirements for each activity should also be on file in the Activities Directors office.

Awarding varsity letters to athletes for contributions made in their sport will be a coach's decision. However, there are some guidelines that the coaches should follow.

1. The policy should be made known to the athletes prior to the season.
2. The policy should be set so it is difficult to achieve, but attainable.
3. Athletes must complete the entire season to earn a letter.
4. Seniors that complete three consecutive years in the program will earn a letter.
5. The head coach and Activities Director will use discretion in the following categories: injuries, conduct, attitude, citizenship, post-season play, managers, student transfers or any condition not covered.
6. Athletes that are disciplined for breaking training rules (level 2) will not be eligible to receive any special awards at season's end. (Ex. Captain, MVP, etc.)

Cross Country:

1. Athlete must be a regular participant on the varsity team.

**Football:**

1. Athlete must play in a minimum of eight (8) quarters.

**Girls and Boys Basketball:**

1. Athlete must compete in 18 quarters at the varsity level.

**Volleyball:**

1. Athlete must compete in 50% of all games.

**Wrestling:**

1. Athlete must record two victories at the varsity level. (Not by forfeit)

**Golf:**

1. Athlete earns a medal in a varsity meet.
2. Athlete must participate at the varsity level in 50% of all varsity meets.

**Track:**

1. Athlete must place in an event at a major track meet. (Not a dual or triangular)
2. Athlete must compete in 50% of varsity meets.

**Cheerleading:**

1. Advisor will make recommendation to the Activities Director for awarding a letter.

### **Academic Letter**

A letter for academic excellence will be given to individuals who achieve a GPA of 3.5 and have attendance of 94%. The first time a student letters, he/she will receive a TC and a bar. Every time thereafter, they will receive a bar.

### ***Practice Requirements***

All sports will follow SDHSAA requirements as to the minimum practices required before the first contest. Students will be required to participate in a minimum of five team practices before game participation. Students who have missed a significant number of practices due to illness or ineligibility, will be evaluated by their coach as to their fitness and conditioning before participation in a game in order to insure their safety.

### ***Lockers***

All athletes upon request should be given a padlock in order to lock up any valuables during practice and game sessions. A copy of the padlock number and combination should be kept in the coach's office.

### ***Open Gym***

In order to be in agreement with the SDHSAA guidelines, the School Board of Todd County School District adopts the following Open Gym procedure regarding the use of the school's gymnasium:

1. The facility must be open to all District students.
2. The participants will use the facility on a voluntary basis only.
3. Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc.
4. The school may furnish specific equipment related to the open gym activities such as balls, goals, nets, etc.
5. Coaches may supervise open gym.
6. The gym will be supervised at all times by building employees. The supervisor may not coach, teach specific skills related to the sport or instruct students in any sport not in season.
7. The time and days of the open gym shall be made known to the entire student body by the administration, in a timely manner, through announcement, bulletin board posting, etc.
8. Special designated schedules may be made for girls' only, boys' only and by grade level.
9. There will be no open gym on Sunday.

### ***Weight Room***

Todd County High School has an excellent weight room facility, and utilization of that facility is dependent on the following rules:

1. A High School advisor must be present when students are lifting (for liability purposes a qualified person is preferred).
2. Students must be taught proper lifting techniques.
3. There must be at least one spotter present during each lift.
4. Lifting belts and proper attire must be worn.
5. Please clean equipment after using.
6. Upon completion of weight room usage, stations must be cleared of weights and doors locked.

Todd County's weight room/cardio room is not available for any outside use. Using the weight room/ cardio room does not give you access to the gym area. Appropriate times and additional rules (as needed) for using the facility will be set by the Activities Director.

### ***Athletics/Activities Award Night***

Each individual sport can have an awards dinner provided it is done through fundraising.

### ***Cheerleading***

Cheerleaders have been selected for Varsity Football, Varsity Wrestling, Varsity and Junior Varsity Girls/Boys Basketball. Cheerleading is a school sponsored sport and will be handled by the advisor. The school will provide transportation to and from activities if room is available.

## **Student Eligibility**

### ***SDHSAA Eligibility for Fine Arts and Athletic Participation***

All activities programs in South Dakota Schools come under the direct supervision of the SDHSAA. The following guidelines have been established by the SDHSAA for activity eligibility. The Todd County School District expects all programs to be conducted within the proper guidelines of the state association.



The South Dakota High School Activities Association states a student is **not eligible** if:

1. he/she has reached their 20<sup>th</sup> birthday, as determined by the student's birth date;
2. he/she has attended more than 4 first semesters and 4 second semesters of school in grades 9-12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester;
3. she/he did not pass 25 hours of high school work per week, in courses approved for the preceding semester;
4. she/he are not enrolled in and attend a minimum of 25 hours of high school work per week during the current semester. NOTE: If the student is used in the Average Daily Membership (ADM) count, full or partial day, then they are considered to have attended school;
5. he/she has graduated from a regular four-year high school or institution of equivalent rank;
6. he/she has not enrolled by the 16<sup>th</sup> school day of the current semester. The date of regular entry into classes is considered the date of enrollment;
7. she/he has been absent from school more than 10 consecutive school days (illness of the student or a death in immediate family excepted);
8. he/she has transferred from one high school to another without a corresponding change in the residence of their parents;
9. she/he does not have on file in the Activities Director's office a signed physical examination and parents permit form;
10. she/he has ever participated in an athletic contest under an assumed name;
11. he/she has ever participated in athletics in any institution of learning of higher rank than a standard secondary school;
12. he/she has violated their amateur standing; or
13. during a high school sport season, he/she competed on an unattached basis as an individual or as a member of a non-school team.

#### Scholastic/Academic Eligibility Rules:

1. Preceding Semester: The student, unless they are entering high school for the first time, shall have successfully earned a minimum of two (2) units of credit which are used in the issuance of a diploma, for the preceding or for the most recent semester of attendance in any accredited high school. For the purposes of this subsection, enrollment and attendance in school or participation in one or more contests shall constitute a semester in determining eligibility. However, the Board of Directors or the Executive Director shall have the authority to waive the attendance rule when and if a student withdraws from school as a result of an injury or illness and does not return to any school for the remainder of the semester and the student does not receive any high school course credits. NOTE: Failure to earn two (2) units of credit the previous semester causes the student to become ineligible the entire following semester. NOTE: Only credits accepted by the school for graduation may be used in determining whether a student successfully earned two (2) units of credit. (Source: Minutes of the January 10-11, 2001 SDHSAA Board of Directors Meeting.)
2. Current Semester. The student shall (a) be enrolled in an accredited high school and attend courses for which a minimum of two (2) units of credit may be earned towards the issuance of a diploma, (b) be receiving alternative instruction as set forth in SDCL 13-27-3 or (c) any student in grades ten, eleven, or twelve may apply

to a constitution of higher education or a postsecondary vocational education institution as a special student in a course or courses offered at the institution of higher education or postsecondary vocational education institution. Correspondence/college courses approved in advance by the high school principal for which credits earned are used in the issuance of a high school diploma may count towards the two (2) units of credit eligibility requirement. (Refer to SDCL 13-28-37)

3. A student's grades, which are dependent upon completion of a project such as a vocational education project after the close of the academic school year shall be determined by the grade averages of record assuming satisfactory completion of the project. (Revised 7/11 By-Laws – 9 from SDHSAA)
4. Credit recovery. Students who have been declared ineligible because of academic deficiencies from the previous semester/trimester may earn scholastic/academic eligibility by taking an academic course(s) via the options approved by the SD Department of Education. Examples include, but not limited to, on-line courses, in-district credit recovery courses, alternative education settings, digital courses, etc. The Principal must monitor the successful completion of the course(s) and reinstate eligibility only after the successful completion of 2 units of credit as per Chapter I, Part IV, Section 1, Subsection D., page 8 of the By-Laws.
5. Beginning and ending of a semester. For the purpose of this subsection, the first semester shall be considered as ending on midnight on the day before the second semester begins and the second semester shall be considered as starting on the first day classes are held in said semester. The actual ending of the first/second semester or school year, rather than the date of graduation exercises or diploma date, controls the determination when eligibility terminates.

NOTE: Eligibility is extended to all students:

1. Who choose to graduate at the conclusion of the first semester until the first day of classes of the second semester.
2. Including those graduating students whenever a sub-state/state event is held after the school year has been completed at the local level.

### ***TCSO In Season Scholastic Eligibility***

Students are required to have no failing grades in any of his/her classes. In the event that weekly percentage grades are not the best determinant of a student's progress (virtual, independent study or other less traditionally structured classes), the instructor retains the right to set other standards or requirements, (for example: completion of a set number of objectives or units) to certify student achievement.

Throughout the season, the Activities Director will conduct grade checks on a two (2) week basis. All grades will be due into the Registrar by noon on Monday of the predetermined date. All students whose grades do not meet the standards in paragraph one will become ineligible until the next week's grade check. Only those students that failed to meet required eligibility standards will be check on an individual basis. All others will be check at the next scheduled grade check.

The Activities Director will also do a grade check at a predetermined date (Monday of the week before) for those students who will be participating in Lakota Nation Invitational. If the student fails to meet the standards at that time, the student will not be allowed to participate.

## Activities Training Rules

### ***Training Rules Are in Effect Upon Signing Until The Activities Season Is Completed***

In order to assure a high quality of student activity performance, the Todd County School Board has developed the following guidelines for those young people who wish to participate in school sponsored Fine Arts and Athletic activities. The purpose of these guidelines is to:

1. Encourage proper school conduct at home and away from school.
2. To help young people to develop a positive attitude and to teach self-discipline.
3. Encourage young people to work as a unit and develop pride toward their activity and school.
4. To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
5. To assist students who desire to resist peer pressure.
6. To emphasize the school's concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.

### ***General Guidelines***

These training rules and regulations are to be read to participants by the advisor/coach of each activity before the first regular practice session. Each participant must present the rules and information to his/her parent or guardian. Both the participant and a parent or guardian must sign the agreement form acknowledging that they have read and understand the rules and agree to abide by them, before the student continues in practice with the team.

A responsible person must report infractions of the rules and the person cannot remain anonymous. No rumors will be accepted as a basis for penalty assessment. All students will be afforded the due process rights of any disciplinary action.

The enforcement of these rules and regulations are the responsibility of the head Activities Advisor, Activities Director and Principal.

The intent of these rules and the enforcement of these rules are quite obvious and should be understood to incorporate common sense in certain situations. Attending parties and gatherings where peers openly use alcohol, tobacco, or driving in vehicles where occupants are openly violating laws and school rules are definitely prohibited. (Guilt by Association) Common sense should make it clear that being at home where parents may drink or smoke does not make your home off limits.

# Training Rule Violation Procedures

The following is a list of practices not condoned by the school, coaching staff or activity advisors. A student involved in athletics or a fine arts program that chooses to participate in such practices will be subject to disciplinary action from the program in which they are involved. A Todd County School District staff member, legal authorities, the individual's voluntary admission, or a responsible adult who is willing to go on record must substantiate the report of a violation.

In the event it becomes necessary to suspend an athlete for a violation of one of the training rules, advisors should take the following steps:

1. Notify the Principal and Activities Director.
2. Advise the athlete of the violation.
3. Allow the athlete to explain his/her position.
4. Notify the parents or legal guardian of the violation and provide a parent conference, which may include coaches, Activities Director, Principal, superintendent, and athlete, if requested by the parent.
5. Please be advised that a coach/advisor does not have the authority to suspend any student long-term concerning extracurricular activities. All suspensions, including long-term and short term, must be approved by administration. All student discipline will follow TCSD Policy JK and Disciplinary Procedures for Identified Infractions (K-12).

## ***Level I Violation***

1. Violation of team or school rules, policies and regulations.
2. Unsportsmanlike conduct during practice, on the sidelines, during a performance, or anytime representing the school.
3. Unexcused absence from school or practice.
4. Curfew violation---curfew hours will be 11:00 PM Sunday through Thursday nights and 12:00 AM on Friday and Saturday nights. When a group returns home at a time the regular curfew cannot be met, the student will have ½ hour to proceed to his or her home.
5. Initiation or hazing activities.
6. Insubordination.

## ***Level II Violation***

1. Use or possession of tobacco products.
2. Use, possession of, dispensation of, or being under the influence of illegal drugs or chemicals including alcohol.
3. Convicted of vandalism, theft, or destruction of property or any felony or misdemeanor other than a traffic violation.
4. Habitual repeated Level I violations (three or more separate violations).

Drug use—Students who are adjudicated or convicted of possession, use or distribution of controlled substances or marijuana will be removed from participation in extra-curricular activities by state law (SDCL 13-32-9).

***Consequences for violations will follow TCSD Student and Family Handbook discipline matrix. Consequences will be determined and enforced by administration.***

## Lakota Nation Invitational Participation Procedures

As a student representing Todd County School District, students agree to represent their school with pride, dignity, and respect. You agree to follow all rules and policies of the Todd County School District student handbook, TCHS athletic policies, and the following additional rules:

1. Students may not be checked out until his/her events are completed for the tournament. If a student leaves before the final event the student will not be allowed to participate in further games during LNI.
2. Only parents/legal guardians will be allowed to checkout their students after the final event. Oral or written requests allowing for others to checkout students will not be permitted.
3. All students must ride the bus to LNI or they will not be allowed to participate.
4. If I break any rules in the TCSD Student Handbook or violate the TCHS athletic policies, I understand I may forfeit my position on the team and be sent home immediately.
5. Local law enforcement will be notified when necessary due to any illegal activity.
6. If an athlete quits a team after an LNI competition, that athlete may be prevented from participating in further LNI competitions.

# APPENDICES

## ***District Policies and Codified Law References***

### **Non Discrimination Policy**

(TCSD Policy ACA)

The Todd County School District 66-1 does not discriminate on the basis of race, color, creed, religion, national origin, gender, age or disability in admission or access to, or treatment of employment in its educational programs and activities. Inquiries concerning Title VI, Title IX or Section 504 should be directed to the Title IX Director, PO Box 87 Mission, SD 57555. Phone (605) 856-3501. Complaints can also be filed:

US Department of Education (816) 880 4202  
Office of Civil Rights (816) 891-0552  
10220 North Executive Boulevard 8<sup>th</sup> Floor  
Kansas City, MO 64153-1367

### **FERPA Statement**

(TCSD Policy JRA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. A copy of these policies and regulations may be obtained in the building principal's office or superintendent's office of the Todd County School District 66-1. Complaints regarding a violation of rights according parents and students should be submitted to the Title IX Director of Todd County School District 66-1, PO Box 87 Mission, SD 57555 or the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.

### **Student Due Process Rights**

(TCSD Policy JIA)

All students and District employees are guaranteed due process rights as set forth by SDCL 13-32-4. Todd County School District 66-1 is in compliance with the standards established by the State Board of Education. Those standards are:

1. Adequate notice of charges made.
2. Reasonable opportunity to prepare for and meet the charges will be given.
3. An orderly hearing adapted to the nature of circumstances of the situation will be conducted.
4. A fair and impartial decision will be rendered.
5. Article 24:07 of the Administrative Rules of SD will be used to outline procedures and the definition of the due process.



## **Sexual Harassment**

(TCSD Policy GBAA)

The Todd County School District 66-1 acknowledges and endorses laws against sexual harassment. The District forbids any manner or form of infringement of the rights of others between and among the students and/or adults connected with the operation of the school district. Any student or employee, who believes that they have been the object of physical or verbal harassment by another student or employee, shall file a grievance with the appropriate administrator. Students or employees accused of sexual harassment of others shall be reported to the appropriate legal authorities, and if found guilty, shall be subject to expulsion from school or termination of employment.

## **Hazing**

(TCSD Policy JICFA)

It is the goal of the Todd County School District to maintain a safe learning environment for students and staff that is free from hazing. Hazing is an activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

No student, administrator, teacher, volunteer, or other employee of the School District shall plan, direct, encourage, and or engage in hazing. No student, administrator, teacher, volunteer, or other employee of the School District shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property to include before, during, and after school hours.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The School District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or other school staff who is found to have violated this policy.

## **Participation of Alternative Instruction Students**

### **(TCSD POLICY JJIB)**

The Todd County School District (the District) is granted the authority to determine whether to approve the participation of alternative instruction students in the District's extracurricular, co-curricular and interscholastic activities.

The Board of education has determined that the District will provide alternative instruction students with extracurricular, co-curricular or interscholastic activities.

## **Ethical Use of Electronic Communications**

### **(TCSD Policy GBEBB)**

The Todd County School District recognizes that educators may choose to communicate with other staff, students and parents/guardians via means of electronic communications from time to time, including times and situations when they are not face-to-face in the school setting. Staff members must keep in mind that all communication with students, regardless of when or where it occurs, and regardless what means is used to communicate, must not impair the professional nature of the staff member's relationship with the student.

Ethical behavior requires that District staff members show consideration and respect whenever using electronic communication devices. When interacting with other staff members, students, and/or parents/guardians, all Todd County School District staff members shall:

1. Not initiate electronic communication with a student at a time or upon a subject matter that would be likely to impair the staff member's professional relationship with the student and/or his/her parent/guardian, or that would be likely to cause a substantial disruption of the student's educational opportunities in the District;
2. Not include in electronic communication between themselves and other staff students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication;  
not disclose, use, or disseminate unauthorized personal information of another person;
3. Distinguish between personal social networking sites and professional social networking sites. Staff are encouraged not to invite or accept current District students, except for the staff person's relatives, into any personal social networking sites; and
4. Evaluate all information for its accuracy, reliability, and authority.

Disciplinary action may be taken against any staff member whose communication causes a substantial disruption in the education environment or that substantially interferes with another's rights. In addition to any appropriate disciplinary action, a referral to law enforcement may be made whenever it appears that a communication contains a threat, or when it appears that a communication contains evidence of stalking harassment, or any other crime. In an appropriate situation, the Superintendent may also file a complaint with

the Professional Teachers Practices and standards commission or any other teacher certification authority.

## **Chain of Command/Public Concerns and Complaints**

(TCSO Policy: KE)

In order for any organization to function well, there needs to be a properly functioning "Chain of Command". If there is a situation or concern on the part of a student or parent regarding an activity, the following contacting procedure is to be used.

Student or Parent  
Advisor/Coach  
Activities Director  
Principal  
Superintendent

## **SDCL 13-32-9 Suspension from Extracurricular Activities for Controlled Substance Violations**

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

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

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

**Todd County School District**  
**Activities/Athletic Rules**  
**Participant Agreement Statement**

*NAME OF STUDENT* \_\_\_\_\_

We, as a participant and parent or guardian, have read and understand the contents and provisions of the activities/athletic rules of the Todd County School District.

As parents or guardians, we pledge to encourage our son/daughter to practice and perform to the best of his/her ability while maintaining a basic good attitude towards their activity. We grant our permission for them to participate in fine arts programs and athletic events.

We, as participants and parent or guardian accept the provisions of the rules and regulations of Todd County School District 66-1 and those of the South Dakota High School Activities Association.

DATE\_\_\_\_\_

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SIGNATURE OF PARTICIPANT

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SIGNATURE OF PARENT OR GUARDIAN







110 East Denver Drive  
P.O. Box 87  
Mission, South Dakota  
57555  
605-856-3501  
[www.fcsdk12.org](http://www.fcsdk12.org)